

Frequently Used Account Codes for Reimbursements				
Acct Code	Account Description	Circumstances	Examples	Comments
5124	Personal Service Contracts	Short term personal service contracts.	Drivers, Graphic Artist, and Chefs etc.	
5125	Independent Contractors	Temporary expenses associated with person or business that provides goods or services to the University under a contract.	Accountant, Business Consultants etc.	
5127	Officials	Personal Services Contracts	Officials such as Ice Hockey, Water Polo, Baseball, and Debate tournaments etc.	
5129	Contracted Professional Services	Professional service contracts include performance of actions rather than the supply of goods.	Architects, engineers, and IT consultant etc.	
5301	Equipment Rentals	Contract Services	Rental charges for equipment such as compressors, tractors, trailers, excavators, etc.	
5307	Network Services	Contract Services	Internet, storage, servers, and websites etc.	
5313	Lab Analysis	Contract Services	Expenses incurred for lab analysis performed by Mines	
5317	Publishing	Contract Services	Copyright, marketing, and printing etc.	
5319	Other Services	Expenditures that does not fit a specific service account codes.	Other Services	<b>If you will be making reoccurring payments - please contact the Controller's Office to set up a new account code.</b>
5327	Visas & Immigration Costs	Visas & Immigration Costs	Visas & Immigration Documents Expenses	<b>Please review the Sensitive Expenditures Policy before use.</b>
5416	Supplies and Materials	Supplies and Materials	Small item purchases expected to last less than a year.	
5417	Lab/Class Equip < \$5000	Lab/Class equipment less than \$5,000	Air Compressors, Microscopes, Magnifier Lamp, and Digital Projectors etc.	
5418	Lab Supplies	Lab Supplies	Test Tubes, Scales, Cylinders, Goggles, and Rulers etc.	

The Financial Policies and Sensitive Expenditures Referenced above can be found at <https://www.mines.edu/policy-library/financial/>

Frequently Used Account Codes for Reimbursements				
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5427	Cylinder Gases	Gases (Contents of the cylinder)	Industrial Application Gases such as Carbon Dioxide, Helium, Argon, Nitrogen, and Oxygen etc.	<b>If individuals are purchasing toxic, corrosive, reactive, pyrophoric, oxidizing &amp; flammable gases for NEW activities should contact Environmental Health and Safety (EHS).</b>
5428	Cylinder Rental	Cylinder Rental	Cost associated with gas cylinders rental	
5429	Classroom Supplies	Classroom Activity	Rulers, posters, markers, tape, books, and classroom related supplies etc.	
5430	Office Supplies	Office Supplies	Staples, pens, markers, notebooks, and post it etc.	
5431	Computer Supplies	Computer Supplies	Mouse pads, computer cleaning agents, and accessories etc.	
5448	Athletic Supplies	Athletic Event/Activity	Basketballs, Footballs, Cones, Shirts, Pads, and Athletic Tapes etc.	
5449	Medical Supplies	Medical supplies for Student Health Center or first aid kits with the University	Gauze, First Aid Kits, and Gloves etc.	
5451	Custodial Supplies	Custodial Supplies	Trash bags, soaps, and cleaning agents etc.	
5452	Food Supplies	Food for common areas and classroom activities	Chocolate, coffee, and candy for reception areas etc.	<b>Please review the Sensitive Expenditures Policy before use.</b>
5453	Minor Tools/Equip <\$5000	Minor Tools and equipment less than \$5,000	Tools, compressors, and power generators etc.	
5454	Comp Systems <\$5000	Computer systems hardware less than \$5,000	Computer monitors, towers, and keyboards etc.	
5456	Comp Peripheral <\$5000	Computer accessories less than \$5,000	Computer monitors, keyboards, microphones, and speakers etc.	
5457	Comp Software <\$5000	Computer software less than \$5,000	Microsoft Word, Antivirus, and Operating Systems etc.	
5458	Network Supplies	Network Supplies	Cables, Routers, and Network Adapters etc.	

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5459	Contract/ Pers Service / Consulting	Contract Services	Flooring services, cleaning services, and elevator services etc.	
5472	Courier Services	Courier Services	UPS, FEDEX, and private courier services for delivery etc.	
5474	Hardware Maintenance	Hardware Maintenance	Maintenance contracts on computer hardware.	
5478	Binding	Binding	Books, documents, and costs associated with binding supplies etc.	
5484	Copying	Copying Services	Black/White and color copies, etc.	
5485	Printing	Printing Services	Posters, T-Shirts, and Business Cards etc.	
5486	Advertising/Publicity	To promote the University related matters	Expenses such as Posters, Flyers, TV Commercials, Radio Commercials, and Social Media etc.	
5501	Employee Vehicle Mileage	Personal Mileage	Mileage reimbursement associated with personal vehicle usage for University business	<b>Automobile have to be owed by the traveler.</b>
5527	Freight	Expenses associated with goods delivered from point A to point B.	Additional charges related to delivery of goods to campus.	
5528	Training Function	Expenses associated with putting on the training.	Software training, First Aid training, and additional expenses related to general training function.	
5529	Student Activity	Expenses associated with CSM student clubs, groups, and events etc.	T-Shirts, Water Bottles, Pens, and snacks etc.	
5531	Awards/Trophies	Awards/Trophies	Awards, Plaques, Trophies, and Certificates etc.	<b>Please review the Sensitive Expenditures 10 before use.</b>
5532	Registration Fees	Registration Fees	Conferences, associations, meetings, training, etc.	<b>Can be paid up to one year in advance</b>
5533	Dues/Memberships	Professional, Business, and Educational Dues/Membership that relates to the University's mission and purpose	Expenses such as Costco, Conference, Seminars, and American Society of Civil Engineers etc.	

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5534	Recruit/Scouting	Recruit/Scouting costs for new faculty, athletics, etc.	Advertising Costs, food, meals, lodging, and airfare etc.	Please refer to the Travel Policies related to travel expenses.
5535	Miscellaneous Expense	Expenditures that does not fit a specific expense account codes.	Miscellaneous Expense	If you will be making reoccurring payments - please contact the Controller's Office to set up a new account code.
5536	Fundraising Expenses	Activities/Events to solicit collecting gifts or monetary payment for goods and/or services that are provided.	Donuts, T-Shirts, Towels, Soaps, and Burrito ingredients etc.	Expenses for putting on the fundraising event.
5551	Serials - Std Orders (non-cap)	Serials - Std Orders (non-cap)	Books, periodicals, and subscriptions etc.	Cost should be less than \$5,000
5552	Periodicals (non-cap)	Periodicals (non-cap)	Journals, Newsletters, and Newspaper etc.	Cost should be less than \$5,000
5553	Journals (non-cap)	Journals (non-cap)	Educational Journals, Medical Journals, and Psychology Journals etc.	Cost should be less than \$5,000
5554	Books (non-cap)	Books (non-cap)	Books and Audible etc.	Cost should be less than \$5,000
5555	Subscriptions (non-cap)	Subscriptions (non-cap)	Newspaper, Magazines, Radio, and Books etc.	Cost should be less than \$5,000
5559	Official Function	Expenditures shall be limited to reasonable and actual costs of the function.	Functions that aligns with the University's mission and purpose.	Please review the Sensitive Expenditures before use.
5560	Maps (non-cap)	Maps (non-cap)	Climate Maps, Physical Maps, Road Maps, and Topographic Maps etc.	Cost should be less than \$5,000
5563	Conference Planning Expenses	Expenses for Auxiliary activities to conduct a formal meeting, primary for the outside entities.	Posters, name tags, lodging, room rental, and meals paid by the school for conference attendees, etc.	
5906	Equipment > \$5000	Equipment purchases to support University activities	Equipment that should not include repair or computers with a cost of \$5,000 or greater	

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