

Purchasing Card Reconciliation Account Codes

When reconciling purchasing cards, you should use the most appropriate account code, instead of using the ever popular 720299 – Other Supplies or 720299 – Other Lab-Medical Supplies.

Here is the link to the Chart of Accounts Account Codes:

http://www.finsys.umn.edu/coa/coa_b_acct.html#expenses

Here are some of the more commonly used account codes for reconciling purchasing cards:

720100 – General Operation Supplies

- 720101 – AV-Photo-Art Supplies
- 720102 – Published Materials
- 720103 – Food and Provisions
- 720105 – Office Supplies
- 720107 – Postage

720200 – Lab & Med Supplies

- 720202 – Chemicals-Reagents Gases

720300 – General Operating Services

- 720303 – Printing-Duplication-Binding
- 720310 – Software License Subscriptions
- 720311 – Dues and Subscriptions
- 720322 – Training and Conference Registration

720400 – Lab & Medical Services

- 720403 – Scientific Services

750100 – Non-Capitalized Equipment

- 750101 – NC Computer Hardware
- 750102 – NC Office Machines-Furnish
- 750105 – NC Lab Scientific Equipment
- 750106 – NC Audio-Visual-Photo