



Allowable Account Code List

I. General Purchasing

Below is the latest list of all allowable account codes (arranged alphabetically by description). Any purchase less than \$5000 belonging to one of these account codes is allowable. This list is periodically updated on the Controller's Office website under the [Payables section](#).

Supplies and Office Expenses	Accounting Code
ADA supplies and expenses	70161
Awards / Supplies for	70308
Courier and Delivery Services	70395
Event Supplies: External	70896
Freight and Shipping Expenses	70390
Freight/Merchandise for Resale	78290
Mailroom and Postage Expense	70400
Medical Supplies	72206
Other Off Morale Items Not for Resale	71040
Supplies Chemicals	72170
Supplies Office	72190
Supplies: Shop Supplies and Parts	72200
Uniform Expenses	72810
Printing, Advertising & Marketing	
Advertising Employment	70160
Advertising Expenses	70120
Advertising Other	70150
Advertising Public Relations	70130
Marketing	72336
Printing and Photocopying	71730
Promotional Items	71750
Publication Costs	71740
Sign and Banners	70155
Equipment & Maintenance	
Copier under \$5000	70942
Maint Contracts - Non-Computer Equipment	70930
Non_Computer Equipment Under \$5000	70940
Scheduled Maint/Repairs Outside Ven	71488
Scheduled Preven Maint Outside Vend	71480
Unscheduled Main/Repair Outside Ven	71510
Unscheduled Main/Repairs F & E	71500



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Academic/Research	
College Masters Expenses	70875
Faculty Subscriptions & Related Svc	71727
Food Purchase for Resale H&D Only	78220
Human Informants/Subj Used for Research	72000
Laboratory Equipment \$5,000 or more	75240
Laboratory Testing/Analysis/Usage	73060
Music Purchase and Rentals	72188
Piano Maintenance Repairs and Moves	71513
Research Animal Care	72030
Research Purchase of Animals	72020
Student Organization Events	70877
Student Textbook	71723
Supplies Educational	72165
Supplies Laboratory	72180
Supplies Research/Project	72185
Technology & Telecommunications	
A/V Equipment under \$5000	70944
Cable T.V. Service	70444
Comp Peripheral/rel itms undr \$5000	70493
Computer Equip Maintenance	70470
Computer Equip Maintenance Other	70480
Computer Online Services	71722
Computer Related Equip Under \$5000	70490
Computer Usage	70630
Computer Usage Costs	70650
Desktop Comp Ind Use under \$5000	70491
Laptop Comp Ind Use under \$5000	70492
Mobile/Cellular Phone	70425
Network Access Charges	70450
Printer under \$5000	70941
Purchase Long Distance Service	78360
Software Applications Under \$5000	70510
Software Maint Expensed (<1year)	70511
Software Oprtg Systems Under \$5000	70520
Telecommunication Line Charges	70420
Telephone Charges: Long Distance	70430
Telephone Wireless Services	70425
Website Devel & Maint	70526



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Other	
Dues & Memberships Other	70730
Events/Fundraising or Public Affairs	70900
Film, Photography Other Incl Video	71000
Films and Photography	70980
Fire Alarm Testing and Service	73030
Fire Extinguisher Testing & Service	73020
Flowers and Gift Items	70870
Furniture Under \$5000	70950
Miscellaneous	72830
Periodicals, Subscriptions & Books	71720
Professional Services	71970
Purchase Merchandise for Resale	78100
Purchased Services for Resale	78310
Purchase Materials/Parts for Resale	78330
Registration Fee and Conferences	72365
Relocation Paid to Vendor	71640
Rental Expenses - External	72840
Training/Regis. Fees/Job Related	72420
Utilities Electrical	72590
Van Lines/Truck Rental	71645
Wellness Program	70763
Library	
Lib Books for Permanent Collection	75130
Lib Periodicals for Perm Collection	75140
Library Books Binding	75150
Athletics	
Athletics - Per Diem \$10.00	71031
Athletics - Per Diem \$12.00	71031
Athletics - Per Diem \$15.00	71031
Athletics - Per Diem \$16.00	71031
Athletics - Per Diem \$38.00	71031
Printing costs - Athletics	71735
Supplies Athletic Training Room	72195
Supplies Sports/Athletics	72205



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Entertainment & Alcohol	
Alcoholic Beverages	70880
Entertainment - Faculty/Staff Recruiting	70863
Entertainment Expenses (10 + attendees)	70860
Entertainment Expenses (2-9 attendees)	70860
Entertainment including Alcohol	70885
Entertainment Student Recruiting (10 + attendees)	70861
Entertainment Student Recruiting (2-9 attendees)	70861
Flowers for Rice Dev/Alumni Events	70871
Gifts for Rice Dev/Alumni Events	70872
Office Refreshments	71050
Tickets to External Events	70910
Meals	
Business Meetings - Meals (10+ attendees)	70310
Business Meetings - Meals (2-9 attendees)	70310
Group/Variable Per Diem	72364
Per Diem \$20.00	72364
Per Diem \$30.00	72364
Per Diem \$40.00	72364
Per Diem \$50.00	72364
Per Diem \$60.00	72364
Travel Individual Meal	72343
Travel	
Airfare	72341
Hotel - Per Diem	72344
Hotel / Accommodations	72344
Hotel Events	72344
Laundry	72820
Travel - Faculty/Staff Prospects	72380
Travel - Hotel Phone & Internet	72392
Travel - Other	72392
Travel - Student Prospects	72390
Travel - Unallowable Costs	72349
Travel Speakers and Guests	72410
Trvl - Coach class excptn: Non-medi	72352



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Transportation	
Auto - Other	70250
Auto Expenses - Non-Travel	70190
Auto Gasoline - Rice Vehicles Only	70250
Auto Mileage	70220
Auto Repairs/Maintenance	70240
Bus Charters/Transfers	72363
Car Rental	72347
Local Transportation - Domestic	72346
Other Ground Transportation	72342
Parking	72345
Tips & Gratuities	70310
Fees	
Agency Booking Fees	72353
Airline Fees	72354
Bank Fees	71011
Permits & Licenses	70740
SEVIS Visa Fees	70741
Cash Advances/Cash Due Rice	
Cash Due to Rice	72369
Travel - Third Party Reimbursement	72362