

Allowable Account Code List

I. General Purchasing

Below is the latest list of all allowable account codes (arranged alphabetically by description and numerically by account code). 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 [Payment Solutions](#) Section.

Note: A numerical listing is also available within the web based Purchasing Card Reallocation Form.

(Alphabetical order by description)

Acct Code	Title
70944	A/V Equipment under \$5000
70161	ADA supplies and expenses
70160	Advertising Employment
79145	Advertising Employment Endowment
70120	Advertising Expenses
70150	Advertising Other
70130	Advertising Public Relations
70140	Advertising Research/Grants Related
78210	Alcohol Purchased for Resale
70166	Animal Care
70167	Animal Purchase
71013	Application Processing Fees
71031	Athletics Team Meals Other
70230	Auto Actual Expenses
70190	Auto Expenses - Non-Travel
70250	Auto Gasoline - Rice Vehicles Only
70240	Auto Repairs/Maintenance
70308	Awards / Supplies for
71721	Books/ Financial Aid
72335	Box Office
70315	Broadcasting Expenses
70444	Cable T.V. Service
70875	College Masters Expenses
70493	Comp Peripheral/rel itms undr \$5000
70497	Comp Rel Eqp-Some Res Fds 2501-5000
70470	Computer Equip Maintenance
70480	Computer Equip Maintenance Other
70490	Computer Related Equip Under \$5000

70630 Computer Usage: Funded by PO
70942 Copier under \$5000
78500 Cost of Goods Sold
72330 Costumes
70395 Courier and Delivery Services
70695 Course Development
71012 Credit Card Service Charges
70491 Desktop Comp Ind Use under \$5000
70251 Diesel Fuel Rice Owned Vehicle/Equip
70705 Drug Testing
70720 Dues & Memb Social/Civic/Community
70730 Dues & Memberships Other
72207 Emergency Supplies
79172 Endowment Business Meeting
79105 Endowment Dues & Memberships
79111 Endowment Mixed Oil & Gas Misc
79113 Endowment Permits & Licenses
79114 Endowment Photography
79143 Endowment Printing and Photocopying
79128 Endowment Realty Keys
79130 Endowment Realty Miscellaneous
79133 Endowment Registration Fee/Conferen
79171 Endowment Subsc to Comp Online Svc
71727 Faculty Subscriptions & Related Svc
70990 Film and Photography Publications
71000 Film, Photography Other Incl Video
70980 Films and Photography
73030 Fire Alarm Testing & Service
73020 Fire Extinguisher Testing & Service
73040 Fire Sprinkler Testing & Service
70870 Flowers and Gift Items
70871 Flowers for Events
78220 Food Purchased for Resale H&D only
70390 Freight and Shipping Expenses
78290 Freight-Merchandise for Resale
70950 Furniture Under \$5000
70872 Gifts for Events
73050 Hazardous Waste Disposal
70922 Instructional Equip under \$5000
71312 Insurance Expense
71731 Jones Journal
75240 Laboratory Equipment
73060 Laboratory Testing/Analysis

70492 Laptop Comp Ind Use under \$5000
72820 Laundry
75130 Lib Books for Permanent Collection
75140 Lib Periodicals for Perm Collection
75150 Library Books Binding
72346 Local Transportation
70400 Mailroom and Postage Expense
70930 Maint Contracts- Non-Computer Equip
71521 Maintenance - Playing Fields
72336 Marketing
72206 Medical Supplies
72830 Miscellaneous
79160 Mixed Oil & Gas Operating Exp Endow
71585 Moving Office/Lab Furniture/Equip
72188 Music Purchases and Rentals
70450 Network Access Charges
70530 Network Equipment under \$5000
75205 Networking Equipment
70494 NLR Participation
71550 Non-Maintenance Services
70947 NonComp Eqp Some Res Fds 2501-5000
70940 NonComputer Equipment Under \$5000
71050 Office Refreshments
71512 Organ Maintenance and Repairs
71040 Oth Off Morale Items Not for Resale
71514 Other Maint Repairs - Music
79158 Other Marketable Security Fees End
79161 Other Mineral Misc Exp Endowment
78230 Othr Beverages Purchased for Resale
70162 Owlvision
72345 Parking - Local and Travel
72355 Pcard unaccounted for Trvl/Ent
71720 Periodicals, Subscriptions & Books
70740 Permits & Licenses
71513 Piano Maintenance Repairs and Moves
70941 Printer under \$5000
71730 Printing and Photocopying
71735 Printing costs - Athletics
70921 Production Equip under \$5000
71750 Promotional Items
72333 Properties - Rice Theatre
71740 Publication Costs
72337 Publicity

78360 Purchase Long Distance Service
78330 Purchase-Materials/Parts for Resale
78100 Purchase-Merchandise for Resale
78350 Purchase-Special Svc for Resale
78310 Purchased Services for Resale
72913 R Assoc Hall of Fame Banquet
72915 R Assoc Newsletter Costs
72922 R Assoc Rice Athletic Study
72365 Registration Fee and Conferences
72840 Rental Expenses-External
72030 Research Animal Care
72020 Research Purchase of Animals
72332 Scenery
71572 Schd Major Maint/Repairs Out Vendor
71488 Scheduled Maint/Repairs Outside Ven
71486 Scheduled Maintenance/Repairs
71571 Scheduled Major Maint/Repairs F&E
71480 Scheduled Preven Maint Outside Vend
71470 Scheduled Preventative Maint F & E
70498 Server under \$5000, Non-Ind Use
70155 Signs and Banners
70510 Software Applications Under \$5000
70511 Software Maint Expensed (<1year)
70520 Software Oprtg Systems Under \$5000
72334 Sound - Rice Theatre
72331 Stage Lighting
70877 Student Organization Events
71723 Student Textbook
71722 Subsc.to Computer Online Services
72195 Supplies Athletic Training Room
72165 Supplies Educational
72180 Supplies Laboratory
72190 Supplies Office
72185 Supplies Research/Project
72205 Supplies Sports/Athletics
72215 Supplies: Power and Hand Tools
72200 Supplies: Shop Supplies and Parts
70420 Telecommunication Line Charges
70430 Telephone Charges: Long Distance
70425 Telephone Wireless Services
78510 Textbook Disposal Cost
70910 Tickets to External Events
72420 Training/Regis. Fees-Job Related

72341	Travel - Airfare
72342	Travel - Ground Transportation
72344	Travel - Hotels
72343	Travel - Meals
72349	Travel - Unallowable Costs
72351	Trvl - Coach class excptn: Medical
72352	Trvl - Coach class excptn: Non-medi
72810	Uniform Expenses
71574	Unschd Major Maint/Repairs Out Vend
71510	Unscheduled Main/Repair Outside Ven
71511	Unscheduled Main/Repair Radio Equip
71500	Unscheduled Main/Repairs F & E
71573	Unscheduled Major Maint/Repairs F&E
79159	Utilities Sewage Endowment
70526	Website Devel & Maint
70763	Wellness Program
70535	Wireless Network Equip under \$5000
75207	Wireless Network Hardwre over \$5000

(Numerical order by account code)

Acct Code	Title
70120	Advertising Expenses
70130	Advertising Public Relations
70140	Advertising Research/Grants Related
70150	Advertising Other
70155	Signs and Banners
70160	Advertising Employment
70161	ADA supplies and expenses
70162	Owlvision
70166	Animal Care
70167	Animal Purchase
70190	Auto Expenses - Non-Travel
70230	Auto Actual Expenses
70240	Auto Repairs/Maintenance
70250	Auto Gasoline - Rice Vehicles Only
70251	Diesel Fuel Rice Owned Vehicle/Equi
70308	Awards / Supplies for
70315	Broadcasting Expenses
70390	Freight and Shipping Expenses
70395	Courier and Delivery Services
70400	Mailroom and Postage Expense

70420 Telecommunication Line Charges
70425 Telephone Wireless Services
70430 Telephone Charges: Long Distance
70444 Cable T.V. Service
70450 Network Access Charges
70470 Computer Equip Maintenance
70480 Computer Equip Maintenance Other
70490 Computer Related Equip Under \$5000
70491 Desktop Comp Ind Use under \$5000
70492 Laptop Comp Ind Use under \$5000
70493 Comp Peripheral/rel itms undr \$5000
70494 NLR Participation
70497 Comp Rel Eqp-Some Res Fds 2501-5000
70498 Server under \$5000, Non-Ind Use
70510 Software Applications Under \$5000
70511 Software Maint Expensed (<1year)
70520 Software Oprtg Systems Under \$5000
70526 Website Devel & Maint
70530 Network Equipment under \$5000
70535 Wireless Network Equip under \$5000
70630 Computer Usage: Funded by PO
70695 Course Development
70705 Drug Testing
70720 Dues & Memb Social/Civic/Community
70730 Dues & Memberships Other
70740 Permits & Licenses
70763 Wellness Program
70870 Flowers and Gift Items
70871 Flowers for Events
70872 Gifts for Events
70875 College Masters Expenses
70877 Student Organization Events
70910 Tickets to External Events
70921 Production Equip under \$5000
70922 Instructional Equip under \$5000
70930 Maint Contracts- Non-Computer Equip
70940 NonComputer Equipment Under \$5000
70941 Printer under \$5000
70942 Copier under \$5000
70944 A/V Equipment under \$5000
70947 NonComp Eqp Some Res Fds 2501-5000
70950 Furniture Under \$5000
70980 Films and Photography

70990 Film and Photography Publications
71000 Film, Photography Other Incl Video
71012 Credit Card Service Charges
71013 Application Processing Fees
71031 Athletics Team Meals Other
71040 Oth Off Morale Items Not for Resale
71050 Office Refreshments
71312 Insurance Expense
71470 Scheduled Preventative Maint F & E
71480 Scheduled Preven Maint Outside Vend
71486 Scheduled Maintenance/Repairs
71488 Scheduled Maint/Repairs Outside Ven
71500 Unscheduled Main/Repairs F & E
71510 Unscheduled Main/Repair Outside Ven
71511 Unscheduled Main/Repair Radio Equip
71512 Organ Maintenance and Repairs
71513 Piano Maintenance Repairs and Moves
71514 Other Maint Repairs - Music
71521 Maintenance - Playing Fields
71550 Non-Maintenance Services
71571 Scheduled Major Maint/Repairs F&E
71572 Schd Major Maint/Repairs Out Vendor
71573 Unscheduled Major Maint/Repairs F&E
71574 Unschd Major Maint/Repairs Out Vend
71585 Moving Office/Lab Furniture/Equip
71720 Periodicals, Subscriptions & Books
71721 Books/ Financial Aid
71722 Subsc.to Computer Online Services
71723 Student Textbook
71727 Faculty Subscriptions & Related Svc
71730 Printing and Photocopying
71731 Jones Journal
71735 Printing costs - Athletics
71740 Publication Costs
71750 Promotional Items
72020 Research Purchase of Animals
72030 Research Animal Care
72165 Supplies Educational
72180 Supplies Laboratory
72185 Supplies Research/Project
72188 Music Purchases and Rentals
72190 Supplies Office
72195 Supplies Athletic Training Room

72200 Supplies: Shop Supplies and Parts
72205 Supplies Sports/Athletics
72206 Medical Supplies
72207 Emergency Supplies
72215 Supplies: Power and Hand Tools
72330 Costumes
72331 Stage Lighting
72332 Scenery
72333 Properties - Rice Theatre
72334 Sound - Rice Theatre
72335 Box Office
72336 Marketing
72337 Publicity
72341 Travel - Airfare
72342 Travel - Ground Transportation
72343 Travel - Meals
72344 Travel - Hotels
72345 Parking - Local and Travel
72346 Local Transportation
72349 Travel - Unallowable Costs
72351 Trvl - Coach class excptn: Medical
72352 Trvl - Coach class excptn: Non-medi
72355 Pcard unaccounted for Trvl/Ent
72365 Registration Fee and Conferences
72420 Training/Regis. Fees-Job Related
72810 Uniform Expenses
72820 Laundry
72830 Miscellaneous
72840 Rental Expenses-External
72913 R Assoc Hall of Fame Banquet
72915 R Assoc Newsletter Costs
72922 R Assoc Rice Athletic Study
73020 Fire Extinguisher Testing & Service
73030 Fire Alarm Testing & Service
73040 Fire Sprinkler Testing & Service
73050 Hazardous Waste Disposal
73060 Laboratory Testing/Analysis
75130 Lib Books for Permanent Collection
75140 Lib Periodicals for Perm Collection
75150 Library Books Binding
75205 Networking Equipment
75207 Wireless Network Hardwre over \$5000
75240 Laboratory Equipment

78100 Purchase-Merchandise for Resale
78210 Alcohol Purchased for Resale
78220 Food Purchased for Resale H&D only
78230 Othr Beverages Purchased for Resale
78290 Freight-Merchandise for Resale
78310 Purchased Services for Resale
78330 Purchase-Materials/Parts for Resale
78350 Purchase-Special Svc for Resale
78360 Purchase Long Distance Service
78500 Cost of Goods Sold
78510 Textbook Disposal Cost
79105 Endowment Dues & Memeberships
79111 Endowment Mixed Oil & Gas Misc
79113 Endowment Permits & Licenses
79114 Endowment Photography
79128 Endowment Realty Keys
79130 Endowment Realty Miscellaneous
79133 Endowment Registration Fee/Conferen
79143 Endowment Printing and Photocopying
79145 Advertising Employment Endowment
79158 Other Marketable Security Fees End
79159 Utilities Sewage Endowment
79160 Mixed Oil & Gas Operating Exp Endow
79161 Other Mineral Misc Exp Endowment
79171 Endowment Subsc to Comp Online Svc
79172 Endowment Business Meeting

II. Travel & Entertainment

Below is the latest list of allowable account codes (arranged alphabetically by description and numerically by account code) for travel and entertainment purchasing. This list is periodically updated on the [Controller's Office](#) website under the [Payment Solutions](#) Section.

Note: A numerical listing is also available within the web based Travel/Entertainment/Business Meeting Form.

(Alphabetical order by description)

Acct Code	Title
70161	ADA supplies and expenses
70160	Advertising Employment
70880	Alcoholic Beverages
72111	Athl Training Table - Training Camp
72110	Athletics Scholarships - Meals
71031	Athletics Team Meals Other
70230	Auto Actual Expenses
70200	Auto Leasing Exp/Short-Term,Local
70220	Auto Mileage Reimbursement
71011	Bank Service Charges
72363	Bus Charters / Transfers
70310	Business Meetings
72330	Costumes
70395	Courier and Delivery Services
70896	Developmt Ofc Event Supp External
70730	Dues & Memberships Other
79172	Endowment Business Meeting
79170	Endowment Travel
70862	Entertainment - Faculty Recruiting
70863	Entertainment - Staff Recruiting
70861	Entertainment - Student Recruiting
70860	Entertainment Expenses
70885	Entertainment including Alcohol
70900	Events/Fundraising or Public Affair
71727	Faculty Subscriptions & Related Svc
70870	Flowers and Gift Items
70871	Flowers for Events
78220	Food Purchased for Resale H&D only
70390	Freight and Shipping Expenses
70872	Gifts for Events
71312	Insurance Expense

71731 Jones Journal
72346 Local Transportation
70400 Mailroom and Postage Expense
72830 Miscellaneous
70450 Network Access Charges
70940 NonComputer Equipment Under \$5000
71050 Office Refreshments
71040 Oth Off Morale Items Not for Resale
70162 Owlvision
72345 Parking - Local and Travel
72355 Pcard unaccounted for Trvl/Ent
71720 Periodicals, Subscriptions & Books
71730 Printing and Photocopying
71750 Promotional Items
72333 Properties - Rice Theatre
72365 Registration Fee and Conferences
72840 Rental Expenses-External
72332 Scenery
72112 Sch - On Campus Allowance
70510 Software Applications Under \$5000
70877 Student Organization Events
71722 Subsc.to Computer Online Services
72165 Supplies Educational
72180 Supplies Laboratory
72190 Supplies Office
72205 Supplies Sports/Athletics
70430 Telephone Charges: Long Distance
70425 Telephone Wireless Services
70910 Tickets to External Events
72420 Training/Regis. Fees-Job Related
72340 Travel
72341 Travel - Airfare
72342 Travel - Ground Transportation
72344 Travel - Hotels
72381 Travel - Marching Owl Band
72343 Travel - Meals
72347 Travel - Rental Cars
72349 Travel - Unallowable Costs
72395 Travel & Subsistence Staff Develmnt
72362 Travel Anticipated Third Party Reim
72380 Travel Faculty Prospects
72350 Travel Outside US/Canada
72360 Travel Rice Employees/Student Only

72410 Travel Speakers and Guests
 72400 Travel Staff Prospects
 72390 Travel Student Prospects
 72351 Trvl - Coach class excptn: Medical
 72352 Trvl - Coach class excptn: Non-medi
 70355 Unaccounted Faculty Club dept chg

(Numerical order by account code)

Acct Code	Title
70160	Advertising Employment
70161	ADA supplies and expenses
70162	Owlvision
70200	Auto Leasing Exp/Short-Term,Local
70220	Auto Mileage Reimbursement
70230	Auto Actual Expenses
70310	Business Meetings
70355	Unaccounted Faculty Club dept chg
70390	Freight and Shipping Expenses
70395	Courier and Delivery Services
70400	Mailroom and Postage Expense
70425	Telephone Wireless Services
70430	Telephone Charges: Long Distance
70450	Network Access Charges
70510	Software Applications Under \$5000
70730	Dues & Memberships Other
70860	Entertainment Expenses
70861	Entertainment - Student Recruiting
70862	Entertainment - Faculty Recruiting
70863	Entertainment - Staff Recruiting
70870	Flowers and Gift Items
70871	Flowers for Events
70872	Gifts for Events
70877	Student Organization Events
70880	Alcoholic Beverages
70885	Entertainment including Alcohol
70896	Developmt Ofc Event Supp External
70900	Events/Fundraising or Public Affair
70910	Tickets to External Events
70940	NonComputer Equipment Under \$5000
71011	Bank Service Charges
71031	Athletics Team Meals Other

71040 Oth Off Morale Items Not for Resale
71050 Office Refreshments
71312 Insurance Expense
71720 Periodicals, Subscriptions & Books
71722 Subsc.to Computer Online Services
71727 Faculty Subscriptions & Related Svc
71730 Printing and Photocopying
71731 Jones Journal
71750 Promotional Items
72110 Athletics Scholarships - Meals
72111 Athl Training Table - Training Camp
72112 Sch - On Campus Allowance
72165 Supplies Educational
72180 Supplies Laboratory
72190 Supplies Office
72205 Supplies Sports/Athletics
72330 Costumes
72332 Scenery
72333 Properties - Rice Theatre
72340 Travel
72341 Travel - Airfare
72342 Travel - Ground Transportation
72343 Travel - Meals
72344 Travel - Hotels
72345 Parking - Local and Travel
72346 Local Transportation
72347 Travel - Rental Cars
72349 Travel - Unallowable Costs
72350 Travel Outside US/Canada
72351 Trvl - Coach class excptn: Medical
72352 Trvl - Coach class excptn: Non-medi
72355 Pcard unaccounted for Trvl/Ent
72360 Travel Rice Employees/Student Only
72362 Travel Anticipated Third Party Reim
72363 Bus Charters / Transfers
72365 Registration Fee and Conferences
72380 Travel Faculty Prospects
72381 Travel - Marching Owl Band
72390 Travel Student Prospects
72395 Travel & Subsistence Staff Develmnt
72400 Travel Staff Prospects
72410 Travel Speakers and Guests
72420 Training/Regis. Fees-Job Related

72830 Miscellaneous
72840 Rental Expenses-External
78220 Food Purchased for Resale H&D only
79170 Endowment Travel
79172 Endowment Business Meeting