

Account codes for Material & Supply Fees

Fund 162

811000	TRANSFERS WITHIN
721200	UNIVERSITY
731100	Natural Gas
731200	Lab Supplies
732100	Animals For Research
733000	Office Supplies (General)
734100	Building Maintenance & Supplies
734200	Computer Supplies
735000	Computer Software
736000	Medical Supplies
793100	Motor Fuels and Lubricants
793200	Photocopy
793300	Offset Printing
793900	Specialty Printing
794100	Printing Reproduction – Other
	Freight

Explanation of Account Usage:

721200 – Natural Gas

This G/L account should be used to record the cost of natural gas incurred.

731100 – Lab Supplies

Represents the cost of supplies and materials consumed or used in connection with the operation of a laboratory or for research purposes. Items that can be charged to this account code include: agarose gel making reagents, agriculture aquatic supplies, autopsy supplies, bacteria fungi, binocular telescope < 1000, biochemicals, clinical analyzer reagents, decontamination shower, ergonomic supports aids, face and head protection, fall protection, film badges, gloves, hay, hearing protection earplugs, isotopes radioactive, lab coats or scrubs, lab consumable supplies, lab electrophoresis supplies, lab gene arrays chips, lab PCS supplies, lab pipette tips, lab pipettes, lab primers and linkers, lab reagents or indicators, lab RNA markers, lab test tubs, lab tissue culture supplies, lab vectors, lab washing detergents, microwave oven, nonradioactive labeling kits, protective coveralls, protective gloves, protein expression products, radioactive labeling kit, radioisotope source, reagents for electrophoresis, respiratory dust masks, specimen collection containers, syringes, tank and cylinder accessories, toxins, viruses, vision protection and access.

731200 – Animal for Research

Represents the cost of animals purchased to support research purposes at the University of Florida. This G/L account code should only be for animals that are <1,000.

732100 – Office Supplies (General)

Represents the cost of all supplies and materials consumed or used in the general operation of an office. Examples: arts and crafts supplies, calculator, clocks <1,000, envelopes, forms printed, mailing supplies, office accessories, office equipment supplies,

office supplies, paper pads or notebooks, phone headsets, picture frames, printer ink cartridges, printer or copier paper, signs or banners <1,000, stationary paper, teacher resource materials, toner cartridges, pens, pencils, staplers, erasers, file folders, paper clips, adding machine tape, and rulers.

733000 – Building Maintenance & Supplies

Supplies used by UF personnel to maintain, repair and operate buildings and equipment. Includes abrasive media sandpapers, acoustic ceiling tiles, adhesives sealants glue, air conditioner <1,000, bags, bed mattress <1,000, building maintenance supplies, cabinetry, carpeting, ceiling materials, circuit breaker panel supplies, cleaning disinfecting chemical, cleaning janitorial supplies, concrete cement plaster, cooking range stoves, cooling AC supplies, dishwasher <1,000, doors, electrical box encl conduit, electrical Hrdwr supplies, electrical wire or cable, electronic supplies, exterior lighting and fixtures, fans <1,000, fencing, filters, floor lamps, flooring, fluorescent fixtures, fluorescent tubes, furniture fixtures classroom, furniture parts <1,000, gates, glass products, hardware, nails, screws, bolts, heating supplies, HVAC equipment, interior lighting and fixtures, lab bench lights <1,000, lab benches <1,000, ladders and scaffolding, lamp ballasts, light bulbs or lamps, mirrors <1,000, miscellaneous optical components, optical filters, paint brushes, roller sprayers, paint solvents and thinners, paints and primers, paper towels, personal paper products, structural building products, swim pool and spa supplies, table lamps, tape, toilet seat covers, toilet tissue, tool kits, tube and tubing, valves, ventilation equipment, walk in refrigerators cold room, wall finishing materials, washer/dryers <1,000, water waste treatment supplies, welding supplies, window treatments blinds, windows, and wood.

734100 – Computer Supplies

Represents the cost of supplies and materials used in general operation of computers, related equipment, and input and output (I/O) operations. Examples: floppy disks, computer supplies parts <1,000, media storage devices, PDA accessories <1,000, read write CDs, Read Write DVDs, Removable Storage.

734200 – Computer Software

Purchase of software including site and recurring licenses below \$1,000 for data/word processing systems including upgrades. Must be one-time use or given to students as their property at the end of the course.

735000 – Medical Supplies

Payments for all medical supplies. Examples: dental imaging supplies, dental supplies, dental x-ray film, drugs and pharmaceutical products, medical patient exam products, medical supplies, medical training supplies, and X-ray film.

736000 – Motor Fuels and Lubricants

Represents all charges related to motor fuels and lubricants. Examples: diesel fuel, engine motor oil, gasoline fuel, gear oil, general purpose lubricants, greases, hydraulic oil, marine fuel, transmission oil.

793100 - Photocopy

All black and white and color photocopying and related processes purchased from outside vendors.

793200 - Offset Printing

Printed material reproduced on an offset press such as brochures, flyers, newsletters, posters, postcards letterhead, business cards, and magazines.

793300 - Specialty Printing

Novelty or premiums printing such as awards, T-shirts, pens, key chains, name tags, buttons

793900 – Printing Reproduction – Other

Any expenses that can be attributed to printing or a printing process, but does not obviously fit one of the other printing or photocopy categories.

794100 – Freight

Charges for incoming and outgoing freight shipments by common carriers, such as UPS, Federal Express, etc., including customs charges and package express that are not applicable to vendor purchases. Also includes air cargo transport and road cargo transport.