

OTHER EXPENSES ALPHABETICAL ACCOUNT LIST 7000-8999

TABLE OF CONTENTS

BOOKS AND LIBRARY MATERIALS	1
CAFs	1
CAMPUS SERVICES.....	2
EQUIPMENT	3
GENERAL INSTITUTIONAL	4
MATERIALS AND SUPPLIES	5
REPAIRS AND MAINTENANCE	6
SERVICES	7
TRANSFERS	8
TRAVEL AND MEETINGS	8

BOOKS AND LIBRARY MATERIALS

Book Binding	7311	Expense of binding and re-binding periodicals and books
Books, Tapes, Articles.....	7305	Acquisitions for permanent use in libraries, academic research, and administrative offices, excluding subscriptions
Library Continuation	7320	Library use only
Library Research Services	7308	On-line access to specialized databases
Micromaterial.....	7314	Library use only
Music Scores.....	7326	Sheet music
Phonographs.....	7323	Library use only
Serials	7317	Library use only

CAFs

CAF Area Renovation	8114	Facilities and Accounting Office use only
CAF Capitalization.....	8199	Facilities and Accounting Office use only
CAF Design	8112	Facilities and Accounting Office use only
CAF Facility Renewal	8113	Facilities and Accounting Office use only
CAF Furniture & Equip.....	8117	Facilities and Accounting Office use only
CAF Major Revovation	8115	Facilities and Accounting Office use only
CAF New Construction	8116	Facilities and Accounting Office use only
CAF Planning/Study.....	8111	Facilities and Accounting Office use only

CAMPUS SERVICES

- Animal Lab 7509 Internal chargebacks for campus housing and care of lab animals. Used by the University department providing the service
- Campus Police..... 7515 Internal chargebacks for campus security events. Used by the University department providing the service
- Event Services..... 7517 Internal chargebacks for campus event services, excluding food and alcohol. Used by the University department providing the service
- Lab Analysis 7511 Internal chargebacks for campus lab work. Used by the University department providing the service
- Laboratory Gases . 7512 Used by the University department providing the service.
- Local Calls 7529 Internal chargebacks for local calls and telephone use. Used by the University department providing the service
- Machine Shop 7505 Internal chargebacks for campus machine shop services. Used by the University department providing the service
- Maintenance Chgs 7519 Internal chargebacks for campus facilities work orders. Used by the University department providing the service
- Media Support..... 7507 Internal chargebacks for campus media events. Used by the University department providing the service
- Pager Charges 7531 Internal chargebacks for expense of pagers. Used by the University department providing the service
- Photocopy Chgs ... 7525 Internal chargebacks for campus copy services. Used by the University department providing the service
- Photography 7513 Internal chargebacks for campus photography services. Used by the University department providing the service
- Printing Center 7521 Internal chargebacks for campus printing services. Used by the University department providing the service
- Publication Chgs .. 7523 Internal chargebacks for campus publications. Used by the University department providing the service
- Summer Housing.. 7506 Used by the University department providing the service.
- Telecomm Eqp 7533 Internal chargebacks for on-campus telecommunication equipment. Used by the University department providing the service
- Telecomm Install.. 7535 Internal chargebacks for telecommunication installation services. Used by the University department providing the service
- Toll Calls 7527 Internal chargebacks for toll calls. Used by the University department providing the service
- Van Service Rental 7516 Internal chargebacks for campus vans. Used by the University department providing the service

EQUIPMENT

- Accommodate Equip < 500 7411 Equipment Purchases less than \$500 required for documented disability needs, including delivery and installation
- Accommodate Equip > 500 7420 Equipment Purchases greater than \$500 required for documented disability needs, including delivery and installation
- Furn & Equip < 500 7408 Furniture and movable equipment costing less than \$500 (including inexpensive computer components cables, memory, cards, mice), including delivery and installation
- Furn & Equip > 500 7417 Furniture and movable equipment greater than \$500, including delivery and installation
- Software < 500..... 7405 Computer Software purchases less than\$500, including shipping
- Software > 500..... 7414 Computer Software purchases greater than \$500, including shipping

GENERAL INSTITUTIONAL

Admin Allowances Title IV...	7805	Accounting Office use only
Amortization	7829	Accounting Office use only
Bad Debt Expense	7807	Accounting Office use only
Bank Fees.....	7845	Accounting Office use only
Collection Fees.....	7815	Accounting Office use only
Debt Principal Paid.....	7821	Accounting Office use only
Decap Gains	7901	Accounting Office use only
Depreciation Expense	7817	Accounting Office use only
F&A Cost.....	7853	Accounting Office use only
F&A Manual Adjustment	7853	Accounting Office use only
Functional Allocation	7834	Accounting Office use only
Gift Distributed	7848	Accounting Office use only
Insurance Expense.....	7839	Accounting Office use only
Interest Expense	7825	Accounting Office use only
Investment Fees.....	7813	Accounting Office use only
Licenses & Permits.....	7847	Accounting Office use only
Life Inc Liab Adj.....	7851	Accounting Office use only
Life Inc Payments.....	7849	Accounting Office use only
Loan Cancellations	7809	Accounting Office use only
Loss on PPE Disposal.....	7837	Accounting Office use only
Loss on Refinancing	7835	Accounting Office use only
Reserve Chg Alloc	7833	Accounting Office use only
Securities Fees.....	7843	Accounting Office use only
Taxes.....	7841	Accounting Office use only
Trustee & Admin Fees.....	7811	Accounting Office use only

MATERIALS AND SUPPLIES

Classroom & Academic Supplies	7101	Classroom and other academic supplies not included in other categories
Diplomas.....	7125	Expenses for producing diplomas
Dues/Memberships.....	7121	Fees for professional and academic organizations.
Fabrications Expense...	7119	Research Equipment Fabrication. For fund 15 or 16 Sponsored Programs only
Freight.....	7119	Shipping charges for merchandise and materials.
Gasoline Expense	7114	Gasoline for University-owned vehicles
Inventory Adjustment..	7129	Adjustments to reconcile accounting records to physical counts
Lab Supplies.....	7107	Regular stock items, including chemicals, glassware, animals, small tools. University Stockroom use only
Mail Expense	7115	Standard postage and mail services
Maintenance Supplies..	7113	Buildings, equipment, and grounds upkeep, including cleaning products, motor oil, fertilizer
Office Supplies.....	7105	Stationary, desk supplies, forms, photocopy paper, toner, ink cartridges, and similar materials excluding Computer Supplies
Other Expense.....	7180	Any expenses not captured by another category
Other Supplies.....	7110	Supplies not included in other categories, such as theater costumes
Over/Short Account.....	7131	Adjustments for small discrepancies in cash deposits. Accounting Office use only
Priority Mail.....	7117	Special delivery and Courier services, including FedEx, DHL, and UPS
Research Supplies	7111	Lab and research material not stocked by the University
Subscriptions.....	7123	Departmental newsletters, journals, and other periodicals
Uniforms.....	7127	Special clothing required by a University department

REPAIRS AND MAINTENANCE

Carpet Repairs.....	7603	Facilities use only
Dorm Damage Expense	7607	Facilities use only
Electricity.....	7614	Electric utility charges
Elevator Repairs	7604	Facilities use only
Furn & Appliance Repairs	7605	Facilities use only
General Repairs.....	7601	Repairs not specifically referenced in another repair account
Glass Replacement	7606	Facilities use only
Heating Oil.....	7620	Heating oil utility charges
Natural Gas	7617	Natural gas utility charges
Paving & Lining	7602	Facilities use only
Pest & Animal Control	7609	Facilities use only
Roofing Repair.....	7610	Facilities use only
Snow Removal	7611	Facilities use only
Trash Disposal.....	7608	Removal of solid non-hazardous waste, Facilities use only
Water	7624	Water utility charges

SERVICES

Advertising/PR.....	7241	Producing and publishing ads for employees. Creative and layout services and space charges
Athletic Officials.....	7221	Non-employee services required for sporting events
Audit Fees.....	7243	Services of external professional accounting firms
Consultants Expenses	7207	Expenses occurred by non-employees under consulting agreements
Consultants/Indep Contractors..	7205	Services provided by non-employees that are no on-going agreements. See 7209, CONTRACT SERVICES, for on-going agreements.
Contract Services	7209	On-going agreements to provide University services such as Dining, Health Services, Copy, and Mail
Hazardous Waste Disp	7231	Removal and disposal of environmentally sensitive materials
Honoraria	7219	Payment or gratuity for professional services for which a standard fee is not normally established
Human Subject Pay	7233	Payments to volunteers for participation in research
Legal Fees.....	7245	External Legal services
Photocopies-Off Campus.....	7215	Non-Brandeis duplication services
Photography-Off Campus.....	7213	Non-Brandeis photography services
Printing-Off Campus	7211	Non-Brandeis printing services
Prizes/Awards	7237	Payments in recognition of individual or group achievement or excellence
Relocation.....	7235	Moving expenses for University employees
Rent-Equip & Other	7225	Payment for occasional rental of equipment and anything else not space-related, i.e., commencement tents
Rent-Space	7227	Office space, off-campus apartments, storage
Service Contracts	7229	Software and other licensing and equipment maintenance agreements. ex: software, computers, theater scripts
Signage	7216	Facilities use only
Subcontracts <= \$25,000	7223	Grant-funded services performed for Brandeis by others under \$25,000
Subcontracts > \$25,000	7224	Grant-funded services performed for Brandeis by others over \$25,000
Temp Help Agencies	7217	Fees for temporary personnel services
Training	7239	Courses to enhance employee performance

TRANSFERS

Intrafund Transfers.....	7905	Accounting Office use only
Transfer To/From CAF.....	7916	Accounting Office use only
Transfer To/From Endowment .	7913	Accounting Office use only
Transfer To/From Grants.....	7910	Accounting Office use only
Transfer To/From Life Income .	7914	Accounting Office use only
Transfer To/From Loans.....	7911	Accounting Office use only
Transfer To/From Operations ...	7907	Accounting Office use only
Transfer To/From Reserves	7909	Accounting Office use only
Transfer To/From Rest Gifts.....	7915	Accounting Office use only

TRAVEL AND MEETINGS

Alcohol	7370	Alcoholic beverages purchased for University events, i.e., fund-raising dinners, functions, parties. (Not allowable for sponsored research events.)
Off-Campus Meals & Events	7361	Off-campus meals not included in seminar fees, and off-campus University events
On-Campus Meetings or Meals	7367	Food and meeting costs for on-campus events
Seminars/Workshops...	7364	Fees for off-campus professional and academic meetings
Travel Domestic.....	7355	Hotel, meals, airfare, car rental expenses for University business travel in the U.S.
Travel Foreign.....	7358	Hotel, meals, airfare, car rental expenses for University business travel outside the U.S.
Travel Trainee.....	7361	Hotel, meals, airfare, car rental expenses for University business travel in the U.S. For use on training grants only.