

DEPARTMENT A323 FORM

A323 Rev. 5/9/2016

<i>Please enter data as indicated in green</i>	<i>Blue boxes automatically populate</i>
Date of Request: <input style="width:100px;" type="text"/>	COEUS No: <input style="width:100px;" type="text" value="009081"/> GRANT NUMBER: <input style="width:150px;" type="text" value="1011065"/>
Name of Grant: <input style="width:150px;" type="text" value="Sample Grant Name"/>	Previous Year Grant (if applicable): <input style="width:150px;" type="text"/>
Description: <input style="width:150px;" type="text" value="UT BATTELLE/PNNL 104178 M3 sub DOE"/>	

ACTION(S) REQUESTED (check all that apply)

<input type="checkbox"/> Letter of Guarantee	<i>By choosing this option the department is verifying that it has secured all approvals to commit departmental funds if the award is not received.</i>	
<input checked="" type="checkbox"/> New Award		
<input type="checkbox"/> Continuation (New Acct)	<input type="checkbox"/> Additional Funds	Type of Reimbursement (Cost or Fixed Price) <input style="width:150px;" type="text" value="Cost Reimbursement"/>
<input type="checkbox"/> Date Change	<input type="checkbox"/> Deobligation of Funds	F&A Rate: <input style="width:150px;" type="text" value="58.50%"/>
<input type="checkbox"/> No Cost Extension	<input type="checkbox"/> Rebudgeting (transfer budget within grant)	

E160 INFO: Date Change/NCE Medical Semester *Please check these boxes and complete the E160 form if this grant needs to be set up in UniverSIS.*
 Book Scholarship Internal Order

Comments:

FINANCIAL INFORMATION

Total amount being budgeted on this A323 for this grant number:	<input style="width:150px;" type="text" value="15,850.00"/>
Cumulative budget for all years on this grant number:	<input style="width:150px;" type="text" value="15,850.00"/>
No. of A323 Forms in this action: Form # <input style="width:30px;" type="text" value="1"/> of <input style="width:30px;" type="text" value="1"/> Total Amt (this action):	<input style="width:150px;" type="text" value="15,850.00"/>
<i>(i.e. 1 of 1, 1 of 2, etc.)</i> <i>Sum of all A323s being submitted this time.</i>	
Total awarded for this competitive segment per the most current award document:	<input style="width:150px;" type="text" value="15,850.00"/>

GRANT INFORMATION

SAP Grant Number:
Fund Number:

Grant Cost Center Number:	<input style="width:150px;" type="text" value="000000000"/>
Grant Cost Center Name:	<input style="width:150px;" type="text" value="Sample"/>
Functional Area/Sponsored Program(s):	
0 - Instruction 7 - Scholarship / Fellowship <i>Functional Area:</i> <input style="width:30px;" type="text" value="1"/>	
1 - Research Other (specify): <i>Additional F/A (if required):</i>	
2 - Public Service	
Grant Start Date:	<input style="width:100px;" type="text" value="01/01/2016"/>
End Date:	<input style="width:100px;" type="text" value="12/31/2017"/>
Responsible Fund:	<input style="width:100px;" type="text" value="D799999"/>
	<i>(for Department F&A Recovery - needs to be a D7* fund)</i>
Cost Share Amount:	<input style="width:150px;" type="text" value="1,000.00"/>
	Mandatory Reportable Amount
	Trackable/Non-Reportable Amount
No. of Subcontracts: <input style="width:30px;" type="text" value="0"/>	
Is there Program Income? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

SPONSOR INFORMATION

Sponsor Name (funding agency):
 Prime Sponsor (flow through funds):

CONTACTS

Principal Investigator Employee Name:	<input style="width:150px;" type="text" value="Sample"/>
Employee Number:	<input style="width:150px;" type="text" value="M00000000"/>
Co-Investigator Employee Name (if applicable):	<input style="width:150px;" type="text"/>
Employee Number:	<input style="width:150px;" type="text"/>
Primary Investigator Name:	<input style="width:150px;" type="text" value="Sample"/>
Employee Number:	<input style="width:150px;" type="text" value="M00000000"/>
Department Contact:	<input style="width:150px;" type="text" value="Sample"/>
Phone / Fax:	<input style="width:150px;" type="text" value="Sample"/>
E-mail Address:	<input style="width:150px;" type="text" value="Sample"/>
Mail Location:	<input style="width:150px;" type="text" value="Sample"/>
Sponsor Business Contact:	<input style="width:150px;" type="text" value="Sample"/>
Address:	<input style="width:150px;" type="text" value="Sample"/>
City / State / Zip Code:	<input style="width:150px;" type="text" value="Sample"/>
Phone / Fax:	<input style="width:150px;" type="text" value="Sample"/>
E-mail Address:	<input style="width:150px;" type="text" value="Sample"/>

SRS GD Administrator:
 SRS AD Administrator:

Grant: 1011065
Fund: G101911

Sp.Prog/Func. Area: 1
Cost Center: 0000000000

Start Date: 1/1/2016
End Date: 12/31/2017

Amount Budgeted (This Action): 15,850.00 Direct Budget: 10,000.00 F&A Budget: 5,850.00 F&A Rate: 58.50%

** Grant budgets are multi-year but can be divided by fiscal year if required. Use the green columns for FY budgeting or leave blank for multi-year.*

F&A Relevant Sponsored Classes	Func.Area	Grant Budget						COMMENTS
Fringe Benefits	1	6,000.00						
Graduate Assistants	1	510.00						
Lab Expense	1	3,490.00						
	1							
	1							
	1							
	1							
	1							
	1							
	1							
	1							
	1							
	1							
	1							
	1							
	1							
	1							
	1							
	1							
Direct Expense Budget / F&A Base:		10,000.00						
F&A Expense (enter amount for multiple F&A rates):		5,850.00						
F & A CUFS (rounding adjustment):		0.00						
F&A Exempt Sponsored Classes *								
In State Tuition Frg	1	0.00						
	1							
	1							
	1							
	1							
Expense/Rev. Budget (Non-Scholarship)		15,850.00	0.00	0.00	0.00	0.00	0.00	0.00
Sponsored Program: Scholarship/Fellow								
<i>Tuition & Stipends only. Enter In-State Tuition Fringe in the F&A Exempt section.</i>								
Tuition	7							
Resident/Trainee Stipends	7							
Travel-Trainee (Academic)	7							
F&A on Stipend/Travel (Rate or Amount)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expense/Rev. Budget (Scholarship)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DIRECT EXPENSE BUDGET:		10,000.00	0.00	0.00	0.00	0.00	0.00	0.00
F&A (INDIRECT COST) BUDGET:		5,850.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL GRANT EXPENSE BUDGET:		15,850.00	0.00	0.00	0.00	0.00	0.00	0.00

Document Numbers

** Revenue budget equals expense budget for each Sponsored Program and Fiscal Period.*

C/S BUDGET / GRANT	1011065
Cost Center	0000000000
Cost Share-Mandatory	1,000.00
C/S-non Reportable	0.00
Grant F&A Rate	58.50%

NOTE: In order for an item to be cost shared on a grant it must be an allowable charge and the Sponsored Class **MUST** be on the Grant Master. Additional Cost Center(s) need to be added to the Derivation Table if they are different from those being used on the grant. The grant number is entered on the account string to capture the Cost Share.

** Use the green columns for FY budgeting or leave blank for multi-year.*

Fund/Cost Center/F&A Relevant Spon.Class/Func.Area				C/S Budget						COMMENTS
A100001	0000000000	In State Tuit Frg	1	1,000.00						
			1	0.00						
			1	0.00						
			1	0.00						
			1	0.00						
			1	0.00						
			1	0.00						
			1	0.00						
			1	0.00						
			1	0.00						
Total F&A Relevant Cost Share Direct Expense Budgets:				1,000.00	0.00	0.00	0.00	0.00	0.00	

Fund	Cost Center	F&A Exempt Classes						
			1	0.00				
			1	0.00				
			1	0.00				
			1	0.00				

Sponsored Program Scholarship (Functional Area 7) *Tuition & Stipends only. Enter In-State Tuition Fringe in the F&A Exempt section.*

		Tuition	7	0.00						
		Resident/Trainee Stipends	7	0.00						
		Travel-Trainee (Academic)	7	0.00						

Document Numbers

Cost Share - Direct Expense Budget: 1,000.00 0.00 0.00 0.00 0.00 0.00

F&A on Direct C/S Budget (not entered in SAP): 585.00 0.00 0.00 0.00 0.00 0.00

Cost Share: Total Expense Budget: 1,585.00 0.00 0.00 0.00 0.00 0.00

Revenue-Cost Sharing Budget: 1,000.00 0.00 0.00 0.00 0.00 0.00

SRS Accounting Division Student Aid E-160 Contract Set Up Form

Department Information

College/Unit:	Sample College
Department:	Sample
Contact Name:	Sample
Phone / Fax:	Sample
Email / Date:	Sample

TERMS REQUESTED

Start:	16SS	Grant Valid From / Valid To Date	01/01/2016
End:*	16UM		12/31/2017
For New Contract place X in box:		X	
For Extension of Contract place X in box:			
For Medical Contract place X in box:			

Terms for medical contracts will be entered manually.

If you can already enter E-160's, please enter here what you see in E160-CONTRACT (Prior Year Grant Number): 0

Award Description (30 Characters Max): UT BATTELLE/PNNL 104178 M3 sub DOE

NOTE: Contract Name Descriptions will have 7-10 characters added to end as shown parenthetically below.

Place X in box :	G/L Acct	Fund	Cost Center	FA	Grant	Order	Text	Possible Warnings
	530801	G101911	0000000000		1011065		InState Trainee Travel Non-academic Scholarship (Trvl-INSch)*	
	530802	G101911	0000000000		1011065		Out of State Trainee Travel Non-academic Scholarship (Trvl-ONSch)*	
	530803	G101911	0000000000		1011065		Foreign Trainee Travel Non-academic Scholarship (Trvl-FNSch)	
	534504	G101911	0000000000		1011065		Health Insurance Scholarship (InsurSch): Training Grant or Fellowship	
	550500	G101911	0000000000	7	1011065		Unrestricted Stipend Scholarship (StipSch)	
	553005	G101911	0000000000	7	1011065		InState Trainee Travel Academic Scholarship (Trvl-IASch)*	
	553006	G101911	0000000000	7	1011065		Out of State Trainee Travel Academic Scholarship (Trvl-OASch)*	
	550110	G101911	0000000000	7	1011065		Book Scholarship (BookSch)	
					1011065		Department Fund Cost Share Information- GA Cost Share see below:	
					1011065		Department Fund Cost Share Information- GA Cost Share see below:	
					1011065		Department Fund Cost Share Information- GA Cost Share see below:	
					1011065		Department Fund Cost Share Information- GA Cost Share see below:	

**RESTRICTIONS (if left blank the award will be set up as unrestricted) Place an "X" in the boxes below:
IN-STATE FB AND TUITION ONLY PAY THE FOLLOWING FEES (no refund will be issued):**

Place X in box :	G/L Acct	Fund	Cost Center	FA	Grant	Order	Text
	523010	G101911	0000000000	1	1011065		In-State FB Scholarship (ISFBSch)
	550100	G101911	0000000000	7	1011065		Tuition Scholarship (TuitSch)
					1011065		
					1011065		

- | | | |
|--|---|---|
| <input type="checkbox"/> Instructional Fees (I-FEE) | <input type="checkbox"/> General Fees (G-FEE) | <input type="checkbox"/> Info Tech & Inst Equip Fees (ITIE) |
| <input type="checkbox"/> Campus Life Fees (CMLF) | <input type="checkbox"/> Program Fees (PROGM) | <input type="checkbox"/> Non-Resident Surcharge (NRS) |
| <input type="checkbox"/> Room & Board Charges (RMBRD) | <input type="checkbox"/> Insurance (INSUR) | |
| <input type="checkbox"/> Cooperative Ed Fees (COOP) | <input type="checkbox"/> U = Unrestricted Award (refund excess) | |
| <input type="checkbox"/> (PT) Restrict to Part-Time Enrollment | <input type="checkbox"/> (FT) Restrict to Full-Time Enrollment | |

SRS Accounting Division Use Only		COST SHARE
SRS GA Initials & GA#:		Grad Assistant Scholarship (use dropdown)
Derivation Table Verified:		1st CS ACCT Type:
Date E160 Set Up:		2nd CS ACCT type:
Date SFA FUND ID Set up:		
Date Department Notified:		

SRS GA will send completed Forms to : Doug Provine, SRS Accounting (513) 556-4803

***** Student Information System *****

- Browse Accounting Transaction Types -

New Naming Convention and GL 550203 effective 13US

Contract Type will show you what your Grad Assistant Scholarship account sting is and what fee's are approved in UniverSis.

Type	Begin Term	End Term	Description
GA-15-ADM A&S - Admin	13US		Grad Assistant Scholarship A&S - Admin
GA-15-ANT	13US		Grad Assistant Scholarship Anthropology
GA-15-BIO	13US		Grad Assistant Scholarship Biology
GA-15-CHM	13US		Grad Assistant Scholarship Chemistry
GA-15-CLS	13US		Grad Assistant Scholarship Classics
GA-15-COM	13US		Grad Assistant Scholarship Communications
GA-15-ENG	13US		Grad Assistant Scholarship English
GA-15-GEG	13US		Grad Assistant Scholarship Geography
GA-15-GEL	13US		Grad Assistant Scholarship Geology
GA-15-GRM	13US		Grad Assistant Scholarship German
GA-15-HIS	13US		Grad Assistant Scholarship History
GA-15-MTH	13US		Grad Assistant Scholarship Math
GA-15-PHL	13US		Grad Assistant Scholarship Philosophy
GA-15-PHY	13US		Grad Assistant Scholarship Physics
GA-15-POL	13US		Grad Assistant Scholarship Political - Science
GA-15-PSY	13US		Grad Assistant Scholarship Psychology
GA-15-RML	13US		Grad Assistant Scholarship Romance Languages
GA-15-SOC	13US		Grad Assistant Scholarship Sociology
GA-15-WGS	13US		Grad Assistant Scholarship Wom, Gendr & Sex
GA-16-CMT	13US		Grad Assistant Scholarship Comp, Music, Theory
GA-16-EMD	13US		Grad Assistant Scholarship E-Media
GA-16-ENS	13US		Grad Assistant Scholarship Ensembles
GA-16-KEY	13US		Grad Assistant Scholarship Keyboard
GA-16-MED	13US		Grad Assistant Scholarship Music - Education
GA-16-OMD	13US		Grad Assistant Scholarship OMDA
GA-16-PER	13US		Grad Assistant Scholarship Performance
GA-18-ADM	13US		Grad Assistant Scholarship CECH Admin
GA-18-CMJ	13US		Grad Assistant Scholarship Criminal Justice
GA-18-HMS	13US		Grad Assistant Scholarship Human Services
GA-18-TCH	13US		Grad Assistant Scholarship Teacher Education
GA-20-ADS	13US		Grad Assistant Scholarship Advanced Structures
GA-20-AER	13US		Grad Assistant Scholarship Aerospace
GA-20-BME	13US		Grad Assistant Scholarship Biomedical
GA-20-CHM	13US		Grad Assistant Scholarship Chemical Eng
GA-20-CSI	13US		Grad Assistant Scholarship Computer Science
GA-20-DYS	13US		Grad Assistant Scholarship Dynamic Systems
GA-20-ECS	13US		Grad Assistant Scholarship Electrical & Comp
GA-20-ENV	13US		Grad Assistant Scholarship Environmental
GA-22-ADM	13US		Grad Assistant Scholarship Business Admin
GA-22-ECN	13US		Grad Assistant Scholarship Economics
GA-23-ADM	13US		Grad Assistant Scholarship DAAP Admin
GA-23-AID	13US		Grad Assistant Scholarship Arch & Int Design
GA-23-ART	13US		Grad Assistant Scholarship Art
GA-23-DES	13US		Grad Assistant Scholarship Design

GA-23-PLN	13US	Grad Assistant Scholarship	Planning
GA-25-ADM	13US	Grad Assistant Scholarship	Pharmacy Admin
GA-26-CAN	13US	Grad Assistant Scholarship	Cancer & Cell Biology
GA-26-DVB	13US	Grad Assistant Scholarship	Dev Biology
GA-26-ENH	13US	Grad Assistant Scholarship	Env Health
GA-26-FLX	13US	Grad Assistant Scholarship	Flex
GA-26-GNC	13US	Grad Assistant Scholarship	Genetic Counseling
GA-26-IMM	13US	Grad Assistant Scholarship	Immunobiology
GA-26-MCP	13US	Grad Assistant Scholarship	Mole & Cell Phys
GA-26-MLG	13US	Grad Assistant Scholarship	Molecular Genetics
GA-26-PHR	13US	Grad Assistant Scholarship	Pharmacology
GA-26-PST	13US	Grad Assistant Scholarship	PSTP
GA-26-PSY	13US	Grad Assistant Scholarship	Psychiatry
GA-26-PTH	13US	Grad Assistant Scholarship	Pathology
GA-26-RDO	13US	Grad Assistant Scholarship	Radiation Oncology
GA-29-ADM	13US	Grad Assistant Scholarship	Nursing Admin
GA-35-ADM	13US	Grad Assistant Scholarship	CAHS Admin
GA-35-AND	13US	Grad Assistant Scholarship	Analytical & Diag Sci
GA-35-CSD	13US	Grad Assistant Scholarship	Comm Science & Dis
GA-35-NTS	13US	Grad Assistant Scholarship	Nutritional Sciences
GA-35-REH	13US	Grad Assistant Scholarship	Rehab Sciences
GA-35-SWK	13US	Grad Assistant Scholarship	Social Work
GA-55-ADM	13US	Grad Assistant Scholarship	Grad School Admin
GA-55-EDA	13US	Grad Assistant Scholarship	Editorial Asst
GA-55-TFT	13US	Grad Assistant Scholarship	Taft

DHHS SALARY CAP CALCULATIONS Awards On/After 1/10/2016

Complete this form for grants with salaries that exceed the NIH Salary Cap (as specified below).

12 Month Calendar Appointment NIH Salary Cap Equals:	\$	185,100.00	(\$ 88.99 / hour)
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Name of Personnel	M #	Institutional Base Salary	% Effort on Award	\$ Amount	PCR Distributions should be:
1				-	
		Allowable direct charge to grant (Limited by NIH CAP)		-	
		Cost Share Difference (non-grant fund with the grant number filled in)		-	
2				-	
		Allowable direct charge to grant (Limited by NIH CAP)		-	
		Cost Share Difference (non-grant fund with the grant number filled in)		-	
3				-	
		Allowable direct charge to grant (Limited by NIH CAP)		-	
		Cost Share Difference (non-grant fund with the grant number filled in)		-	
4				-	
		Allowable direct charge to grant (Limited by NIH CAP)		-	
		Cost Share Difference (non-grant fund with the grant number filled in)		-	

912 Academic Appt. (9 month equivalent) NIH Salary Cap Equals:	\$	113,907.69	(\$ 88.99 / hour)
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Name of Personnel:	M #	Institutional Base Salary	% Effort on Award	\$ Amount	PCR Distributions should be:
1				-	
		Allowable direct charge to grant (Limited by NIH CAP)		-	
		Cost Share Difference (non-grant fund with the grant number filled in)		-	
2				-	
		Allowable direct charge to grant (Limited by NIH CAP)		-	
		Cost Share Difference (non-grant fund with the grant number filled in)		-	

912 Recess	Limit is captured on EXC spreadsheet. Please refer to EXC Policy on SRS website srs.uc.edu.
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[SALARY & FRINGE CLASSES]

AAUP Other Comp
 Acad Full Time Sal
 Acad Part Time Sal
 Fringe Benefits
 Frng Bene Non Auto
 Graduate Assistants
 Hrly Wages-Non Stdnt
 Intern Salaries
 Post Doctoral Fellow
 Student Wages Hourly
 Unrep Adm & Supp Sal
 Work Study Student

Salary and fringe classes are set up for the full range of grants, with the exception of 1199, AFSCME and ONA salaries which require specific justification. Administrative or clerical salaries are only allowed on major projects such as clinical research centers or grants that require extensive data entry, making travel arrangements for a large number of participants, creating manuals or working in a location inaccessible to normal departmental administrative services. Refer to A-21 for more detailed information about administrative and/or clerical costs.

[REQUIRE SPECIFIC JUSTIFICATION]

1199 Salaries
 AFSCME Salaries
 ONA Salaries

[NON-SALARY CLASSES]

Advertisg & Develpmt
 Consultants
 Educational Material
 Equipment < 5000
 Internal Recharges
 Lab Animal Medicine
 Lab Expense
 Non UC Assets < 5000
 Postage & Delivery
 Programming Services
 Publications
 Radiatn Sfty-Fim Bdg
 Radiatn Sfty-Wste
 Subcon-Idc Relevant
 Subject Incentives
 Travel
 Travel-Foreign
 Travel-Trainee (Non-Academic)

[REQUIRE SPECIFIC JUSTIFICATION]

Alteratn/Renovatin
 Computer Cons Svcs
 Honorarium
 Other Direct Expense
 Prescriptions
 Utilities
 Workshops

[F&A EXEMPT CLASSES]

Budgeted Reserve (For Budgeting Only)
 Communications
 Equipment 5000+
 Grnt-Restricted G100 (For Budgeting Only)
 In State Tuit Frg
 Non UC Assets 5000+
 Patient Care
 Subcon-Not IDC Rlvnt

[REQUIRE SPECIFIC JUSTIFICATION-F&A Exempt]

Office & Classrm Rent
 UCIT UCNET Usage

[CLASSES THAT USE FUNC. AREA 7 - SCHOLARSHIP/FELLOWSHIP]

Resdnt/Trnee Stipend
 Tuition
 Travel-Trainee (Academic)

Table 1: Non-Salary G/Ls and Assigned Sponsored Classes Currently Available

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Purpose of these Tables:

These tables provide a list of General Ledger Codes (G/Ls) that are currently derived for all grants and identifies what Sponsored Class the G/L is derived to for purposes of budgeting the grant awards. Existence of these G/Ls on the tables does not constitute blanket approval to use these G/Ls on grants. Allowability of these G/Ls on a grant is based on the actual grant award and postings are controlled by the addition of the Sponsored Class to the Grant Master Dimensions Tab.

How to Use these Tables:

There three tables to assist the departments. The two are sorted by Sponsored Class and the third by G/L.

- T1. Standard Non-Salary Sponsored Classes and G/Ls sorted by Sponsored Class.
- T2. Non-Salary Sponsored Classes that require specific justification in the award documents.
- T3. All Non-Salary Sponsored Classes sorted by G/L.

Grant Set Up: Using the available award documents, justifications, and/or proposal documents (for Letters of Guarantees), identify to the best of your ability the G/L codes anticipated to be used during this grant in order to identify what Sponsored Classes should be established on the grant. If an appropriate G/L code doesn't exist on **Table 1** for the anticipated expense, review **T2. Non-Salary G/Ls and Sponsored Classes Established Upon Request** and/or contact the appropriate SRS Accounting Division Grant Administrator.

Table 3 will assist you in finding any G/L and corresponding Sponsored Class generally available for grants. This is not a complete list of all G/Ls on the UC Chart of Accounts so refer the Controller's web page if you need a G/L that is not on the list. The address is:

- <http://www.uc.edu/content/dam/uc/af/controller/docs/GLAcctCodesByName.pdf>
- <http://www.uc.edu/content/dam/uc/af/controller/docs/GLAcctCodesByNumber.pdf>

After Grant Set Up: Processing errors can be avoided by reviewing this table and the Grant Master Dimensions Tab to ensure the G/L code and related Sponsored Class are already established on the grant. If an appropriate G/L code doesn't exist on this table for the anticipated expense, review **T2. Non-Salary G/Ls and Sponsored Classes Established Upon Request** table and/or contact the appropriate SRS Accounting Division Grant Administrator. If the related Sponsored Class does not exist on the grant, please use the proper procedures for requesting a Sponsored Class addition to a grant.

Table 1. G/L Account and Description		Sponsored Class	Notes
530900	Advertising & Development	ADVERTISG & DEVELPMT	A-21 allows advertising for recruitment of personnel or for the procurement of goods and services directly related to the grant.
530903	Employee Recruitment Advertising	ADVERTISG & DEVELPMT	
530906	Print Advertising	ADVERTISG & DEVELPMT	
530907	Media Advertising	ADVERTISG & DEVELPMT	
531406	Long Distance	COMMUNICATIONS	Long Distance is the only Communications G/L assigned to the complete range of grants. Other G/Ls need specific justification.
530100	Non-Employee Comp&Awds (Individual Serv)	CONSULTANTS	
530102	Contract Svcs-Ind, PSC & Limited	CONSULTANTS	
530103	Temporary Agencies	CONSULTANTS	
533101	Consultant Services	CONSULTANTS	
530202	Instructional Supplies	EDUCATIONAL MATERIAL	Normally for training or fellowship type grants.
539xxx	Equipment < 5000	EQUIPMENT < 5000	Equipment G/L is automatically assigned based on the Asset Class on the Asset Shell. UC titled.
549xxx	Equipment 5000+ *	EQUIPMENT 5000+	
539700	Non Cap Non-UC Titled Assets <\$5,000	NON UC ASSETS < 5000	G/Ls used when title to asset remains with the sponsor per sponsor guidelines for equipment.
549700	Non-UC Titled Assets	NON UC ASSETS 5000+	
533100	Services	INTERNAL RECHARGES	These G/Ls are only used for UC Service Centers. 533124 , 533126 and 533127 are assigned to these specific Service Centers. All othe Service Centers use 533100 .
533124	Evaluation Services	INTERNAL RECHARGES	
533126	Data Analysis	INTERNAL RECHARGES	
533127	Participant Recruitment Services Core	INTERNAL RECHARGES	
532000	Lab Animal Medicine	LAB ANIMAL MEDICINE	
532001	Lab Animals	LAB ANIMAL MEDICINE	
532002	Per Diem Cage Charges	LAB ANIMAL MEDICINE	
532003	Animal Medical Supplies & Procedures	LAB ANIMAL MEDICINE	
532004	Animal Food	LAB ANIMAL MEDICINE	
532005	Animal Bedding	LAB ANIMAL MEDICINE	
532006	Lab Animal Services	LAB ANIMAL MEDICINE	
532007	Lab Animal Requisition Fee	LAB ANIMAL MEDICINE	
531900	Lab Expenses	LAB EXPENSE	
531901	Lab Supplies	LAB EXPENSE	
531902	Lab Devices, Non Equipment	LAB EXPENSE	
531903	Chemicals/Solutions	LAB EXPENSE	
531904	Radioactive Materials	LAB EXPENSE	
531905	Biological Agents Or Toxins	LAB EXPENSE	
531906	Liquids & Gases	LAB EXPENSE	
531907	Glassware	LAB EXPENSE	
531908	Lab Linens	LAB EXPENSE	
531909	Rubber Goods	LAB EXPENSE	

531910	UC Scientific Core Facilities Services	LAB EXPENSE	
531911	Chemistry Stockroom	LAB EXPENSE	
531912	Physics Stockroom	LAB EXPENSE	
531915	Hazardous Waste Removal	LAB EXPENSE	
531916	Biological Waste Removal	LAB EXPENSE	
533120	Lab Testing/Analysis Services	LAB EXPENSE	
534300	Clothing/Uniforms	LAB EXPENSE	
534301	Uniforms	LAB EXPENSE	
534302	Lab Coats	LAB EXPENSE	
534303	Shoes	LAB EXPENSE	
533500	Medical Services	PATIENT CARE	
533501	Patient Care	PATIENT CARE	
533502	Patient Per Diem	PATIENT CARE	
533503	Medical Examination Fees	PATIENT CARE	
533504	Pharmacy Services	PATIENT CARE	
533505	X-Ray Services	PATIENT CARE	
533506	Lab Services	PATIENT CARE	
533900	Blood & Medical Supplies	PATIENT CARE	
531000	Postage & Delivery	POSTAGE & DELIVERY	
531001	US Postage Stamp & Meter	POSTAGE & DELIVERY	
531002	Delivery & Express Mail	POSTAGE & DELIVERY	
531003	Shipping Materials	POSTAGE & DELIVERY	
531004	Bulk Mail	POSTAGE & DELIVERY	
531005	Postal Fees	POSTAGE & DELIVERY	
531006	Direct Mail	POSTAGE & DELIVERY	
534002	Shipping Supplies	POSTAGE & DELIVERY	
531204	Reprints	PUBLICATIONS	These G/Ls are for the costs of publishing research papers, creating presentations for conferences (posters) and other printing expenses directly related to the work of the grant.
531300	Printing/Duplicating/Graphics	PUBLICATIONS	
531301	Printing	PUBLICATIONS	
531302	Duplicating/Photocopying	PUBLICATIONS	
531303	Graphics	PUBLICATIONS	
531304	Photography	PUBLICATIONS	
531306	Scanning Services	PUBLICATIONS	
531913	Radiation Film Badges	RADIATN SFTY-FLM BDG	
531914	Radioactive Waste Removal	RADIATN SFTY-WSTE	
532201	Subcontract With F&A (Indirect)	SUBCON-IDC RELEVANT	
532202	Subcontract Without F&A (Indirect)	SUBCON-NOT IDC RLVNT	
532100	Subject Incentives	SUBJECT INCENTIVES	
532101	Cash Subject Incentives	SUBJECT INCENTIVES	
532102	Non Cash Subject Incentives	SUBJECT INCENTIVES	
530500	Employee Travel & Training	TRAVEL	
530501	Employee Training Registration & Fees	TRAVEL	
530502	Employee Training Materials	TRAVEL	
530503	Employee In-State Travel	TRAVEL	
530504	Employee Out-of-State Travel	TRAVEL	
530600	Student Travel	TRAVEL	
530601	Student Registration & Fees	TRAVEL	
530602	Student Transportation	TRAVEL	
530603	Student Lodging	TRAVEL	
530604	Student Travel Meals & Other Expenses	TRAVEL	
530701	Non-Employee Travel	TRAVEL	
534200	Transportation & Vehicle Expense	TRAVEL	
534201	Vehicle Rental	TRAVEL	
534202	Vehicle Fuel	TRAVEL	
530505	Employee Foreign Travel	TRAVEL-FOREIGN	
530800	Grant Special Travel	TRAVEL-TRAINEE	
530801	In-State Travel Grant Trainee	TRAVEL-TRAINEE	
530802	Out-of-State Travel Grant Trainee	TRAVEL-TRAINEE	
530803	Foreign Travel Grant Trainee	TRAVEL-TRAINEE	

These Sponsored Classes use Functional Area 7 and are paid through UniverSIS. Be sure to fill out the E160 form.

550100	Scholarships	TUITION	The only situations where Tuition should be used are for training grants, fellowships or other awards where the student isn't being compensated for work performed. An exception is when UGS funds are being used for cost share.
550110	Book Scholarsh[p	TUITION	
550200	Scholarships University Dean (UGS)	TUITION	
550201	Scholarships Grad Asst Out of State Credit	TUITION	
550500	Fellowship Awards	RESDNT/TRNEE STIPEND	Stipends may or may not be F&A relevant depending on the terms of the award.
550501	Fellowship	RESDNT/TRNEE STIPEND	
553005	In-State Grant Travel	TRAVEL-TRAINEE	
553006	Out-of-State Grant Travel	TRAVEL-TRAINEE	

Table 2: Non-Salary G/Ls and Sponsored Classes Established Upon Request

A323 Rev. 5/9/2016

Purpose of this Table:

This table provides a list of General Ledger Codes (G/Ls) that could be set up for specific grants upon request based on the award documents and justifications provided to support allowability on the grant. Postings are controlled by the addition of the Sponsored Class and the assignment of a specific G/L to the Sponsored Class.

How to Use this Table:

Grant Set Up: Using the available award documents, justifications, and/or proposal documents (for Letters of Guarantees), identify to the best of your ability the G/L codes anticipated to be used during this award in order to identify what Sponsored Classes should be established on the grant. If an appropriate G/L code doesn't exist on this table for the anticipated expense, review the Controller's webpage (link below) for a complete list of G/L codes. Contact the appropriate SRS Accounting Division Grant Administrator to discuss possible coding options before formally requesting the sponsored class and G/L addition using the A323 form. (Please clearly identify which G/Ls need to be derived at setup in the comments section of the A323 or in the email that contains the completed A323 for processing.)

<http://www.uc.edu/content/dam/uc/af/controller/docs/GLAcctCodesByName.pdf>

<http://www.uc.edu/content/dam/uc/af/controller/docs/GLAcctCodesByNumber.pdf>

After Grant Set Up: Processing errors can be avoided by reviewing this table and the Grant Master Dimensions Tab to ensure the G/L code and related Sponsored Class is already established on the grant. If an appropriate G/L code doesn't exist on this table for the anticipated expense, review the Controller's webpage (link above) for a complete list of G/L codes. Contact the appropriate SRS Accounting Division Grant Administrator to discuss possible coding options before formally requesting the sponsored class and G/L addition using the appropriate procedures. Review of the initial A323 may also be required to determine if the G/L code and class was already requested at setup.

G/L Account and Description		Sponsored Class	Must be specially justified in the award document.
533111	Alterations/Renovations	ALTERATN/RENOVATN	Alteration/Renovations are usually on Project grants.
533716	Plumbing Repair & Maintenance	ALTERATN/RENOVATN	
530306	Computing Parts	COMMUNICATIONS	Most Communications expenses are considered part of F&A because they aren't allocable to a single project.
530307	Computing Maintenance & Repairs	COMMUNICATIONS	
530308	Software Maintenance Agreements	COMMUNICATIONS	
530309	Computing Lease/Rental	COMMUNICATIONS	
530310	AV Planning & Consulting	COMMUNICATIONS	
530315	E-Mail Expense	COMMUNICATIONS	
531400	Telecommunications	COMMUNICATIONS	
531401	Telephones	COMMUNICATIONS	
531402	Pagers	COMMUNICATIONS	
531403	Cellular Phones	COMMUNICATIONS	
531404	Voice Mail	COMMUNICATIONS	
531405	Voice Trees	COMMUNICATIONS	
531407	Highspeed Internet Service	COMMUNICATIONS	
531408	Help Phones & Alarms	COMMUNICATIONS	
531409	Wireless	COMMUNICATIONS	
531410	Telephone Devices	COMMUNICATIONS	
531411	Telephone Supplies	COMMUNICATIONS	
531412	Trunks	COMMUNICATIONS	
531413	Telephone Line Costs	COMMUNICATIONS	
531414	Telephone Installation/Moves/Changes	COMMUNICATIONS	
531415	Network Installation/Moves/Changes	COMMUNICATIONS	
531416	Special Circuits	COMMUNICATIONS	
531417	Directory Expense	COMMUNICATIONS	
531418	Node Room Environmentals	COMMUNICATIONS	
531419	Backbone Network	COMMUNICATIONS	
531420	ACD	COMMUNICATIONS	
531421	Other Voice & Data	COMMUNICATIONS	
535604	Communication Stipend (Cell Phone Stipend)	COMMUNICATIONS	Cell Phone Stipends must be approved by John Ungruhe or David Stephen.
530311	Computing Consulting Services	COMPUTER CONS SVCS	Refer to the budget justification for a specific description of these computer service expenses.
530312	Desktop Services-Hardware/Software Support	COMPUTER CONS SVCS	
530101	Honorarium Non-Employee	HONORARIUM	Honorariums are for non-UC employees only per UC policy.
532501	Equipment Leases	LAB EXPENSE	Although this is equipment it is not an asset so the Equipment Class can't be used.
533700	Repair & Maintenance	LAB EXPENSE	
533701	Computer/Audio/Visual/Media Repair & Maint	LAB EXPENSE	
533702	Medical/Scientific/Lab Repair & Maintenance	LAB EXPENSE	
533703	Office Equipment Repair & Maintenance	LAB EXPENSE	
532500	Rental & Lease	OFFCE & CLASSRM RENT	
532502	Office & Classroom Rental	OFFCE & CLASSRM RENT	
530203	Audio Visual & Media Parts/Supplies	OTHER DIRECT EXPENSE	The G/Ls in this category are usually not allowed on grants.
530204	Business Forms	OTHER DIRECT EXPENSE	
530205	Plaques/Trophies/Awards	OTHER DIRECT EXPENSE	

530301	Computer Supplies	OTHER DIRECT EXPENSE	These items are almost always part of F&A.
530302	Printer Supplies	OTHER DIRECT EXPENSE	
530303	Standard Computer Paper	OTHER DIRECT EXPENSE	
531100	Memberships & Dues	OTHER DIRECT EXPENSE	Memberships and dues are generally considered to be part of F&A costs. Most common exception is when the employee presenting research results must join the professional organization in order to attend conference to present results.
531101	Professional Membership & Dues	OTHER DIRECT EXPENSE	
531102	Institutional Membership & Dues	OTHER DIRECT EXPENSE	
531103	Other Membership & Dues	OTHER DIRECT EXPENSE	
532600	Fees	OTHER DIRECT EXPENSE	
532601	Parking Fees (Non-Travel Related)	OTHER DIRECT EXPENSE	
532603	Licensing/Certification Fees	ALTERATN/RENOVATN	These G/Ls refer to building permits for construction projects.
532607	Permits	OTHER DIRECT EXPENSE	
533112	Security Services (Background Checks)	OTHER DIRECT EXPENSE	
531917	Prescription Drugs	PRESCRIPTIONS	Most prescriptions are covered under Patient Care.
530318	Programming Services	PROGRAMMING SERVICES	
530319	Computing Storage	PROGRAMMING SERVICES	
530320	Uniprint	PROGRAMMING SERVICES	
530321	Video Conferencing	PROGRAMMING SERVICES	
530322	Webcasting	PROGRAMMING SERVICES	
530323	Web Design & Maintenance	PROGRAMMING SERVICES	
530324	Other Computing Services	PROGRAMMING SERVICES	
531200	Publications	PUBLICATIONS	These G/Ls are for items purchased rather than the cost of publishing.
531201	Journals/Print Subscriptions	PUBLICATIONS	
531202	Database Subscriptions	PUBLICATIONS	
531203	Books	PUBLICATIONS	
530700	Other Travel	TRAVEL	Use for unique travel circumstances such as non-employee foreign travel, business lunch/dinner meetings held locally (usually with representatives from sponsoring agency and/or collaborators) and other circumstances as they arise.
532700	Moving Expense	TRAVEL	Processed through Payroll system. The rules are strict so add only with specific justification.
535602	Housing Allowance	TRAVEL	Processed through Payroll system. The rules are strict so add only with specific justification.
531500	UCnet Access Data Ports Local Funded	UCIT UCNET USAGE	This is usually included in F&A.
531600	UCnet Access Data Ports-Central Funded	UCIT UCNET USAGE	
535000	Utilities	UTILITIES	This is usually included in F&A.
535001	Electric	UTILITIES	
535003	Sewage	UTILITIES	
530400	Meetings/Seminars/Events	WORKSHOPS	These G/Ls to be used for workshops being hosted by UC.
530401	Refreshments & Meals	WORKSHOPS	
530402	Apparel/Merchandise/Decorations	WORKSHOPS	
530403	Meeting Facilities	WORKSHOPS	
534500	Insurance	As defined by Payroll.	Processed through Payroll system. The rules are strict so add only with specific justification.

Table 3: G/L Account and Description

	Sponsored Class	Notes
530100	Non-Employee Comp&Awd (Individual Serv)	CONSULTANTS
530101	Honorarium Non-Employee	HONORARIUM
530102	Contract Svcs-Ind, PSC & Limited	CONSULTANTS
530103	Temporary Agencies	CONSULTANTS
530202	Instructional Supplies	EDUCATIONAL MATERIAL
530203	Audio Visual & Media Parts/Supplies	OTHER DIRECT EXPENSE
530204	Business Forms	OTHER DIRECT EXPENSE
530205	Plaques/Trophies/Awards	OTHER DIRECT EXPENSE
530301	Computer Supplies	OTHER DIRECT EXPENSE
530302	Printer Supplies	OTHER DIRECT EXPENSE
530303	Standard Computer Paper	OTHER DIRECT EXPENSE
530306	Computing Parts	COMMUNICATIONS
530307	Computing Maintenance & Repairs	COMMUNICATIONS
530308	Software Maintenance Agreements	COMMUNICATIONS
530309	Computing Lease/Rental	COMMUNICATIONS
530310	AV Planning & Consulting	COMMUNICATIONS
530311	Computing Consulting Services	COMPUTER CONS SVCS
530312	Desktop Services-Hardware/Software Support	COMPUTER CONS SVCS
530315	E-Mail Expense	COMMUNICATIONS
530318	Programming Services	PROGRAMMING SERVICES
530319	Computing Storage	PROGRAMMING SERVICES
530320	Uniprint	PROGRAMMING SERVICES
530321	Video Conferencing	PROGRAMMING SERVICES
530322	Webcasting	PROGRAMMING SERVICES
530323	Web Design & Maintenance	PROGRAMMING SERVICES
530324	Other Computing Services	PROGRAMMING SERVICES
530400	Meetings/Seminars/Events	WORKSHOPS
530401	Refreshments & Meals	WORKSHOPS
530402	Apparel/Merchandise/Decorations	WORKSHOPS
530403	Meeting Facilities	WORKSHOPS
530500	Employee Travel & Training	TRAVEL
530501	Employee Training Registration & Fees	TRAVEL
530502	Employee Training Materials	TRAVEL
530503	Employee In-State Travel	TRAVEL
530504	Employee Out-of-State Travel	TRAVEL
530505	Employee Foreign Travel	TRAVEL-FOREIGN
530600	Student Travel	TRAVEL
530601	Student Registration & Fees	TRAVEL
530602	Student Transportation	TRAVEL
530603	Student Lodging	TRAVEL
530604	Student Travel Meals & Other Expenses	TRAVEL
530700	Other Travel	TRAVEL
530701	Non-Employee Travel	TRAVEL
530800	Grant Special Travel	TRAVEL-TRAINEE
530801	In-State Travel Grant Trainee	TRAVEL-TRAINEE
530802	Out-of-State Travel Grant Trainee	TRAVEL-TRAINEE
530803	Foreign Travel Grant Trainee	TRAVEL-TRAINEE
530900	Advertising & Development	ADVERTISG & DEVELPMT
530903	Employee Recruitment Advertising	ADVERTISG & DEVELPMT
530906	Print Advertising	ADVERTISG & DEVELPMT
530907	Media Advertising	ADVERTISG & DEVELPMT
531000	Postage & Delivery	POSTAGE & DELIVERY
531001	US Postage Stamp & Meter	POSTAGE & DELIVERY
531002	Delivery & Express Mail	POSTAGE & DELIVERY
531003	Shipping Materials	POSTAGE & DELIVERY
531004	Bulk Mail	POSTAGE & DELIVERY
531005	Postal Fees	POSTAGE & DELIVERY
531006	Direct Mail	POSTAGE & DELIVERY
531100	Memberships & Dues	OTHER DIRECT EXPENSE
531101	Professional Membership & Dues	OTHER DIRECT EXPENSE
531102	Institutional Membership & Dues	OTHER DIRECT EXPENSE
531103	Other Membership & Dues	OTHER DIRECT EXPENSE
531200	Publications	PUBLICATIONS
531201	Journals/Print Subscriptions	PUBLICATIONS
531202	Database Subscriptions	PUBLICATIONS
531203	Books	PUBLICATIONS
531204	Reprints	PUBLICATIONS
531300	Printing/Duplicating/Graphics	PUBLICATIONS
531301	Printing	PUBLICATIONS
531302	Duplicating/Photocopying	PUBLICATIONS
531303	Graphics	PUBLICATIONS
531304	Photography	PUBLICATIONS
531306	Scanning Services	PUBLICATIONS
531400	Telecommunications	COMMUNICATIONS
531401	Telephones	COMMUNICATIONS
531402	Pagers	COMMUNICATIONS
531403	Cellular Phones	COMMUNICATIONS
531404	Voice Mail	COMMUNICATIONS
531405	Voice Trees	COMMUNICATIONS
531406	Long Distance	COMMUNICATIONS
531407	Highspeed Internet Service	COMMUNICATIONS
531408	Help Phones & Alarms	COMMUNICATIONS
531409	Wireless	COMMUNICATIONS
531410	Telephone Devices	COMMUNICATIONS
531411	Telephone Supplies	COMMUNICATIONS
531412	Trunks	COMMUNICATIONS
531413	Telephone Line Costs	COMMUNICATIONS
531414	Telephone Installation/Moves/Changes	COMMUNICATIONS
531415	Network Installation/Moves/Changes	COMMUNICATIONS
531416	Special Circuits	COMMUNICATIONS
531417	Directory Expense	COMMUNICATIONS
531418	Node Room Environmentals	COMMUNICATIONS

531419	Backbone Network	COMMUNICATIONS	Requires specific justification
531420	ACD	COMMUNICATIONS	Requires specific justification
531421	Other Voice & Data	COMMUNICATIONS	Requires specific justification
531500	UCNet Access Data Ports Local Funded	UCIT UCNET USAGE	Requires specific justification
531600	UCNet Access Data Ports-Central Funded	UCIT UCNET USAGE	Requires specific justification
531900	Lab Expenses	LAB EXPENSE	
531901	Lab Supplies	LAB EXPENSE	
531902	Lab Devices, Non Equipment	LAB EXPENSE	
531903	Chemicals/Solutions	LAB EXPENSE	
531904	Radioactive Materials	LAB EXPENSE	
531905	Biological Agents Or Toxins	LAB EXPENSE	
531906	Liquids & Gases	LAB EXPENSE	
531907	Glassware	LAB EXPENSE	
531908	Lab Linens	LAB EXPENSE	
531909	Rubber Goods	LAB EXPENSE	
531910	UC Scientific Core Facilities Services	LAB EXPENSE	
531911	Chemistry Stockroom	LAB EXPENSE	
531912	Physics Stockroom	LAB EXPENSE	
531913	Radiation Film Badges	RADIATN SFTY-FLM BDG	
531914	Radioactive Waste Removal	RADIATN SFTY-WSTE	
531915	Hazardous Waste Removal	LAB EXPENSE	
531916	Biological Waste Removal	LAB EXPENSE	
531917	Prescription Drugs	PRESCRIPTIONS	Requires specific justification
532000	Lab Animal Medicine	LAB ANIMAL MEDICINE	
532001	Lab Animals	LAB ANIMAL MEDICINE	
532002	Per Diem Cage Charges	LAB ANIMAL MEDICINE	
532003	Animal Medical Supplies & Procedures	LAB ANIMAL MEDICINE	
532004	Animal Food	LAB ANIMAL MEDICINE	
532005	Animal Bedding	LAB ANIMAL MEDICINE	
532006	Lab Animal Services	LAB ANIMAL MEDICINE	
532007	Lab Animal Requisition Fee	LAB ANIMAL MEDICINE	
532100	Subject Incentives	SUBJECT INCENTIVES	
532101	Cash Subject Incentives	SUBJECT INCENTIVES	
532102	Non Cash Subject Incentives	SUBJECT INCENTIVES	
532201	Subcontract With F&A (Indirect)	SUBCON-IDC RELEVANT	
532202	Subcontract Without F&A (Indirect)	SUBCON-NOT IDC RLVNT	
532500	Rental & Lease	OFFCE & CLASSRM RENT	Requires specific justification
532501	Equipment Leases	LAB SUPPLIES	Requires specific justification
532502	Office & Classroom Rental	OFFCE & CLASSRM RENT	Requires specific justification
532600	Fees	OTHER DIRECT EXPENSE	Requires specific justification
532601	Parking Fees (Non-Travel Related)	OTHER DIRECT EXPENSE	Requires specific justification
532603	Licensing/Certification Fees	ALTERATN/RENOVATN	Requires specific justification
532607	Permits	OTHER DIRECT EXPENSE	Requires specific justification
532700	Moving Expense	TRAVEL	Requires specific justification
533100	Services	INTERNAL RECHARGES	
533101	Consultant Services	CONSULTANTS	
533111	Alterations/Renovations	ALTERATN/RENOVATN	Requires specific justification
533112	Security Services (Background Checks)	OTHER DIRECT EXPENSE	Requires specific justification
533120	Lab Testing/Analysis Services	LAB EXPENSE	
533124	Evaluation Services	INTERNAL RECHARGES	
533126	Data Analysis	INTERNAL RECHARGES	
533127	Participant Recruitment Services Core	INTERNAL RECHARGES	
533500	Medical Services	PATIENT CARE	
533501	Patient Care	PATIENT CARE	
533502	Patient Per Diem	PATIENT CARE	
533503	Medical Examination Fees	PATIENT CARE	
533504	Pharmacy Services	PATIENT CARE	
533505	X-Ray Services	PATIENT CARE	
533506	Lab Services	PATIENT CARE	
533700	Repair & Maintenance	LAB SUPPLIES	Requires specific justification
533701	Computer/Audio/Visual/Media Repair & Maintenance	LAB SUPPLIES	Requires specific justification
533702	Medical/Scientific/Lab Repair & Maintenance	LAB SUPPLIES	Requires specific justification
533703	Office Equipment Repair & Maintenance	LAB SUPPLIES	Requires specific justification
533716	Plumbing Repair & Maintenance	ALTERATN/RENOVATN	Requires specific justification
533900	Blood & Medical Supplies	PATIENT CARE	
534002	Shipping Supplies	POSTAGE & DELIVERY	
534200	Transportation & Vehicle Expense	TRAVEL	
534201	Vehicle Rental	TRAVEL	
534202	Vehicle Fuel	TRAVEL	
534300	Clothing/Uniforms	LAB EXPENSE	
534301	Uniforms	LAB EXPENSE	
534302	Lab Coats	LAB EXPENSE	
534303	Shoes	LAB EXPENSE	
534500	Insurance	As defined by Payroll.	Requires specific justification
535000	Utilities	UTILITIES	Requires specific justification
535001	Electric	UTILITIES	Requires specific justification
535003	Sewage	UTILITIES	Requires specific justification
535602	Housing Allowance	TRAVEL	Requires specific justification / Paid through Payroll
535604	Communication Stipend (Cell Phone Stipend)	COMMUNICATIONS	Requires specific justification
539700	Non Cap Non-UC Titled Assets <\$5,000	NON UC TITLED EQUIPMENT	
549700	Non-UC Titled Assets	NON UC ASSETS 5000+	
550100	Scholarships	TUITION	
550110	Book Scholarship	TUITION	
550200	Scholarships University Dean (UGS)	TUITION	
550201	Scholarships Grad Asst Out of State Credit	TUITION	
550500	Fellowship Awards	RESDNT/TRNEE STIPEND	
550501	Fellowship	RESDNT/TRNEE STIPEND	
553005	In-State Grant Travel	TRAVEL-TRAINEE	
553006	Out-of-State Grant Travel	TRAVEL-TRAINEE	
539xxx	Equipment < 5000	EQUIPMENT < 5000	
549xxx	Equipment 5000+ *	EQUIPMENT 5000+	