

# DSB Common GL List

GL	Name	Description	Notes
<b><i>Dues, Subscriptions &amp; Memberships</i></b>			
524035	Subscriptions	Expenses for reference materials, magazine, and newspapers, online periodical	Includes Data sets and AI Services
533620	Memberships - Instit	Expenses for memberships for the institution (i.e. Chamber of Commerce, etc.)	
533645	Memberships-Indiv	Expenses for memberships and dues for individual.	
<b><i>Information Technology</i></b>			
524070	Computer Supplies	Expenses for computers supplies such as cables, lap top bags, keyboards, mouse, etc.	
532030	Rent-Noncap Cmptg Eq	Expenses for rentals and maintenance of computing equipment	
533255	Computer Services	Expenses for IT services provided internally or externally such as hosting, support, storage, etc. (not including common good or telephone/network supplemental billings billed as Purdue Info Connection)	
533310	AV Supplies & Serv	Expense for audio visual supplies and services	
536025	Minor Eq-Av Matl	Expenses for non capital items costing <\$4,999 associated with audio visual equipment	
536030	Minor Eq- Hardware	Expenses for non capital items costing <\$4,999 associated with computers (software, hardware, server, work station, network, etc.)	
536035	Minor Eq-Software	Expenses for software purchases that are non-capital	
<b><i>Other Expenses</i></b>			
531010	Awards-NonSchlrshp	Expenses for non-scholarship awards given in accordance the Gifts, Gratuities and Recognition Policy III.B.5. All awards need to have criteria and be within the policy. This can be used for monetary or material in nature.	Includes Award Plaques
533210	Human Subject Pmts	Expenses for human subjects participating in various studies (cash payments and non-cash payments such as gift cards)	IRB Protocols required
543020	Credit Card Fees	Expense for credit card fees	
546325	Decorations	Expense for holiday decorations, flowers, frames, pictures, rolls of paper for bulletin boards, etc.	
<b><i>Professional, Legal &amp; Consulting</i></b>			
533005	Consulting & Fees	Expense fees or living allowances (not related to travel) paid to any consultants, honorariums, or visiting scholars by the University. This also included overseas consultants, personal services, and professional services not uniquely identified by a specific GL	Speakers and Consultants Honorarium
533910	Immigration Fees	Immigration, visa, or other related fees associated with faculty, students, or visitors coming to Purdue.	
535030	Consult/Honor Travel	Expenses for travel paid to any consultants and honorariums by the University. This also includes overseas consultants, personal services and professional services not uniquely identified by a specific GL	Speakers and Consultants Travel
<b><i>Rentals, Repairs &amp; Maintenance</i></b>			
522005	Cleaning/Sanitation	Expense for supplies and services related to properties (window cleaning, extermination, general cleaning supplies and toiletries, etc.) This also includes vent cleaning and grease traps.	
522025	Electrical Supplies	Expense for electrical supplies	Ariba Orders Only
532000	Rentals & Maintenanc		
532015	Space Rental	Expense for rental of space for not lease related space; primarily used for events	
532025	Rent-Noncap Items		
532040	Rent-Oth Noncap Equ	Expense for rentals and maintenance of equipment of other non capital items including artwork	
<b><i>Student Scholarships, Fellowships &amp; Awards</i></b>			
558010	Stipends/Fellowships	Expenses for a fixed sum of money paid periodically to defray expenses for students or visitors.	Grants only
558030	Awards/Prizes-Stdnt	Expenses for student awards and prizes	
<b><i>Supplies, Services &amp; Minor Equipment</i></b>			
522010	Paper Products	Expense for materials and consumable office supplies such as office paper, envelopes, letterheads, forms, tags, etc. (not including cleaning and sanitation supplies such as toilet paper, facial tissue, paper towels)	Ariba Orders
523900	Oth Class/Scient S&E	Expense for other consumable supplies for classroom and research not specifically identified with unique GL	Classroom Supplies (other than Paper)

524000	Printing/Office Sup		
524010	Publishing Charges	Expense for all publishing activities	Submission Fees
524020	Photog S & E & Svc	Expense for Supplies and Service related to photography, art reproduction and other non printing/copying related outputs	
524025	Pub, Ad & Graphics	Expense for advertising and promotional services, including signs/posters, graphics, public relations, newspaper and other media	Clothing is typically a promotional/marketing expense for this category
524050	Prntg/Dupl Internal	Expenses for printing services provided by Purdue owned printing operations. This does not include printing and duplication services provided by Xerox.	
524055	Prntg/Dupl External	Expense for outside printing services such as Kinko's and Lafayette Printing	
524125	Office Supplies	Expense for general office supplies not including paper	Misc Office supplies, name badges, tissues, paper towels
529005	Freight & Shipping	Expense for freight or package shipments, this include Freight And Demurrage Expense , Express , Demurrage , Other Freight And Demurrage Exp , Non-Postage Mailing Chgs. , Federal Express	Federal Express
530900	Postage	Mailing Charges (not FedEx)	Mailing Charges (Non-Fed Ex)
536005	Minor Eq-Furniture	Expense for minor equipment (non consumable) - Furniture	
536020	Minor Eq-Books/Pubs	Expense for minor equipment (non consumable) - Books & Publications	Harvard cases, Books
536055	Linen	Expense for linens	
536070	Utensils	Expense for forks, spoons, knives, and disposable serving supplies (plates, cups, napkins)	
536090	Minor Eq-Office		
<b>Travel &amp; Entertainment</b>			
533380	Conf Arrangements	Expenses for conference arrangements - registrations, booth rental/set up fees, conference sponsorship fees	
533600	Reg Fee-Domestic	Expense for domestic registration fees	
533605	Reg Fees-Foreign	Expense for foreign registration fees	
535050	Particip/Trainee Trv	Expenses for travel for participants/individuals who are not associated with Purdue University who are traveling to participate in a grant sponsored conference or workshop and their costs are covered by Purdue.	Grants only
535060	Particip/Trainee Sub	Expense for meals and subsistence for participants/individuals who are not associated with Purdue University who are traveling to participate in a grant sponsored conference or workshop and their costs are covered by Purdue.	Grants only
535090	Charter Bus	Expense for charter bus services	ex.: Lafayette Limo
535215	Empl - Blanket/InSta	Expense for employee blanket or instate travel	
535220	Empl - Out of State	Expense for employee out of state travel	
535225	Empl - International	Expense for employee international travel including any travel related fees (visa, passport, etc.).	
535230	Nonemp - Blank/Insta	Expense for non employee instate travel. Non employee can include prospective employees or students, students travel that is not related to employment, advisory board members, and visitors.	Participants, Students Travel
535235	NonEmp - Out of Stat	Expense for non employee out of state travel. Non employee can include prospective employees or students, students travel that is not related to employment, advisory board members, and visitors.	Participants, Students Travel
535240	NonEmp - Internation	Expense for non-employee international travel including any travel related fees (visa, passport, etc.). Non-employee can include prospective employees or students, advisory board members, and visitors.	Participants, Students Travel
546395	Parking Expenses	Expenses for parking fees (parking permits departmental, etc.)	
546435	Hospitality	Expense to provision food, beverages, activities, or events for the purpose of promoting and furthering the mission of the University. Including meals or refreshments served during business meetings, meals for prospective employees, visitors, guests, or donors, and University receptions. This GL is not allowable on Sponsored programs accounts. Please see the university hospitality policy for further guidance. <b>Do not use on Sponsored Program funds.</b>	<b>MUST PROVIDE LIST OF ATTENDEES/PARTICIPANTS. Not Allowable on Grants</b>