

Jenzabar Object Code	Object Code Description	Object Code Definition	Examples
Income Codes			
48030	Miscellaneous Income	Deposits	Monies collected, Course Packs, Copier/Phone Sales, Class Trips
Payroll Codes			
53000	Student Employment-- BUDGET ONLY	Pool Budget Category for all student employment	
53008	Non-Fin Aid Student Employment	Student employment not associated with work study	Non-academic term/Summer
53009	Student Work Opportunity	Institutionally funded student work study	Monthly Student Timesheet
53010	Student Work Study	Federally funded student work study	Monthly Student Timesheet
Supplies and Services Codes			
71000	Supplies--BUDGET ONLY	Pool Budget Category for all supplies	
71001	Equipment	Lab/classroom/research non-computer equipment, small office equipment, tools, musical equipment.	Fax machines, calculators, tools, musical equipment, etc.
71002	Furn. & Fixtures Under \$5000	Items used to furnish a building but are not part of the building itself.	Desk, chairs, cubicle dividers, drapes, blinds, carpet, etc.
71003	Computer Equip. Under \$5000	Individual computer hardware, peripherals that interface with computers, which cost less than \$5000.	Desktops, laptops, printers, keyboards, mice, cables, laptop batteries, adapters, USB/flash drives, memory

71102	Subscriptions	Individual and department subscriptions to periodicals, magazines, newspapers, on-line databases.	Wall Street Journal, Time, academic journals
71105	Classroom & Res. Supplies	Teaching supplies for classroom or laboratory purposes.	Textbooks, Chalk, Markers, Research Material, etc.
71107	Office Supplies	Office supplies normally depleted during the year.	Paper, toner, pens, pencils, staplers, calendars, forms, etc.
72000	Services--BUDGET ONLY	Pool Budget Category for all services.	
72103	Business Services	Contracted services paid to outside firms for professional services	Consulting, research, testing, architectural, surveyors, landscapers, counseling, garbage, charter, etc.
72104	Honoraria	Fees paid for speaking engagements/appearances to outside individuals or organizations.	Guest Speakers/Artists (Non-employee status)
72107	Postage & Freight	Mail Center Postage Charges, Postage, Fed Ex	Fed Ex, UPS, postage meter, stamps
72110	Printing - Off Campus	Printing and design/ copying/duplicating by an outside company.	Various
72115	Dues & Memberships	Institutional membership fees and organization dues NOT Conference Registration Fees.	Departmental/Individual Professional memberships
72116	Advertising	Advertisements placed in off-campus sources	Radio ads, Newspaper ads
72117	Equipment/Space Rental	Fees for space and equipment rented from outside sources.	Tent, Conference Room Rental, Equipment, etc.
72171	Bon Appetit - Catering	On-campus Catering	Catered events ordered through Bon Appetit
72200	Entertainment	Institutional Sponsored Entertainment Events	Donor/Friend/Trustee Events, Holiday Parties/Events, purchases of Alcohol
73000	Travel & Meals--BUDGET ONLY	Pool Budget Category for all travel & meal expenses	

73006	Travel & Meals	Transportation, meals, hotel, and other expenses associated with College business travel.	Airfare, hotel, car rental and gas, meals, private vehicle reimbursement (42 cents/mile), etc.
73007	Non-Travel Meals & Food	Food, meals, and non-alcoholic beverages for local College sponsored events.	Departmental luncheons, Donuts/Coffee, Snacks, etc.
73008	Conference Travel & Meals	Travel expenses related to conference attendance.	Airfare, hotel, car rental and gas, meals, private vehicle reimbursement (42 cents/mile), etc. for Conferences.
Internal Transfer Codes			
97090	Non-specific Funds Tfr	Interdepartmental Funds Transfer	Co-sponsoring Events, Project Subsidy
97091	Internal Rentals	Beloit College Guesthouse Rental	