

Budget & Finance Object Code Definitions

Accreditation Fees (6310) – Fees remitted to accrediting agencies or association for securing and/or maintaining accreditation or certification of an instructional program.

Administrative Travel (7010) – Travel expenses associated with administrative job responsibilities including mileage reimbursements for routine duties; in-state travel costs (e.g., Santa Fe or Albuquerque) required to demonstrate compliance with the N.M. Higher Education Department or other state agencies; travel costs required to comply with accreditation or other regulatory entities.

Awards & Recognition (6510) – Costs of plaques, certificates, ribbons, medals, or other items that acknowledge or recognize an individual's service or contribution to the College or community.

Bank & Finance Charges (6620) – Fees typically levied by banks, other financial institutions, or accounts payable vendors associated with processing transactions on behalf of the College. Examples include the fee for processing credit cards or other ACH origination and late payment charges.

Building Repairs & Maintenance (6946) – Costs for restoring or replacing a structure or structural component that is inoperable or in disrepair.

Chemicals & Gases (6580) – The cost of procuring chemical or gas compounds for instructional purposes (e.g. Chemistry labs) or other College operations (e.g., fertilizers). Expenditures typically require approval by the Director of Environmental Health.

COG – Books & Academic Supplies (6825) – The purchase of textbooks and other course-specific supplies for retail in the College Bookstore or otherwise distributed to students for some fee.

COG – Clothing & Merchandise (6845) – The purchase of apparel, binders, notebooks, pens, pencils, and similar commodities for retail to individuals—typically through the College Bookstore.

COG – Food (6855) – The purchase of food commodities for retail to individuals—typically through a College auxiliary or support service.

COG – Supplies (6835) – The purchase of general use items (i.e., items not appropriately classified as textbooks, course-specific supplies, clothing, merchandise, or food) for retail to individuals – typically through the College Bookstore.

Computers (8241) – The purchase of personal computers or laptops. Requires advanced approval by the Office for Technology Services.

Conference & Training Fees (6135) – Costs specifically associated with an employee's admittance to a conference or seminar, or other training-related costs. (Does not include the cost of travel to/from the training venue.)

Contracted Instruction (6045) – Payments made to non-College employees for delivery of instruction. Compensation made through contracted instruction typically requires a *Technical & Professional Contract*.

Budget & Finance Object Code Definitions

Dues & Memberships (6375) – Costs associated with College-sponsored memberships for professional or trade organizations.

Employee Recruiting (6445) – Costs associated with recruiting new College employees including advertising and interview expenses. This object code is typically only used by Human Resources.

Equipment Repairs & Maintenance (6944) - Costs for repairing or servicing equipment items that are inoperable or otherwise in need of maintenance.

Food (6520) – The purchase of food commodities for use in a College-sanctioned function. Requires advanced approval by the College Controller, Area Executive, and President.

Fuel (6536) – The purchase of gasoline for use in College vehicles engaged in appropriate College business.

General Construction (6976) – Payments to contractors for labor and costs associated with constructing approved facilities. May also includes payments for construction material. This code is generally restricted for use by Building Trades, Physical Plant, and Purchasing.

Grants & Scholarships (6735) – Aid issued to students in conjunction with enrollment at San Juan College. This code is generally restricted for use by the Office of Financial Aid or Student Services.

Insurance – Liability (6636) – Insurance premiums paid to N.M. Risk Management or other appropriate vendors for the procurement of professional and general liability policies. This code is generally restricted for use by the Risk Management Coordinator.

Insurance – Property & Casualty (6635) - Insurance premiums paid to N.M. Risk Management or other appropriate vendors for the procurement of property and casualty insurance policies. This code is generally restricted for use by the Risk Management Coordinator.

Library Acquisitions – Books (8415) – The purchase of new items (books—catalogued, video and audio tapes and CDs) to be held in the College’s permanent library collection. This code is generally restricted for use by the College Library.

Library Acquisitions – Other (8455) – The purchase of continuums (books—continuations, periodicals, microform) to be held in the College’s permanent library collection. This code is generally restricted for use by the College Library.

Library Acquisitions – Periodicals (8435) – The purchase of other items (electronic subscriptions online, anything not capitalized) for use in the College Library. This code is generally restricted for use by the College Library.

Maintenance & Service Agreements (6932) – Fee associated with a contractual agreement—typically annual—that licenses and authorizes use of software; or provides for the service, repair, and/or support of computers, hardware, and/or software or equipment and equipment systems.

Budget & Finance Object Code Definitions

Non-Employee Travel (7040) – Travel expenses associated with a non-College employee’s travel to an event or venue on behalf of the College.

Office Equipment & Tools (8265) – The purchase of equipment and/or tools used to affect an employee’s administrative (i.e., non-programmatic) responsibilities on behalf of the institution. Includes such items as calculators, computer keyboards, telephones, three-hole punch devices, staplers, etc.

Office Supplies (6505) – The purchase of perishable items used to affect an employee’s administrative (i.e., non-programmatic) responsibilities on behalf of the institution. Includes such items as paper, pens, pencils, paper clips, staples, post-it notes, tape, blank CD-ROMs, etc.

Outsource Labor (6055) – Payments made for support-level services by non-College employees typically engaged through a temporary employment agency. *Technical & Professional Contract* typically required.

Performing Contracts & Speakers (6075) – Payments made to performers, entertainers, public speakers, and/or guest lecturers engaged for a discrete number of presentations in an entertainment or classroom venue. *Technical & Professional Contract* typically required.

Phones & Long Distance (6255) – Monthly costs associated with College-related cell phone service and long distance expense.

Postage & Shipping (6235) – Costs of delivering letters, packages, or other parcels through the SJC mailroom, the United States Postal Service, Federal Express, UPS, or comparable vendors. Includes the cost of metered or stamped postage, as well as freight and shipping costs.

Printing & Copying (6245) – Printing and duplicating costs including use of College copiers, duplication and/or print services performed by SJC Copy Services, and duplication and/or print services performed by non-campus vendors.

Professional Services (6065) – Payments made for professional-level services by independent contractors or professional firms. The services are typically specialized in nature, and require an advanced level of education, training, and/or expertise. *Technical & Professional Contract* typically required.

Program Equipment & Tools (8275) - The purchase of equipment and/or tools, often specialized, used for the express purpose of delivering instruction or affecting certain campus operations. Examples include laboratory equipments such as Bunsen burners or microscopes; tools and equipments used by programs in Trades & Technology; weed eaters and garden tools used by Groundskeeping.

Program Supplies (6515) – The purchase of perishable items, often specialized, used for the express purpose of delivering instruction or affecting certain campus operations. Examples include test tubes, Petri dishes, protective masks that are disposable, etc.

Budget & Finance Object Code Definitions

Promotion Expenses (6435) – The cost of brochures, flyers, advertisements, merchandise, or other items professionally designed and produced to market and/or promote instructional programs or other College activities.

Recruiting & Promotion Travel (7030) - Travel expenses associated with recruiting students or marketing the College and/or its programs.

Rents & Leases (6960) – The cost of renting or leasing facilities and/or equipment.

Roadway & Parking Improvements (6985) – Repair, resurface, and/or maintenance of College roads, parking lots, and other ground surfaces. This code is generally restricted for use by Physical Plant.

Servers, Routers & Other Network Equipment (8295) – The cost of computer equipment not including personal computers, laptops, or printers. This code is generally restricted for use by the Office for Technology Services.

Software (6565) – The purchase and/or initial licensing of computer software. Requires approval by the Office for Technology Services.

Staff Development Travel (7020) – Travel expenses for employee participation in seminars, conferences, training, and other activities designed to bolster the employee's job performance and effectiveness.

Subscriptions & Reference Materials (6345) – Expenses for subscriptions to or purchase of professional publications, journals, and/or reference materials.

Uniforms & Clothing (6570) – The cost of uniforms or other apparel items procured for employees in certain service level roles. Requires advanced approval by the College Controller.

Utilities – Electric (6934) – The cost of supplying electrical utility service to College facilities. This code is restricted for use by the Business Office, Physical Plant, and Purchasing.

Utilities – Natural Gas (6936) – The cost of supplying natural gas utility service to College facilities. This code is restricted for use by the Business Office, Physical Plant, and Purchasing.

Utilities – Water & Waste (6984) – The cost of supplying water and sewer utility services to College facilities. This code is restricted for use by the Business Office, Physical Plant, and Purchasing.

Vehicle Repairs & Maintenance (6948) - Costs for repairing or servicing College vehicles that are inoperable or otherwise in need of maintenance. This code is generally restricted for use by Motor Body.