

# New Jersey Institute of Technology

Comprehensive Listing - expense account codes  
as of July 28, 2022

**NOTE: Prior to entering a requisition, please refer to the Requisition Checklists which can be found on the Office of Procurement Services website located at:**

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Account Code	Account Code Title	Account Code Description
610001	Tenure/Tenure Track Faculty	Fall and Spring semester salary expense for all tenure and tenure track faculty, includes rank of Distinguished Professors, Professors, Associate Professors and Assistant Professors.
611002	Non-Tenure/Non-Tenure Track Faculty	Fall and Spring semester salary expense for all non-tenure faculty, includes full or part-time visiting faculty that are not special lecturers.
611003	University Lecturer	Non-tenure track faculty appointment as a special lecturer.
611005	Professor of Practice	Full-time or part-time non-tenure track faculty who are accomplished professionals and possess state-of-the-art expertise in contemporary practice in fields such as business, industry, government, the arts, and the professions. Appointments are made for one semester or one year in accordance with the policies and procedures of the hiring administrative unit, and may be extended for up to three years based on an annual review by the academic unit.
612007	Academic Year Release Time - Grant	Fall and Spring semester faculty teaching load reduction for working on a grant or contract that supports the faculty effort.
612008	Academic Year Release Time - Grant Match	Fall and Spring semester faculty teaching load reduction for working on a grant or contract that is not funded by external sources, may be seed support or required grant/contract match.
613015	Academic Year Adjunct	Fall and Spring semester adjunct faculty appointment.
613016	Academic Year Teaching Fellowship	Fall and Spring semester graduate student appointment acting in a teaching capacity, in lieu of adjunct.
614020	Summer Adjunct and Teaching Fellows	Summer session adjunct faculty and teaching fellow appointment.
614021	Winter Adjunct and Teaching Fellows	Winter session adjunct faculty and teaching fellow appointment.
614024	Faculty Summer Research	All faculty research efforts occurring over the summer period.
614026	Faculty Summer Administration	All faculty administration efforts occurring over the summer period.
615028	Other Compensation - Faculty	Special lump-sum payments that are not considered part of the employee's base salary.
616101	Administrators	All compensation to full and part-time permanent professional and managerial employees who are exempt from the Fair Labor Standards Act and are, therefore, not eligible to receive overtime pay.
616108	Other Professional Compensation	Special lump-sum payments which are not considered part of the employee's base salary, such as vacation accruals, student advising, etc.
617201	Support Staff	Includes full and part-time permanent secretarial, clerical, technical, security and physical plant support staff that must comply with the Fair Labor Standards Act, and are, therefore, eligible to receive overtime pay.

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Account Code	Account Code Title	Account Code Description
617208	Other Compensation - Staff	Special one-time payment not part of the employee's base salary, such as uniform pay.
618004	Hourly Staff	All employees (except NJIT students) paid on an hourly basis. Payment for hours worked is by a timesheet submitted to the NJIT Payroll Office.
618005	Temporary Salaried Staff	All salaried employees (except NJIT students) with a scope of employment less than 1 year, e.g. Team Coaches, Post Doctorate Researchers, Research Assistants, etc. If scope of employment exceeds one year, account code 617201 should be used.
618006	Overtime	Pay for working hours in excess of base hours associated with position. Overtime must be approved in advance by Department Chair/Director, Vice President and submitted to the Budget Department to arrange budget allocation.
619104	Graduate Assistant Stipend	Stipend payment to graduate student not supported through the NJIT Office of Graduate Studies. (Requires prior approval for eligibility by the NJIT Office of Graduate Studies)
619105	GA Graduate Studies	Stipend payment to a graduate student approved and funded through the NJIT Office of Graduate Studies allocation.
619106	Graduate Stipend - Grant Match	Stipend payment to a graduate student funded from grant match.
619108	Undergraduate Stipend	Stipend payment to an undergraduate student. Requires prior approval by Student Financial Aid Services.
619111	Hourly FCWS	Students participating in the Federal College Work-study Program and being paid on an hourly basis. (Coordinated through the Student Financial Aid Services Office)
619112	Hourly FCWS - Match	Required NJIT match to the Federal College Work-study Program. (Coordinated through the Student Financial Aid Services Office)
619113	Hourly IWS	Student funded by a department and paid on an hourly basis. (Coordinated through the Student Financial Aid Services Office)
619114	Student Tutors	Self-explanatory
619504	Graduate Assistant Stipend - UCAN	Stipend payment to a UCAN eligible graduate student not supported through the NJIT Office of Graduate Studies. (Requires prior approval for eligibility by the NJIT Office of Graduate Studies)
619505	GA Graduate Studies - UCAN	Stipend payment to a UCAN eligible graduate student approved and funded through the NJIT Office of Graduate Studies allocation.
619506	Graduate Stipend - Grant Match - UCAN	Stipend payment to a UCAN eligible graduate student funded from grant match.
657050	Composite Fringes - Full-Time	Composite rate allocated to every full-time faculty/administration/staff salary expense.

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657055	Composite Fringes - FT OMB Adjusted	Composite rate differential, calculated and applied to every unrestricted full-time faculty/administration/staff salary expense.
657060	Composite Fringes - Summer	Composite rate allocated to every full-time faculty summer research/administration salary expense.
657070	Composite Fringes - Part-Time	Composite rate allocated to every part-time faculty/administration/staff and student salary expense.
657080	Composite Fringes - UCAN	Composite rate allocated to every UCAN eligible doctoral student salary expense.
658099	Other Fringe Benefits	Fringe benefit expense not defined elsewhere.
710000	<i>Equipment - Capital</i>	<i>Budget Use Only</i>
710002	Laboratory or Instructional Equipment => \$5,000	Scientific or educational equipment, (excluding computer equipment - see account code 710010), with a unit cost of \$5,000 or more and an estimated useful life in excess of one year. <b>Note:</b> Capital and noncapital equipment purchases cannot be combined on one purchase requisition.
710010	Computer Equipment => \$5,000	Personal computers, laptops, printers, monitors, memory, hard drives, scanners and servers with a unit cost of \$5,000 or more and an estimated useful life in excess of one year. <b>Note:</b> Capital and noncapital equipment purchases cannot be combined on one purchase requisition.
710011	Computer Software => \$50,000	Initial implementation of computer software including purchase, donation, or internally developed software and related consulting and training costs of \$50,000 or more. If cost is less than \$50,000, account code 711011 should be used. <b>Note:</b> Capital and noncapital software purchases cannot be combined on one purchase requisition.
710013	Office Equipment => \$5,000	Office equipment (excluding furniture - see account code 710015) with a unit cost of \$5,000 or more and an estimated useful life in excess of one year. <b>Note:</b> Capital and noncapital equipment purchases cannot be combined on one purchase requisition.
710015	Furniture => \$5,000	Furniture, including modular furniture, with a unit cost of \$5,000 or more and an estimated useful life in excess of one year. <b>Note:</b> Capital and noncapital furniture cannot be combined on one purchase requisition.
710020	Vehicles Equipment => \$5,000	Vehicles, including autos, trucks, buses, vans, and scooters with a unit cost of \$5,000 or more and an estimated useful life in excess of one year. <b>Note:</b> Capital and noncapital equipment purchases cannot be combined on one purchase requisition.
710030	Athletic Equipment => \$5,000	Equipment purchased with the primary intent related to athletic participation with a unit cost of \$5,000 or more and an estimated useful life in excess of one year. E.g., weight training, physical fitness and other athletic related equipment. <b>Note:</b> Capital and noncapital equipment purchases cannot be combined on one purchase requisition.

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Account Code	Account Code Title	Account Code Description
710031	Fabricated Equipment => \$5,000	Fabricated equipment is comprised of a number of individual parts/components that are fabricated/built into a single functional unit. Fabricated equipment is capitalized as a single asset for a combined total cost of \$5,000 or more and an estimated useful life in excess of one year. The Property Control Manager (extension 7737) must be contacted prior to the onset of the fabrication project.
710032	Unmanned Aircraft System (UAS) => \$5,000	Unmanned aircraft systems, also known as drones, including all associated support equipment, control stations, data links, telemetry, communications and navigation equipment, etc., with a unit cost of \$5,000 or more and an estimated useful life in excess of one year.
710034	Other Equipment => \$5,000	Equipment with a unit cost of \$5,000 or more and an estimated useful life in excess of one year not specifically identified above. <b>Note:</b> Capital and noncapital equipment purchases cannot be combined on one requisition. Purchase is an allowable equipment purchase but does not satisfy Federal OMB Uniform Guidance, 2 CFR Part 200, used to calculate the Facilities and Administrative Rate. Contact the Budget Office or Research Office with any questions.
710060	Pandemic-related Equipment and Furniture => \$5,000	Pandemic-related equipment and furniture purchases with a unit cost of \$5,000 or more and an estimated useful life in excess of one year. <b>Note:</b> Capital and noncapital purchases cannot be combined on one purchase requisition.
71100A	<i>Equipment - Noncapital</i>	<i>Budget Use Only</i>
711000	Laboratory or Instructional Equipment < \$5,000	Scientific or educational equipment (excluding computer equipment - see account code 711013) with an estimated useful life of less than one year or a unit cost less than \$5,000 and an estimated useful life in excess of one year. <b>Note:</b> Capital and noncapital equipment purchases cannot be combined on one purchase requisition.
711010	Computer Equipment < \$5,000	Personal computers, laptops, tablet computers (example, IPAD), printers, monitors, memory, hard drives, scanners and servers with an estimated useful life of less than one year or a unit cost of less than \$5,000 and an estimated useful life in excess of one year. <b>Note:</b> Capital and noncapital equipment purchases cannot be combined on one purchase requisition.
711011	Computer Software < \$50,000	Initial implementation of computer software including purchase, donation, or internally developed software and related consulting and training costing less than \$50,000. If cost is \$50,000 or more account code 710011 should be used. <b>Note:</b> Capital and noncapital software purchases cannot be combined on one purchase requisition.

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711013	Office Equipment < \$5,000	Office equipment (excluding furniture - see account code 711015 and computer equipment - see account code 711010) with an estimated useful life of less than one year or a unit cost of less than \$5,000 and an estimated useful life in excess of one year. Examples include shredders, fax machines, microwaves, refrigerators, telephones, calculators. <b>Note:</b> Capital and noncapital equipment purchases cannot be combined on one purchase requisition.
711015	Furniture < \$5,000	Furniture, including modular furniture, with an estimated useful life of less than one year or a unit cost of less than \$5,000 and an estimated useful life in excess of one year. <b>Note:</b> Capital and noncapital furniture cannot be combined on one purchase requisition.
711030	Athletic Equipment < \$5,000	Equipment purchased with the primary intent related to athletic participation with an estimated useful of less than one year or a unit cost of less than \$5,000 and an estimated useful life in excess of one year. Examples include weight training, physical fitness equipment, and other athletic related equipment. <b>Note:</b> Capital and noncapital equipment purchases cannot be combined on one purchase requisition.
711032	Unmanned Aircraft System (UAS) < \$5,000	Unmanned aircraft systems, also known as drones, including all associated support equipment, control stations, data links, telemetry, communications and navigation equipment, etc., with an estimated useful life of less than one year or a unit cost of less than \$5,000 and an estimated useful life in excess of one year.
711034	Other Equipment < \$5,000	Equipment with an estimated useful life of less than one year or a unit cost of less than \$5,000 and an estimated useful life in excess of one year not specifically identified above. Examples include cameras, radios, microphones, bicycles. <b>Note:</b> Capital and noncapital equipment purchases cannot be combined on one purchase requisition.
711061	Pandemic-related Equipment and Furniture < \$5,000	Pandemic-related equipment and furniture purchases with an estimated useful life of less than one year or a unit cost of less than \$5,000 and an estimated useful life in excess of one year. <b>Note:</b> Capital and noncapital purchases cannot be combined on one purchase requisition.
711999	Equipment - Non-NJIT Owned	Equipment purchased where NJIT will not have title, but for which it is accountable. Contact the Research Office with any questions.
723301	Telecom/Network Charge	Costs allocated to departments based on the number of telephone lines and associated usage assigned by the Telecommunications Office.
723305	Water and Sewer	Self-explanatory (Restricted to Physical Plant)
723310	Electricity	Self-explanatory (Restricted to Physical Plant)
723315	Natural Gas	Self-explanatory (Restricted to Physical Plant)
723320	Fuel Oil	Self-explanatory (Restricted to Physical Plant)

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723349	Other Utilities	Any other utility expenses not defined in above categories.
734000	<i>Consumable Materials and Supplies - Major</i>	<i>Budget Use Only</i>
734002	Supplies - Laboratory or Instructional	All materials and supplies purchased with the primary intent being for scientific or educational use, <b>excluding</b> gases and chemicals (use account code 734003) and computer and office supplies (use account code 734010). Examples of laboratory supplies include beakers, petri dishes, and any other consumable materials or supplies used in a laboratory. Examples of instructional supplies include books purchased by an academic department for use in academic instruction, pamphlets to be used in classes, or other educational related supplies.
734003	Gases and Chemicals	All gases and chemicals purchased with primary intent being scientific or educational.
734004	Gas Cylinder Rental	Cost of cylinder rental by supplier.
734008	Biological Materials	Biological materials used in research and instructional activities including potentially infectious microorganisms, toxins of biological origin, recombinant DNA, animal, human, and non-human primate cell lines, primary human tissue explants and their clonal derivatives, blood and other human body fluids, and other potentially infectious materials.
734009	Live Vertebrate Animals	Live vertebrate animals used in research and instructional activities including all live animals that require Institutional Animal Care and Use Committee (IACUC) approval. Examples include but are not limited to dogs, rats, mice, frogs, fish and other species of vertebrate animals used in research and instructional activities.
734010	Supplies - Office and Computer	Consumable office and computer supplies such as pens, pencils, binders, stationery, disks, mouse, toner cartridges, etc.
734012	Promotional/Imprinted Items	Promotional and imprinted items, containing NJIT logo, such as banners, table throws, apparel, pens and pencils, flash drives, bags and mugs. These items require approval by the Office of Strategic Communications. When using this account code, artwork must be attached to the requisition for review.
734016	Supplies - Athletic	All materials and supplies needed by Physical Education and Athletic Department such as basketballs, bats, baseballs, etc.
734018	Supplies - Athletic Training Room Medical	All materials and supplies needed by Athletic Training to provide medical treatment to student athletes such as bandages, wraps, crutches, slings, etc. (Restricted to Athletic Department)

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<b>734020</b>	Supplies - Custodial, Maintenance, and Vehicular	All materials and supplies required to properly maintain the physical plant and university vehicles. Examples include cleaning fluids, light bulbs, toilet paper, paper towels, small hand tools, valves, switches, gasoline, oil, windshield wipers, windshield washer fluid, antifreeze, etc.
<b>734095</b>	Pandemic-related Masks	All pandemic-related mask purchases, including N-95 and disposable surgical masks. Please refer to the Office of Procurement Services website "Pandemic Resources" for additional information.
<b>734096</b>	Pandemic-related Supplies	All pandemic-related supplies purchases (other than masks) such as hand sanitizers, sanitizing wipes, spray disinfectant, gloves, gowns, whether for scientific, educational, or office use, as well as testing costs. Please use account code 734095 for Pandemic-related masks. Please refer to the Office of Procurement Services website "Pandemic Resources" for additional information.
<b>734098</b>	Excludable Materials and Supplies	Reasonable materials and supplies expenses incurred as part of official NJIT business but the expense does not satisfy Federal OMB Uniform Guidance, 2 CFR Part 200, used to calculate the Facilities and Administrative Rate. Contact the Budget Office or Research Office with any questions.
<b>734099</b>	Supplies - Other	Any materials and supplies that does not fit within the above captioned definitions.
<i>740000</i>	<i>Travel, Conferences, and Meals - Major</i>	<i>Budget Use Only</i>
<b>740004</b>	One-Day Travel	Reimbursements to NJIT employees for all reasonable costs for one day travel; no overnight lodging. Includes meals and transportation (mileage reimbursement).
<b>740005</b>	Registration Fees	Registration fees for professional and trade conferences, seminars, and athletic entry fees.
<b>740008</b>	Domestic/Overnight Travel	Reimbursement to NJIT employees for all reasonable costs (excluding registration fees - see account code 740005) for attending a conference within the country requiring overnight stay. Includes lodging, meals and transportation.
<b>741008</b>	Foreign Travel	Reimbursement to a NJIT employee for all reasonable costs (excluding registration fees - see account code 740005) for attending a conference outside the United States. Includes lodging, meals and transportation.
<b>742001</b>	Meetings and Receptions	Reasonable food and entertainment expenses incurred as part of an official NJIT-sponsored conference, meeting, or special event. This can be a reimbursement for an off-campus meeting or an internal charge from the campus food vendor.

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Account Code	Account Code Title	Account Code Description
742009	Excluded Travel, Meeting, Event, and Reception Expenses	Allowable travel, food, event, and reception expenses incurred on official NJIT-sponsored business but does not satisfy Federal OMB Uniform guidance, 2 CFR Part 200, used to calculate the Facilities and Administrative Rate, such as fundraising trips, meetings, and receptions charged to a non-University Advancement budget.
742011	Alcohol - Event/Reception	Alcohol purchased for an NJIT event or reception.
749002	Athletics - Hotel/Lodging	Hotel and lodging expense for teams related to competitions (home and away) during pre-season, regular season, and post-season (Restricted to Athletic Department).
749004	Athletics - Car / Van Rental	Car and van rental expense for teams related to competitions (home and away) during pre-season, regular season, and post-season (Restricted to Athletic Department).
749006	Athletics - Airfare	Flight and baggage expense for teams related to competitions (home and away) during pre-season, regular season and post-season (Restricted to Athletic Department).
749007	Athletic Bus Travel - Domestic	Bus rental expense for teams related to competitions (home and away) during pre-season, regular season, and post-season (Restricted to Athletic Department).
749009	Athletics - Meals	Athletic team meals related to competitions (home and away) during pre-season, regular season, and post season (Restricted to Athletic Department).
756000	Major Operating Expenses - Major	Budget Use Only
756101	Consulting/Professional Services	Professional consultants or other professional individuals or firms engaging their services for a specific purpose, including travel and out of pocket expenses. Not to be used for an NJIT employee.
756102	Employment Agency Service	Expenses for utilizing a temporary employee provided by an outside employment agency. All requests for temporary employees must be approved in advance and coordinated with the Human Resources Office.
756103	Accounting Services	Business or management firms performing professional accounting services.
756104	Legal and Arbitration Services	Cost of contracts with law firms for performing professional arbitration or legal services. Does not include costs associated with legal settlements.
756105	Legal Settlements	Payment to resolve disputes or differences. (Restricted to Office of General Counsel)
756108	Printing - Outside Vendor	Use of an outside contractor to provide printing, binding, photography, and design services.
756110	Subcontract <= \$25,000 (Restricted to grants or contracts)	Used for services subcontracted to a third party under a sponsored agreement for services of \$25,000 or less, and/or for the first \$25,000 of any agreement greater than \$25,000.

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756111	Subcontract > \$25,000 (Restricted to grants or contracts)	Used for services subcontracted to a third party under a sponsored agreement for all service costs greater than \$25,000. Account code 756110 is used for the first \$25,000 of a subcontract.
756114	Athletics - Professional Medical Services	Professional consultants or other professional individuals or firms (such as a doctors, nutritionists, physical therapists, psychologists, etc.) engaging their services for the treatment, evaluation or maintenance of the student athletes' health and wellness. (Restricted to Athletic Department)
756115	Athletics - Printing & Branding	Use of an outside contractor to provide printing, binding, photography, and design services. (Restricted to Athletic Department)
756116	Athletic Officials	Expenses for referees, officials, clock operators, etc., at NJIT athletic events. Not to be used for an NJIT employee.
756121	Consulting/Professional Services-NJII	Consulting or professional service agreements between the University and NJII.
756124	Subcontract to NJII <= \$25,000 (Restricted to grants or contracts)	Used for services subcontracted to NJII under a sponsored agreement for services of \$25,000 or less, and/or for the first \$25,000 of any agreement greater than \$25,000.
756125	Subcontract to NJII > \$25,000 (Restricted to grants or contracts)	Used for services subcontracted to NJII under a sponsored agreement for all service costs greater than \$25,000. Account code 756124 is used for the first \$25,000 of a subcontract.
756141	Collection Agency Expense	Payments to collection agencies for services, including litigations costs, for collecting student accounts receivable and other receivables.
756142	Interest Expense	Payments for interest on bonds, notes, and other debt instruments.
756148	Miscellaneous Financial Expense	Miscellaneous finance charges.
756149	Other Outside Services	Outside services not defined within the above-captioned categories.
756202	Facility and Ground Maintenance	All service contracts for the maintenance of all University facilities and grounds, such as elevator, HVAC, snow removal, concrete repair, landscaping, etc. For minor building improvements and renovations.
756203	Repair Services	Services performed by an outside vendor when a structure is in disuse or an item of equipment is no longer operable. The repair is NOT covered through existing maintenance agreements. Generally NOT routine maintenance work.
756204	Maintenance Agreement	All non-computer, non-software service contracts for the maintenance of NJIT equipment.
756205	Computer Hardware Maintenance	All service contracts for the maintenance of all NJIT computer hardware. Primarily used by the Information Services & Technology Division.

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756206	Computer Software Maintenance	All service contracts for the maintenance of all NJIT computer software. Generally purchased separately from the initial equipment order.
756207	Computer Software License	Contracts with software companies for the license to use computer software for a specific period of time. Primarily used by the Information Services & Technology Division.
756215	Advertising Promotional	All costs for commercial and promotional advertising such as radio, television and newspaper advertisements.
756217	Bid Announcements	Self-explanatory
756218	Hazardous Waste	Costs for the pickup and removal of potentially hazardous waste materials, typically generated by research or instructional activities, from campus facilities that are regulated by the US EPA and/or NJ DEP due to certain characteristics or by inclusion on specified lists.
756219	Non-Hazardous Waste	Costs for the pickup and removal of certain waste materials, typically generated by research or instructional activities, from campus facilities that while not specifically regulated by the US EPA and/or NJ DEP and not included on specified lists, are not appropriate for disposal via the common solid waste stream.
756220	Disposal Services - Trash	Costs for the removal of trash from the campus.
756221	Disposal Services-Contractor's Waste	Costs for the pickup and removal of various waste materials that may fall into any of the waste categories previously described, required to facilitate a laboratory or facility renovation, an emergency response, or other contracted service.
756222	Radioactive Waste	Costs for the pickup and removal of certain waste materials, typically generated by research or instructional activities, that are themselves radioactive materials or may be contaminated by radioactivity.
756223	Medical Waste	Costs for the pickup and removal of certain waste materials, typically generated by research activities, instructional activities, health care delivery, or other services, that may contain discarded biologic products, may be contaminated by biologic products, or may be otherwise potentially infectious in nature.
756225	Moving Expenses	On-campus moving and costs associated with removing old equipment from campus.
756239	Research Center Services	Internal chargeback of NJIT research center services/usage based on a published price schedule.
756296	Pandemic-related testing & services	All pandemic-related testing and services such as field testing and sewer testing and cleaning or discarding used PPE.

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756307	Other Telecom/Wireless Device Usage	Payment to other telecom/wireless service providers. Examples include web conferencing and smartphone providers. Note that internal telephone chargebacks should be charged to account code 723301.
756308	Internet Usage	Payment to internet service provider (ISP). Not to be used for telephone usage. Use account code 756307 for smartphones or account code 759302 for campus network chargebacks.
756615	Vehicles Rental	Rental of vehicles not involving a purchase option. (If option to purchase, please contact General Accounting Department). Examples include buses for field trips, trucks to transport materials, automobiles not associated with travel.
756622	Cloud Services	All service contracts for cloud services. Primarily used by the Information Services and Technology Division.
756698	Rents and Leases-Non-Facility <b>(Athletics Use Only)</b>	Non-facility rental and leasing costs incurred by Athletics (such as equipment rental). Restricted to Athletic Department.
756699	Rents and Leases	All rental and leasing costs for equipment or space, including meeting rooms and exhibition halls, not involving a purchase option. (If option to purchase, please contact General Accounting Department).
756901	Renovation Services	Services performed by an outside vendor to rehab or re-fit existing structures on campus, where project cost is less than \$50,000. If \$50,000 or more, see account code series 777300.
756903	Insurance Premiums	Insurance purchases, including athletic and special events. For additional information, contact Risk Management.
756906	Subscriptions	Expenses for subscriptions to professional publications or journals. Personal subscriptions are not allowed.
756907	Relocation	All costs of relocating a new employee as part of the hiring agreement.
756908	Honorarium	One-time payment, including travel and out of pocket expenses, to a non-NJIT employee/student for short-term services where the University does not expect a particular result. Short-term is defined as less than two weeks from start date to end date.
756909	Membership and Dues	Costs associated with university-sponsored memberships for professional or trade organizations. Personal memberships are not allowed.
756910	Real Estate Taxes	Self-explanatory
756914	Bookbinding	Self-explanatory
756916	Participant Support Costs	Direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but <b>not</b> employees) in connection with meetings, conferences, symposia, or training projects.
756918	Publishing Fees	Abstract submission fees and "page" fees paid to journals to publish and/or print articles.

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756919	Exhibits and Special Events	Costs associated with exhibits, tables, booths, or other exhibition related expenses for events held off-campus.
756920	Media Services	Internal chargeback for utilizing services provided by the Media Services Department. This expense is billed by Media Services and posted to Banner Finance by General Accounting.
756921	Research Subject Payment	Payments and/or incentives to subjects (non-employees) in exchange for their participation in research studies/activities in accordance with an approved IRB protocol.
756922	Regulatory License Fees	All regulatory license fees that are required by Federal, State, or local government authorities, including special permits, fire inspection fees, and assessments.
756925	Athletic Guarantees	Amounts paid to visiting participating institutions.
756926	Athletic Recruiting	All travel-related expenses associated with recruiting prospective student athletes.
756927	Recruitment-Faculty and Staff	All travel-related expenses associated with recruiting prospective faculty, administrators or other staff.
756980	Prizes/Awards	Cash prizes won in a contest or raffle, such as gift cards, raffle winnings, where there is no requirement that the funds be used for educational purposes. These prizes/awards are taxable to the recipient. If there is a requirement to use the funds for educational purposes, a scholarship account code must be used. The department is responsible for providing the student recipient listing to the Office of Financial Aid Services prior to the award/prize.
756998	Excludable Costs-Operations	Reasonable operating expenses incurred as part of official NJIT business but the expense does not satisfy Federal OMB Uniform Guidance, 2 CFR Part 200, used to calculate the Facilities and Administrative Rate. Contact the Budget Office or Research Office with any questions.
756999	Other Miscellaneous	All other miscellaneous expenses not defined within the above-captioned categories.
759216	Advertising-Employee Recruitment	All costs of personnel recruitment advertising in journals, on-line and printed newspapers, etc.
759904	Postage/Courier/Delivery Services	Postage, courier, and delivery services such as Federal Express or Emery.
759905	Copy Center Services	Internal chargeback for departmental copier usage and offset printing services. The expense is billed by Konica and posted to Banner Finance by General Accounting.
767000	<i>Library Print/Electronic - Major</i>	<i>Restricted to Library and Budget Use Only</i>
767101	Monographs	A book; a written, print account of a single subject. Includes proceedings, standards, technical reports, textbooks, reference books, dissertations, etc.

# New Jersey Institute of Technology

Comprehensive Listing - expense account codes  
as of July 28, 2022

**NOTE: Prior to entering a requisition, please refer to the Requisition Checklists which can be found on the Office of Procurement Services website located at:**

<http://www.njit.edu/finance/requisition-checklists>

Account Code	Account Code Title	Account Code Description
767105	Electronic Serials	A publication that lists bibliographical information or citations to a body of literature, sometimes including an abstract, or summary, of each article cited. Indexes and abstracts are published in a variety of formats, including print.
767110	Hardcopy Serials	A published compilation of current articles usually focused on a specific field or subject. Issues are distributed at intervals in return for a subscription fee paid in advance. Includes magazines, newspapers, and newsletters.
767115	Audio Visual Materials	Includes directories, manufacturers' specifications, training courses, architectural graphics and standards that inform or instruct on a specific subject and are presented in a variety of non-print formats.
767120	Illustration and Document Delivery	Document expenses incurred borrowing books and other documents from other libraries or retrieving articles and documents from commercial document suppliers.
767125	Digital Bibliography	Searching and providing digital bibliographic databases either through the web, dial up or dedicated lines, locally loaded tapes, or CD-ROMs in the library.
767130	Digital Full Text	Remote electronic (web) access to collections of articles.
767135	Electronic Books	Books made available over a network in digital form.
767136	Bibliographic Utility Networks & Consrta	Bibliographic Utility Networks & Consrta
777300	Capital Improvements - Major	Budget and Facilities Management Use Only
777305	Land Purchases	All costs associated with the purchase of land.
777306	Land Improvements	All costs associated with land improvements i.e., landscaping, paving, parking lots, tunnels and underpasses. Additions to existing roads, sidewalks, drives, including surveying, filling and draining costs.
777307	Building Purchases	Purchased buildings will be capitalized at acquisition cost with the purchase price and associated closing costs allocated between land and building on the basis of current appraised value.
777312	Building Construction	Initial capitalization includes construction of the building structure, including all permanent fixtures and building service equipment like HVAC, electrical, lighting and power, elevators and escalators, pneumatic system, and fire protection systems.
777315	Other Capital Improvements	All other capital project costs not related to building improvements and not identified in above-captioned categories.
777320	Building Improvements	Renovation and improvements will be added to the capitalized value of the existing structure being impacted. Such additions will include improvement or replacement of building service equipment such as plumbing, roofing, and window replacement.
777352	Architect and Engineering Services	Self-explanatory

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Account Code	Account Code Title	Account Code Description
777354	Inspection and Test Services	Self-explanatory
777364	Electrical, Lighting and Power	Self-explanatory
777366	Wiring - Telecom	Self-explanatory
788002	Graduate Studies Awards	Tuition portion of an overall stipend and tuition/fee award to an NJIT graduate student, approved and funded by the Office of Graduate Studies. The performance of services is required in order to receive this award.
788003	Graduate Tuition Awards	Tuition portion of an overall stipend and tuition/fee award to an NJIT graduate student, where the performance of services is required in order to receive the award. Funded by sources other than the Office of Graduate Studies.
788004	Graduate Tuition-Grant Match	Tuition portion of an overall stipend and tuition/fee award to an NJIT graduate student, where the performance of services is required in order to receive the award. Funding source is an NJIT grant match.
788005	Undergraduate Scholarships	Non-need based award to an undergraduate NJIT student to help defray the cost of education. No services are required in return for the award.
788006	Graduate Scholarships	Non-need based award to a graduate NJIT student to help defray the cost of education. No services are required in return for the award.
788008	NJIT Garden State Guarantee	Last-dollar institutional aid grant pursuant to the terms of the NJ Garden State Guarantee Initiative. Award eligibility and distribution is administered by the Office of Student Financial Aid Services.
788020	Undergraduate Student Sustenance	Support provided for on-campus housing, food services or other educational essentials. No services are required in return for the sustenance. (If services are required, then the sustenance is taxable and is paid through Banner HR),
788032	Graduate Fee Remission	The fee portion of an overall stipend and tuition/fee award made to an NJIT graduate student, approved and funded through the Office of Graduate Studies. The performance of services is required in order to receive the fee remission.
788033	Graduate Fee Waiver	The fee portion of an overall stipend and tuition/fee award made to an NJIT graduate student where the performance of services is required in order to receive the award. Funded by sources other than the Office of Graduate Studies.
788034	Graduate Fee-Grant Match	The fee portion of an overall stipend and tuition/fee award made to an NJIT graduate student where the performance of services is required in order to receive the award. Funding source is an NJIT grant match.
788049	Other Student Aid	Any other student remission/waiver or award not defined elsewhere.
788050	Student Aid-Emergency CARES Act	CARES Act student aid to provide cash awards to NJIT students, based on CARES Act criteria.

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Account Code	Account Code Title	Account Code Description
788052	Emergency CARES Act Aid-Awards	CARES Act student aid to help defray the cost of education (applied against student bill), based on CARES Act criteria.
792048	Operation and Maintenance Chargebacks	Chargebacks for operation and maintenance. (Restricted to Finance)
792049	Cost Recovery/Chargebacks of Services Provided	Cost recovery of expenses (e.g., insurance recoveries) or chargeback for services provided.
817001	Funding Transfers	Transfer for the funding of a specific expense.