

**OBJECT CODES WITH DESCRIPTIONS  
WITHIN FINANCIAL STATEMENT CODE  
FOR FUNDS 10, 15, 16**

**720 MAINTENANCE**

- 7260 Furniture & Equipment Maintenance  
Repairs to furniture and equipment. This relates to office equipment and portable Equipment (e.g. lawnmowers, compressors, etc; does not include Blinn vehicles or computer equipment).
- 7262 Gas  
Gas and diesel fuel used in Blinn cars, trucks, and equipment.
- 7267 Computer Equipment Maintenance  
Repairs and parts for computers, printers and scanners (does not include repairs to fax machines - see object 7260).
- 7304 Vehicle Maintenance.  
Any repairs including lube & oil to maintain vehicles (includes tires, car wash, etc.)

**725 BUILDING MAINTENANCE**

- 7266 Facility Maintenance  
Any costs related to maintaining a building; includes labor and materials.
- 7523 Grounds  
Any parts for sprinklers, landscaping, plants, or any other supplies needed for grounds including parking lots.
- 7526 Waste Disposal  
Dumpster fees, paper shredding, chemical waste, grounds waste and grease disposal.
- 7577 Safety Compliance  
Maintenance Dept. expenditures for safety compliance (e.g. emergency exit lights, etc.)
- 7993 Fire, Health, & Sanitation Inspections  
Fire extinguisher inspections and any other expenses involved with health and sanitation.  
Includes all inspections (e.g. Boilers, generators, smoke removal testing, back flows, fire pump, fire extinguishers, elevators, vent hoods, sprinklers fire alarms, underground storage tanks).

**730 TRAINING/TRAVEL**

- 7100 Travel & Conferences  
Expenses incurred for registration, lodging, mileage, and meals related to a conference.  
This includes airfare, bus rental, or van rental.
- 7101 Meeting Expenses  
Food for any division and/or staff meetings, training workshops, group presentations and guest meals. Does not include meeting materials.
- 7103 Intercampus and Off Campus Travel  
Any approved travel between campuses for meetings, off campus teaching, clinical visits, or other functions related to the individual.
- 7104 Student Travel  
All transportation, lodging, meals, registration related to any student travel. (Includes athletic teams and band game trips).
- 7113 Recruiting  
Travel expenses incurred for academic and athletic recruiting. (This excludes any expenditures for recruiting materials and printing costs).
- 7118 Professional Development  
Expenditures for faculty professional development approved by the Professional Development Committee.

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- 7201 Membership Dues  
Any dues for membership to any organization that an employee or group acts on behalf of Blinn College (e.g. TACCBO, etc.).
  
- 7213 Training Expenses  
Expenses for materials and lecturers for any training. (Mainly used by Human Resources and includes campus wide training such as the semi-annual van training, etc.).
  
- 7980 Convocations & Public Lectures  
Band & Choir traveling to public appearances, **other than games**, Performances at the W.W. O'Donnell Center, etc.
  
- 735 SERVICES**
  
- 7005 Contract Personnel Services.  
Personnel services provided by a temporary agency.
  
- 7222 Software License Fee (less than \$5,000)  
Expenditures (up to \$5,000) for any software license fee, including the license and maintenance.
  
- 7223 Student License Fee  
Student lease fees for students taking VCT courses. (Used by Distance Learning.)
  
- 7224 Broadcasting Cost Fee  
Expenditure to KAMU for telecourses broadcast. (Used by Distance Learning.)
  
- 7240 Consultant Service  
Services provided by a consultant performing a service to Blinn College.
  
- 7246 Legal Services  
Legal services provided for Blinn College.
  
- 7248 Athletic Medical Services  
All athletic medical services including tests, exams, treatment, and medication (does not include athletic insurance premiums).
  
- 7252 Brenham State School Contract  
Used by Workforce Ed.
  
- 7253 Other Professional Services  
Medical advisors used for EMT program and others that help develop and coordinate curriculum. (Workforce Ed.).  
Auditing and accounting fees.
  
- 7254 Contract Labor  
Contract Labor other than contract personnel services
  
- 7268 Maintenance Service Contracts  
Contracts for water care treatments, monthly uniform cleaning, lawn care service, monthly elevator maintenance, pest control, etc.
  
- 7273 Printing Service  
All printing costs including Business Cards, Blinn Calendars, Catalogs, and Student Handbooks.
  
- 7274 University Copy Center  
Departmental copy charges, under blanket PO.
  
- 7277 Cleaning Services  
Custodial services by an outside entity.
  
- 7281 Advertising  
Advertising on television, cable television, radio, magazine, newspaper, billboard, or any other media outlet.

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- 7299 Photographic Services  
Developing of film and services provided by a photographer.
  
- 7894 Permit/Application Fees  
Permit, Application, License fees for certification. (Used by Workforce Ed., Cafeteria, and Maintenance.)
  
- 7899 Testing & Assessment  
Expenses related to student assessment / grading of exams for Allied Health and Work Force Education.
  
- 7978 Dormitory Programming  
Any programs or activities provided for student living within their respective residence hall/apartment.
  
- 7994 Bindery Services  
Library uses this for bindery services and repair of books.
  
- 740 CONSUMABLES**
- 7291 Postage  
Any expenditures for mailing envelopes or packages. This includes overnight delivery - USPS, Fed-Ex, UPS and Airborne Express.
  
- 7300 Consumables  
Any expenditures for office supplies, janitorial/maintenance supplies, reference books/videos, office coffee and water, athletic /band clothing, all sports balls, bats, reeds for instruments, biology lab supplies, x-ray film, chemicals that are less than \$1,000 per item.
  
- 7303 Subscriptions & Periodicals  
Any subscriptions and periodicals that are subscribed to by any department; mostly by the library.
  
- 7326 Workforce Ed Books/Supplies  
Any books or supplies needed to teach a course that is given by the Workforce Ed. Dept.
  
- 7335 Minor Equipment <\$5,000  
Expenditures for items such as: computers, printers, fax machines, medical equipment, lab equipment, sport equipment (e.g. pitching machine, blocking sleds), shop equipment, maintenance equipment (i.e. weed eater, small lawn mower), hand tools and power tools, etc.
  
- 7382 Books & Materials  
Books and materials for Library purchases.
  
- 7393 Merchandise for resale  
Merchandise purchases for vending machines and the Schulenburg & Sealy bookstore purchases. Includes coin operated copiers.
  
- 7394 Cafeteria Food Supplies  
Food purchased by the Blinn College Cafeteria and The Cove, Schulenburg and Bryan Food Services.
  
- 7992 Blinn College signage  
Internally generated signs
  
- 7995 Records, Tapes, Films, and Videos  
Any video, tape, film, or record purchased by the Library.)
  
- 750 UTILITIES**
- 7500 Utilities  
Electricity, Gas, Water, Sewer, Sanitation, Cable/Internet access for Residence Hall, Apartment, Student Centers and Street Lights.
  
- 752 TELEPHONE**
- 7516 Telephone Service  
All expenditures related to phone service.
  
- 7518 Telecommunications-Data  
Academic Technology Data Telecommunications expense.

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<b>753</b>	<b>PROPERTY/LIABILITY INSURANCE</b>
7204	Vehicle Insurance
7205	Property Insurance Includes crime/property and theft
7206	Boiler Insurance
7207	Athletic Insurance
7208	Student/Clinical Medical Nursing, dental, EMS and Allied Health
7216	Liability Insurance Educators & Professional Legal Liability and Criminal and Underground Storage tanks.
7251	Bond Insurance
<b>760</b>	<b>FURNITURE</b>
7374	Furniture less than \$5,000; inventoried, not capitalized.
<b>765</b>	<b>CAPITAL EQUIPMENT - CAPITALIZED EQUIPMENT</b>
7370	Furniture and Equipment \$5,000 and greater and an estimated useful life in excess of one year.
7371	Motor Vehicles
7377	Computer software greater than \$5,000 Includes software license fee and maintenance expenditures in excess of \$5,000 and a useful life in excess of one year.
<b>770</b>	<b>RENOVATIONS AND REPAIRS</b>
7344	Major Repairs / Renovations Major repairs / renovations in excess of \$25,000 in total. This should be used only for projects requiring Board approval.
<b>772</b>	<b>PROPERTY</b>
7345	Property
<b>784</b>	<b>USAGE ALLOCATION</b>
7517	Telephone Usage Allocation
7991	Vehicle Usage Allocation
<b>790</b>	<b>MISCELLANEOUS</b>
7019	Stipend / Honorarium (non-employee.) Stipend or Honorarium given to speakers etc. that are not Blinn Employees.
7202	Appraisal District Fee Fees charged by the Washington Co. Appraisal District for collecting property taxes.
7256	Lease/Rental - Equipment Expenditures for rental of equipment (e.g. fork lift, chairs, tables, etc.)
7406	Copy Machine Rental All copier lease agreements/payments.
7462	Rental of Buildings Expenditures for rental of facilities (e.g. Sealy, Bryan Post Office, Bryan Gym, Bowling Alley, Scuba, etc.).
7530	Property Taxes Property taxes paid on rental property; ex: auxiliary rental property
7562	Athletics Playoffs Monies set aside for "prospective" athletic playoff games, bowl games, regional & state tournaments.

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7568 Officiating at Athletic Events  
Used to pay officials that officiate athletic events.

7581 Collections (Star of the Republic Museum)

7989 Bank Service Charges & Fees  
Bank Service Charges on banks accounts, credit cards and etc.

7990 Awards  
Awards given to employees and athletes. Used by Human Resources and Athletics.

7998 Board Expense  
All expenses incurred by the Board.

7999 Other  
Any expense that does not fall in the above categories.

Budget Requests

7901 Classroom Technology Requests  
Requests for any additional computer related items needed for the classroom. (This object is used for the budget process only)

7902 Office Technology Requests  
Any additional computer related items needed for offices. (This object is used for the budget process only)