

Petty Cash SAP GL Accounts and Legacy Object Code

Obj Code	Obj Code Name	GL Group	GL account #	GL account name	Definition
910	Supplies	050 Materials & supplies	510010	Supplies	Used for coffee, bottled water, and other similarly consumable supplies. Purchase of general office supplies (pads, paper, pens, pencils, cleaners). For the cost of research animals and related supplies, including food, bedding, and per diems. For the purchase of promotional items such as mugs, T-shirts, et cetera.
924	Sponsored Project Supplies	050 Materials & supplies	510040	Consumable Supplies – Research Laboratory	Small laboratory equipment, including tungsten, lamps, gauges, meters, lenses, culture dishes and all related supplies used in laboratory testing, teaching or research. Not including electronic parts.
914	Postage & Mail Services	060 Other operating expenses	511900	Postage & Mail Services	Stamps, shipping and all other mail related expenses.
916	Reproduction and Printing	060 Other operating expenses	513000	Reproduction and Printing	For purchases of printer or copy machine supplies. Used when purchasing printed copies on a "per copy" basis or for other printing and preproduction services.
917	Books & Periodicals	050 Materials & supplies	513200	Books & Periodicals	For use of the University libraries for purchase of printed and electronic books, printed and electronic periodicals, and other media including items such as music and rare books.

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					For use by all other departments for purchase of books and periodicals.
918	Travel – Domestic	060 Other operating expenses	513500	Travel – Domestic	<p>Most travel expenses should be paid via a Travel Card, however petty cash may be used for minor domestic travel expenses under \$25.</p> <p>For local ground transportation costs not involving an overnight stay or common carrier, and in connection with attending a meeting, use 919 "Meeting expense".</p>
919	Meeting Expenses	060 Other operating expenses	513910	Meeting Expenses – Staff/Business Meetings	<p>For meetings in connection with University business. Includes travel to meetings when not accompanied by an overnight stay or on a common carrier.</p> <p>Excludes coffee, water, and other office refreshments and other meeting expenses not allowable as a direct charge to a federal grant or contract; for these costs use 513920.</p>
803	Meeting Expenses - Unallowable	060 Other operating expenses	513920	Meeting Expenses – Unallowable	For meeting costs not allowable on sponsored grants and contracts.
805	Artwork/Decorative Furnishings – Unallowable	060 Other operating expenses	516040	Artwork/Decorative Furnishings – Unallowable	For the purchase of artwork or decorative furnishings; unallowable for charges to federally sponsored grants and contracts
950	Food Expense	050 Materials & supplies	511200	Food Expense	Used by Food Service or Dietary Science units for the purchase of food; generally for inventory.

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822	Gifts – Unallowable	060 Other operating expenses	516060	Gifts – Unallowable	Gifts to employees or other individuals; may be taxable to the recipient. Unallowable on federally sponsored grants and contracts.
989	Flowers – Unallowable	060 Other operating expenses	516080	Flowers – Unallowable	Purchases of flower arrangements; unallowable on federally sponsored grants and contracts.
702	Study Subject Payments	060 Other operating expenses	535200	Study Subject Payments	Used for payments made to human subjects participating in a research study.