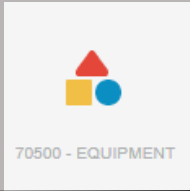
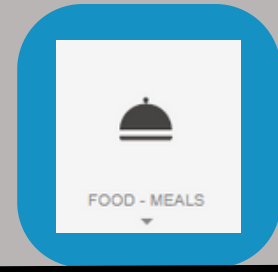
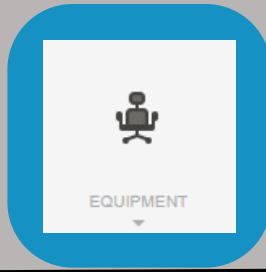
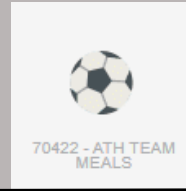


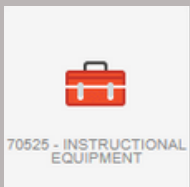
Expense Tiles & Their Uses



Over 5K worth of equipment



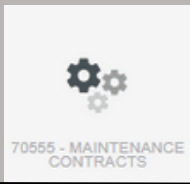
Should only be used by athletics department



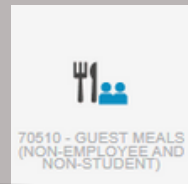
Materials one would need for instructing



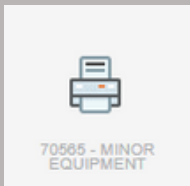
For college and student employees only



Maintenance with college/state contracts. Ex: Les Olsen printer maintenance



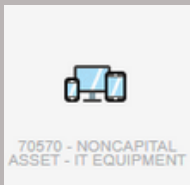
As tile states- non employee and non student



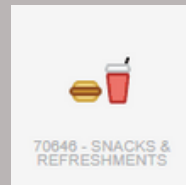
Under 5K worth of equipment



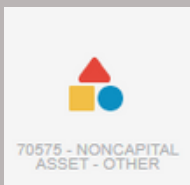
Over 50 attendees



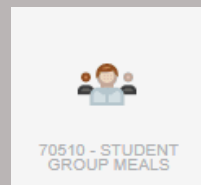
This is for IT assets that meet the **noncapital PII definition**. Essentially, this should be laptops, tablets, towers, iMacs, cellphone (not the monthly bill), combination printers (where it has a scanning feature) and hard drives. This is NOT to be used for keyboards, monitors, mouse's, or Docs scanners.



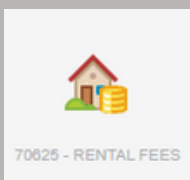
Snacks to restock conference rooms, candy to give out to students, drinks for meetings



Per our policy and the state's policy a noncapital asset is anything between 3,000 - 4999.99 (if it's above 5K it's a capital asset and should not be booked here). This needs to be a tangible asset.

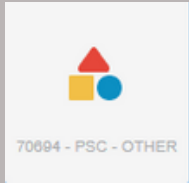


For student events

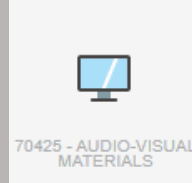


For anything you rent (equipment, event materials, etc.), **not** including hotels/Airbnb/VRBO

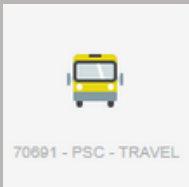
Expense Tiles & Their Uses



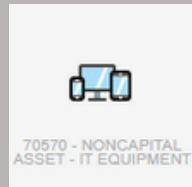
PSC stands for Participant Support Cost. Only to be used by Upward Bound



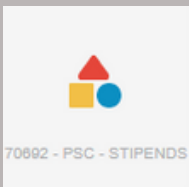
TVs, microphones, monitors, cameras, etc.
For physical assets- **not** subscriptions such as Spotify



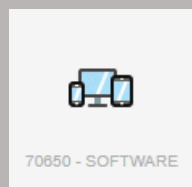
PSC stands for Participant Support Cost. Only to be used by Upward Bound. This is of course for travel related costs



This is for IT assets that meet the **noncapital PII definition**. Essentially, this should be laptops, tablets, towers, iMacs, cellphone (not the monthly bill), combination printers (where it has a scanning feature) and hard drives. This is NOT to be used for keyboards, monitors, mouse's, or Docs scanners.



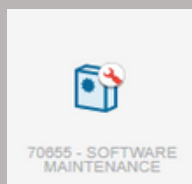
This should be used when Upward Bound gives money to students to spend.



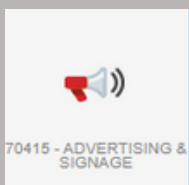
For initial payment or renewal payment of software.
(For monthly subscription based software such as Chat GPT, use 70505- Fees & Dues.)



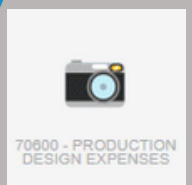
PSC stands for Participant Support Cost. Only to be used by Upward Bound. This is for food related costs



Use this for maintenance or any "configuration" type of service for software. Ex: Banner maintenance



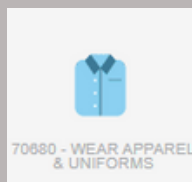
Flyers, signs, business cards, radio and newspaper ads, etc.



Mostly used by theater/music department for performances and the marketing/creative department

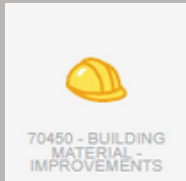
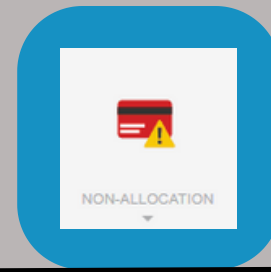


Use for college produced items like the alumni magazine, printing of the academic catalog, admission handouts etc.

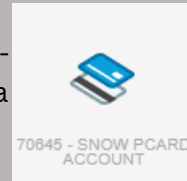


For all apparel- including PPE. Athletics also uses this for all athletic gear.

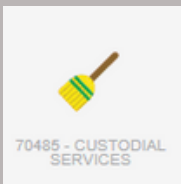
Expense Tiles & Their Uses



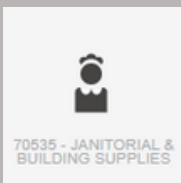
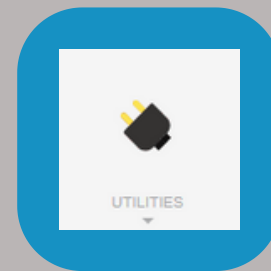
Materials needed to build something on campus. This tile slightly overlaps with 70630-Repairs and Maintenance. Be sure to include a detailed description of what was purchased and what its being used for.



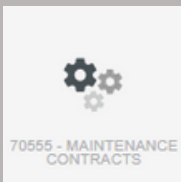
Don't use this tile



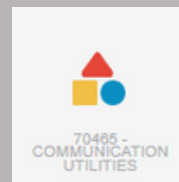
Ex: Hiring a 3rd party to clean the foundation house, cleaning supplies



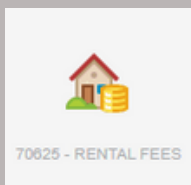
Soap, window cleaner, toilet paper, etc.
Invoices from Waxie are typically expensed here



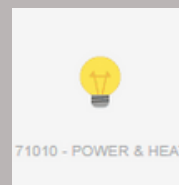
Maintenance with college/state contracts. Ex: Les Olsen printer maintenance



Telephone bills



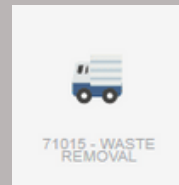
For anything you rent (equipment, event materials, etc.), **not** including hotels/Airbnb/VRBO



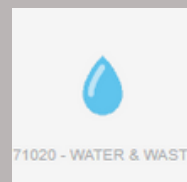
For utilities only



College owned vehicle's oil change, fuel for equipment such as a chainsaw, materials for a campus building repair, paint, etc. Be sure to include a detailed description of what was purchased and what its being used for.

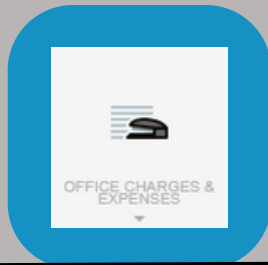


Payments to the landfill



Can use to fill a water tank

Expense Tiles & Their Uses



70445 - BOOKS / PUBLICATIONS

For the college library to use only!



70605 - PROFESSIONAL DEVELOPMENT

Conference or webinar registration.
Not for hotels, flights, car rentals, etc.



70455 - CLASS SUPPLIES & COURSE MATERIALS

Textbooks, notebooks, stapler, etc.
Essentially anything used by students in the classroom



70680 - WEAR APPAREL & UNIFORMS

For all apparel- including PPE.
Athletics also uses this for all athletic gear.



70460 - COLLEGE PUBLICATIONS

Use for college produced items like the alumni magazine, printing of the academic catalog, admission handouts etc.



RESALE



70505 - FEES & DUES

Monthly subscriptions/memberships



70515 - FURNITURE, ART & DECOR

Desk, office chair, artwork, office plants, etc.



70635 - RESALE

Typically only used by the campus store



70545 - LICENSES & PERMITS

Initial or renewal license expense.
Typically used by the IT department



70640 - RESALE-FOOD

Used by food services and campus store



70580 - OFFICE COPY & MAIL EXPENSES

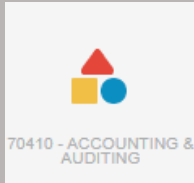
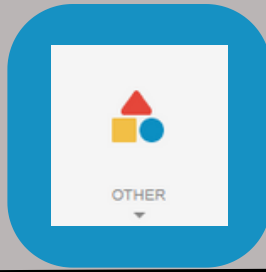
Pens, tape, paper, usps/fedex expenses, etc.



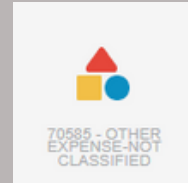
70665 - SUNDRIES

Only to be used by the campus store

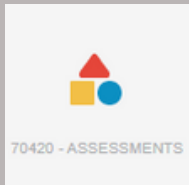
Expense Tiles & Their Uses



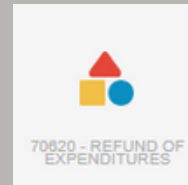
Internal/external auditing services



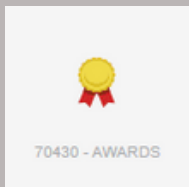
Only use this when nothing else fits.



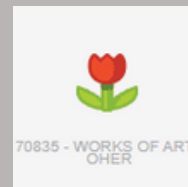
Taxes or background checks



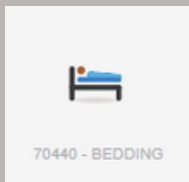
For refunds



For gifts and awards. Over \$50 per recipient needs VP approval

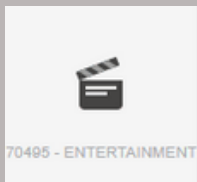


Anything over 3K needs to be capitalized. Can be used for flower bouquets at graduation.

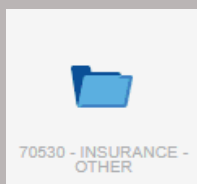


Only used by the CGE office to purchase bedding for international students.

Not for hotels

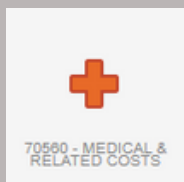


Typically used for movie tickets, bowling, etc. Almost always needs VP approval



Typically used for cyber security, but can be used for other insurances.

Not for travel insurance



For international students to get TB shots. Also used by allied health and occasionally the athletics department.

Expense Tiles & Their Uses



70470 - CONSULTANTS

For hiring consultants



70610 - RECRUITING

Typically used by enrollment, admissions, CGE, and athletics.



70475 - CONTRACT SERVICES

Inmate crew monthly work or temp agency payments



70615 - REFERRAL FEES



70485 - CUSTODIAL SERVICES

Hiring a 3rd party to clean the foundation house, cleaning supplies



70680 - WEAR APPAREL & UNIFORMS

For all apparel- including PPE. Athletics also uses this for all athletic gear.



70520 - GUEST ARTIST & LECTURERS

Art talks, convocation speakers



70540 - LEGAL FEES

As tile states.. legal fees. Should almost never be used.



70555 - MAINTENANCE CONTRACTS

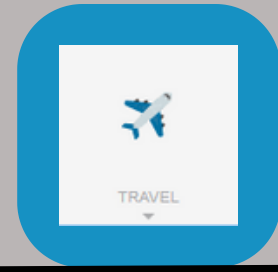
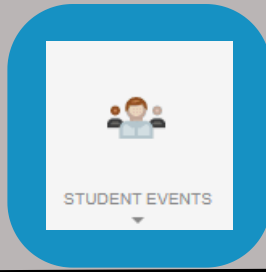
Maintenance with college/state contracts. Ex: Les Olsen printer maintenance



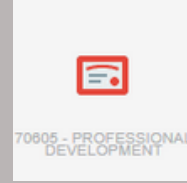
70600 - PRODUCTION DESIGN EXPENSES

Mostly used by theater/music department for performances and the marketing/creative department

Expense Tiles & Their Uses

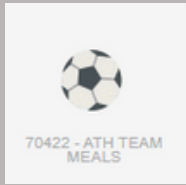


Over 50 attendees

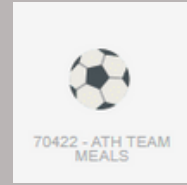


Conference or webinar registration.

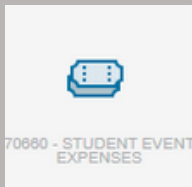
Not for hotels, flights, car rentals, etc.



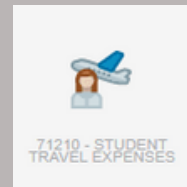
Should only be used by athletics department



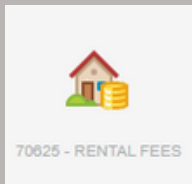
Should only be used by athletics department



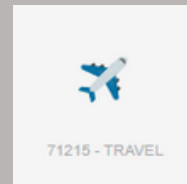
Materials needed for student events.
Ex: Balloons, board games, flyers, etc.
Please include supporting documentation.



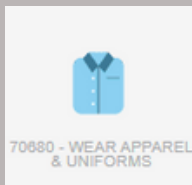
Flights and hotels for students only



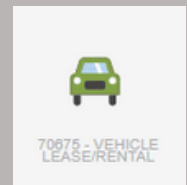
For anything you rent (equipment, event materials, etc.), **not** including hotels/Airbnb/VRBO



Flights, baggage fee, flight insurance, hotels/VRBO/Airbnb, gas for rental car (make sure the car rental and gas charge are both included in the same report!)



For all apparel- including PPE. Athletics also uses this for all athletic gear.



For any rental car.