

### Expense Account "Short List"

OMNI Acct	OMNI Acct Name	Account Use Description
740284	Ad/Promotional Goods	Goods and merchandise purchased for the promotion of the University and/or its departments; includes promotional items such as banners, clothing, mugs, pens and bags; excludes advertising and promotional services (740285).
740285	Ad/Promotional Services	Advertising and promotional services; includes advertising agencies as well as broadcast, radio, TV, internet, and print advertising; excludes promotional goods (740284) and employment advertising and recruiting agencies (740282).
760902	Artwork Capital	Payment for collections or individual items of significance that are not held for financial gain, but rather for public exhibition, education or research in furtherance of public service costing <b>\$5K or more</b> .
741940	Awards	Awards and token gifts given to current employees, officers and volunteers as authorized by law; includes athletic awards, engraved plaques and trophies, certificates, etc. <i>Awards to current employees, officers or volunteers may not exceed \$100 per award.</i>
740216	Chartered Air Travel	Rental or charter of aircraft from private companies; includes both short-term and long-term aircraft rental.
740215	Chartered Vehicle Travel	Rental or charter of buses, boats and other non-air transport from private companies; includes campus bus services.
740602	Employee Relocation Qualified	Reimbursement or payment of qualified (non-taxable) state employee relocation expenses to state employees or directly to transportation companies or to the owner of a self-service vehicle for moving state employees' household goods and other personal items. <i>Requires prior approval by Human Resources.</i>
740272	Employee Training	Registration and other associated fees (including reference materials) for seminars, conferences, webcasts and other education/training services attended by employees.
760331	Equip Athletic Capital	Athletic and recreational equipment & gear costing <b>\$5K or more</b> ; includes tents, swimming pool and lifting equipment; excludes athletic / recreational equipment costing less than \$5K (741172).
741172	Equip Athletic Expendable	Expendable athletic and recreational equipment costing <b>less than \$5K</b> ; excludes athletic equipment costing \$5K or more (760331), athletic medical supplies (741271), and other athletic supplies (741101).
760361	Equip Audio/Visual Capital	Audio/visual equipment costing <b>\$5K or more</b> ; includes cameras, projectors, camcorders, TVs, etc.; excludes A/V equipment costing less than \$5K (741165).
741165	Equip Audio/Visual Expendable	Expendable audio/visual (A/V) equipment costing <b>less than \$5K</b> ; includes projectors, cameras, TVs, etc.; excludes A/V equipment costing \$5K or more (760361) and A/V supplies (741161).
760601	Equip Computer/IT Capital	Computers and IT-related hardware costing \$5K or more; includes desktops, laptops, servers, network, security and surveillance equipment, etc.; excludes computer/IT equipment costing less than \$5K (741153) and software licenses (741145 or 760621).

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741153	Equip Computer/IT Expendable	Expendable computer and IT-related equipment costing less than \$5K; includes desktops, laptops, servers, printers, scanners, card readers, flash cards / storage media, network routers / switches, etc.; excludes IT equipment costing \$5K or more (760601), print / copy supplies (741102) and software licenses (741145 or 760621).
760310	Equip Lab/Medical Capital	Furnishings and equipment for medical, scientific, or laboratory use costing <b>\$5K or more</b> ; includes athletic medical equipment; excludes lab/medical equipment costing less than \$5K (741191).
741191	Equip Lab/Medical Expendable	Expendable furnishings and equipment for scientific, laboratory or medical use costing <b>less than \$5K</b> ; includes glassware, air/gas tanks, measuring/testing equipment, indicators/reagents, etc.; excludes lab/medical equipment costing \$5K or more (760310) and lab/medical supplies such as elements/gases (741271).
761301	Equip Maintenance Capital	Building & maintenance equipment costing <b>\$5K or more</b> that are not part of a capitalizable construction project; includes electrical, air conditioning / heating and water treatment equipment, motors, generators, etc.; excludes any of these types of materials that are part of construction of new permanent structures or major additions, alterations, installations and reconstruction projects (780001); also excludes building / maint. equipment costing less than \$5K (741361).
741361	Equip Maintenance Expendable	Expendable building & maintenance equipment costing <b>less than \$5K</b> that are not part of a capitalizable construction project; includes electrical, air conditioning / heating and water treatment equipment, motors, generators, etc.; excludes any of these types of materials that are part of construction of new permanent structures or major additions, alterations, installations and reconstruction projects (780001); also excludes building / maint. equipment costing \$5K or more (761301).
760201	Equip Office/Other Capital	Office furnishings and other equipment costing <b>\$5K or more</b> ; includes copiers, flooring and floor coverings, signage, lighting, cabinets, refrigerators, etc.; excludes athletic (760331), lab/medical (760310), A/V (760361) and computer/IT (760601) equipment; also excludes office equipment costing less than \$5K (741121).
741121	Equip Office/Other Expendable	Expendable office and other furniture/equipment not included in the other Equipment accounts costing <b>less than \$5K</b> ; includes chairs, janitorial and security equipment, copiers, refrigerators, window treatments, carpets, flooring, mattresses/bedding, banners / signs / decorations, etc.; excludes building supplies (741361), computer/IT (741153), audio/visual (741165), lab/medical (741191) and athletic (741172) equipment, musical instruments (741179), office furniture/equipment costing \$5K or more (760201), and office supplies (741101).
760651	Equip Telecom Capital	Telecommunications-related hardware costing <b>\$5K or more</b> ; includes IT broadcasting equipment and fax machines.; excludes telecom equipment costing less than \$5K (740720).

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740720	Equip Telecom Expendable	Expendable telecommunications parts and equipment costing <b>less than \$5K</b> ; includes telephones, two-way radios, etc.; excludes telecom equipment costing \$5K or more (760601).
741966	Fees & Permits	Miscellaneous fees and permits; includes accreditation fees, county/state fees and permits, allowable licenses and examination fees, passport fees, vehicle tags/titles, domain name registration/renewal, etc.; excludes admission fees/tickets (741965), registration and other fees associated with employee training (740272), and professional service fees (740231).
741301	Food Products/Services	Food and beverage-related purchases as authorized by law and University policy (see Expenditure Guidelines); includes banquet and catering services.
741521	Freight/Shipping	Freight and shipping of goods; excludes shipping & handling costs charged with capital/OCO items purchased (those costing \$5K or more), which should be included in the capitalized cost of those items.
741391	Gasoline/Fuel/Lubricants	Gasoline and other fuels/lubricants used in state owned or leased motor vehicles and other equipment.
740224	Mailing/Delivery Services	Mailing and delivery services; includes miscellaneous departmental postal, courier, and distribution charges from FedEx, UPS, DHL, etc.; excludes mailing and delivery charges from FSU Postal Services (741502-741509).
740251	Maintenance IT Hardware	Maintenance and support contracted services of computer hardware; includes computer hardware maintenance/support contracts, system installations, and tech support; excludes software maintenance (740916) and IT professional services/consulting (740252).
740916	Maintenance IT Software	Maintenance and support contracted services of computer software; excludes hardware maintenance / support contacts (740251), IT professional services/consulting (740252) and software licenses (741145 or 760621).
741924	Memberships Individual	Individual membership dues to technical, professional, civic or community organizations, or to country clubs for authorized individuals; excludes institutional memberships (741923).
741923	Memberships Institutional	Institutional membership dues to technical, professional, civic or community organizations; excludes individual memberships (741924).
740730	Mobile Devices/Services	Mobile communication device services and supplies; includes charges from Information Technology Services (ITS) as well as miscellaneous departmental cell phone / pager purchases; excludes employee cell phone allowances paid through Payroll (740731).
760701	Motor Vehicles Capital	Motor vehicles costing <b>\$5K or more</b> ; includes passenger cars/trucks, motorcycles, golf carts, watercraft, ATVs, and vehicles regularly used for mass transportation; excludes vehicles costing less than \$5K (741173).
741173	Motor Vehicles Expendable	Motor vehicles costing <b>less than \$5K</b> ; includes golf carts, passenger cars/trucks, motorcycles, watercraft and ATVs; excludes vehicles costing \$5K or more (760701).

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OMNI Acct	OMNI Acct Name	Account Use Description
760311	Musical Instruments Capital	Musical instruments costing <b>\$5K or more</b> ; excludes instruments costing less than \$5K (741179).
741179	Musical Instruments Expendable	Musical instruments and related parts / accessories costing <b>less than \$5K</b> ; excludes instruments costing \$5K or more (760311).
760101	Non Library Pub/Book Capital	Books and other reference materials that are <b>NOT used in a professional, academic or research library</b> and whose unit value is <b>\$5K or more</b> ; excludes books and other reference materials not used in libraries whose unit value is less than \$5K (741252) as well as library materials costing \$250 or more (730702) and library materials costing less than \$250 (730701).
741252	Non Library Pub/Book Exp	Books and other reference materials that are <b>NOT used in a professional, academic or research library</b> and whose unit value is <b>less than \$5K</b> ; excludes books and other reference materials not used in libraries whose unit value is \$5K or more (760101) as well as library materials costing \$250 or more (730702) and library materials costing less than \$250 (730701).
740301	Printing/Reproduction Services	Printing, copying and other document management services; includes binding, signage, publication of articles/research, decals, business cards, etc.
741741	Rent Building/Space	Building/space leases, both short and long-term; includes rentals of meeting space, storage and banquet facilities; excludes rental of equipment (741881) and capital leases (761501/761601) as well as Parking Services charges for parking decals, pay lots and gate card replacement (741751).
741881	Rent Equipment Other	Equipment leases, both short and long-term; includes rental of misc. furniture and equipment; excludes rental of copiers through Business Services (741831), buildings/space (741741), vehicles (741871), and capital leases (761501/761601).
741871	Rent Vehicles Non Travel	Rental of vehicles not related to travel on University business; includes the rental of moving vehicles to transport equipment; excludes bus/boat charters (740215) and armored car services (740229).
740930	Repair/Maint Svcs Facil/Equip	Maintenance and repair services of facilities, machinery and non-vehicle equipment; includes painting, pest control, electrical, industrial cleaning and plumbing services as well as the repair/maintenance of lab, telecom, audio/video, elevator, heating/AC, other heavy equipment; excludes computer software (740916) and IT hardware (740251) maintenance and parts/tools/supplies without labor (741361& 741376) and maintenance/repair of vehicles and water craft (740922).
740922	Repair/Maint Svcs Vehicles	Maintenance and repair services of all university vehicles; includes cars, trucks, carts, tractors, water craft and facilities vehicles.
741016	Resale Food/Beverages	Food and beverages purchased for resale; includes alcoholic beverages and banquet/catering services; excludes all other merchandise for resale (741009).
741009	Resale Goods/Services	Goods and services purchased for resale; includes T-shirts and other clothing; excludes food/beverages (741016) and resale of IT/computer-related equipment by ITS (741019).

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OMNI Acct	OMNI Acct Name	Account Use Description
741970	Royalties	Royalty payments for use of materials; includes patent, trademark, and copyright law payments.
760621	Software Capital	Computer software and software licenses costing \$5K or more on a per-user basis.
741145	Software Expendable	Computer software and software licenses costing less than \$5K on a per user basis; excludes software maintenance (740916) and software costing \$5K or more on a per user basis (760621).
741910	Subscriptions	Subscriptions and other publications not intended for permanent retention; includes electronic reference materials and periodical (magazines, newspapers, etc.) subscriptions.
741251	Supplies Educational	Educational supplies costing less than \$5K; includes textbooks, exam booklets/forms, veterinary equipment, etc.; excludes educational equipment and classroom furnishings costing \$5K or more (760201) as well as music/theater supplies (741421).
741372	Supplies Janitorial	Janitorial and maintenance supplies; includes paper products, light bulbs, pest control products, cleaning supplies, etc.; excludes expendable equipment (741121).
741282	Supplies Lab/Medical Animal	Animals and related supplies for scientific, laboratory or medical use; includes animal containment, feed and preserved specimens.
741272	Supplies Lab/Medical Drugs	Controlled substances for scientific, laboratory or medical use; includes pharmaceutical products, vaccines, antibiotics and other drugs.
741385	Supplies Lab/Medical Gas/Chem	Gas and chemical purchases for scientific, laboratory or medical use; includes indicators/reagents, acetylene, oxygen and butane gas as well as charges from the Chemistry Stockroom and Med School.
741271	Supplies Lab/Medical Other	Supplies for scientific, laboratory or medical use; includes athletic medical supplies, safety glasses, etc.; excludes animals (741282), gases/chemicals (741385), drugs and other controlled substances (741272), and minor lab equipment (741191).
741281	Supplies Landscaping	Landscaping and grounds keeping supplies; includes fertilizers, seeds, mulch, flowers, plants, etc.; excludes expendable equipment such as benches and landscaping equipment costing less than \$5K (741121).
741376	Supplies Maintenance	Maintenance and building supplies, materials and minor tools that do not significantly increase the useful life of an asset and cost less than \$5K; includes electrical wiring and other hardware, lighting/fixtures, roofing materials, plumbing materials, doors/windows, machine tools, paints, etc.; excludes maintenance of equipment and facilities (740930), building & maintenance equipment costing less than \$5K (741361), and landscaping supplies (741281).
741101	Supplies Office	Office supplies; includes folders/binders, writing instruments, pads/notebooks, labels, ID badges, etc.; excludes janitorial (741372), lab/medical (741271), landscaping (741281) and print/copy (741102) supplies.

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741420	Supplies Other	Supplies that are not of an educational nature and that do not fall into any of the other supplies categories; excludes the following types of supplies: Audio/Visual (741161), Educational (741251), Janitorial (741372), Lab/Medical (741271, 741272, 741282 and 741385), Landscaping (741281), Maintenance (741376), Office (741101) and Print/Copy (741102).
741102	Supplies Print/Copy	Printer/copier supplies; includes toner / drums / ink cartridges and printer/copier paper.
740262	Svcs Other Custodial/Janitor	Cleaning/janitorial contracted services; includes carpet, laundry/linen and general building/office cleaning services; excludes temporary/day manual labor (740263).
740268	Svcs Other Landscaping	Grounds keeping & landscaping contracted services; includes lawn care, tree trimming, etc.; excludes temporary/day manual labor (740263).
740263	Svcs Other Manual/Day Labor	Temporary manual labor services such as day laborers; excludes custodial/janitorial (740262) and Landscaping (740268) contracted services.
740211	Svcs Prof Accounting/Auditing	Accounting and auditing services.
740221	Svcs Prof Architecture	Architectural services
740265	Svcs Prof Audio/Visual	Audio/visual-related professional contracted services; includes video production, graphic/art design, and photographic services; excludes live performances (740266).
740223	Svcs Prof Constrct/Renovations	Contracted construction and/or renovation services; includes charges from Facilities; excludes engineering-related services (740222) as well as architectural services (740221).
740222	Svcs Prof Engineering	Engineering-related professional contracted services; includes transportation and mechanical engineering services.
740252	Svcs Prof IT/Network	IT-related contracted services; includes IT consultants, data & internet services, programmers, and data storage; excludes software and IT hardware maintenance (740916/740251).
740258	Svcs Prof Legal	Legal services; includes attorney fees, retainers and legal research services.
740266	Svcs Prof Live Performances	Live performance contracted services; includes performing arts professionals and lecturers/speakers.
740259	Svcs Prof Medical	Authorized medical contract services provided by medical doctors and other healthcare providers; includes athletic rehabilitation and medical scientific research services.
740248	Svcs Prof Mgmt/Marketing	Business management and marketing-related consultation services.
740231	Svcs Prof Other	Professional contracted services not otherwise covered by specific accounts; includes honoraria, substitute teachers and other temporary personnel; excludes specific contracted professional and other services such as accounting/auditing (740211), advertising (740285), construction/renovation (740221 and 740223), engineering (740222), IT (740252), janitorial (740262), landscaping (740268), legal (740258), live performances (740266), manual/day labor (740263), medical (740259), maintenance (740251/740916), management/marketing (740248), mobile (740730), scientific (740245), security (740229) and visual arts (740265).

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740245	Svcs Prof Scientific Rsch/Anal	Scientific research and analysis services; includes Biology, Chemistry And Med School departmental charges as well as chemical, biochemical, genetic and biotech-related professional contracted services; excludes medical scientific services (740259).
740229	Svcs Prof Security	Background checks and other security contracted services; includes fire / security system maintenance / monitoring, armored car and security guard services.
741965	Tickets Admission Fees	Athletic or other admission tickets; includes movie/theater and football tickets.
741335	Uniforms/Clothing Employee	Uniforms and clothing purchased for employees.
741332	Uniforms/Clothing Non Employee	Uniforms and clothing purchased for students and other non-employees; includes athletic uniforms and footwear.