

OBJECT CODE	TITLE	DESCRIPTION
3000	Operation Supplies	Supplies to sustain your operations; signage, presentation items, etc.
3005	Janitorial Operation Supplies	Cleaning supplies such as soap, brooms, mops, hand towels, toilet paper, trash bags, etc.
3020	Educational Operation Supplies	Educational supplies for the classroom/students; textbooks, pots & pans, lab & medical supplies, etc.
3025	Motor Vehicle Gas	Gasoline charges for motor vehicles
3050	Clothing Operation Supplies	New uniforms, patches, embroidery, etc.
3055	Safety Operation Supplies	Safety shoes
3200	Office Supplies	Typical office supplies such as paper, pens, folders, binders, labels, etc.
3300	Food Supplies	For non travel related food purchases and non-edible food supplies
3400	Other Supplies	All other office supplies and furniture including office equipment under \$1,000 including computers
3500	Dues and subscriptions	All subscriptions to various sources and membership dues to various organizations
3700	Postage	All postage, including FEDEX, UPS, US Mail
3800	Telephone	All telephone and cell phone & data charges including long distance charges
3815	Telephone Service Charges	Hawaiian Telcom contract work
3900	Printing	All printing and photocopying services, including binding documents together
4000	Advertising	All purchases of advertising through any media source
4150	Car Mileage	When claiming mileage reimbursement for official UH business while using a personal car
4240	Intra-State travel - transportation	For airfare, car rentals, parking, taxi -- for non-employees (including students)
4250	Intra-State travel - transportation	For airfare, car rentals, parking, taxi -- for UH employees (including student employees)
4340	Intra-State travel - per diem	Hotel & meals -- for non-employees (including students)
4350	Intra-State travel - per diem	Hotel & meals -- for UH employees (including student employees)
4820	Intra-State travel - other	Internet access, other travel expenses -- for non-employees (including students)
4850	Intra-State travel - other	Internet access, other travel expenses -- for UH employees (including student employees)
4440	Out-of-State travel - transportation	For airfare, car rentals, parking, taxi -- for non-employees (including students)
4450	Out-of-State travel - transportation	For airfare, car rentals, parking, taxi -- for UH employees (including student employees)
4540	Out-of-State travel - per diem	Hotel & meals -- for non-employees (including students)
4550	Out-of-State travel - per diem	Hotel & meals -- for UH employees (including student employees)
4840	Out-of-State travel - other	Internet access, other travel expenses -- for non-employees (including students)
4851	Out-of-State travel - other	Internet access, other travel expenses -- for UH employees (including student employees)
4470	Foreign travel - transportation	For airfare, car rentals, parking, taxi -- for non-employees (including students)
4480	Foreign travel - transportation	For airfare, car rentals, parking, taxi -- for UH employees (including student employees)
4570	Foreign travel - per diem	Hotel & meals -- for non-employees (including students)
4580	Foreign travel - per diem	Hotel & meals -- for UH employees (including student employees)
4870	Foreign travel - other	Internet access, other travel expenses -- for non-employees (including students)
4852	Foreign travel - other	Internet access, other travel expenses -- for UH employees (including student employees)
4892	Relocation & Moving Expenses	Relocation and moving expenses
5400	Utilities - Electricity	Electricity charges
5410	Utilities - Gas	Gas charges
5420	Utilities - Water	Water charges
5430	Utilities - Sewer	Sewer charges
5440	Utilities - Other	Leahi Hospital electricity charges
5500	Rental - Land & Building	All rentals of land and buildings; Hawaii Convention Center -- Graduation
5600	Rental - Equipment	Xerox lease agreements and other equipment rentals
5700	Rental - Other	All other rentals; ground transportation, tents, generators, etc.
5705	Rental - Motor Vehicles	Long term vehicle rental & short term vehicle rentals from UHM
5800	Repair & Maintenance	All repairs and maintenance services
5805	R&M Office Furniture & Equipment	All computer warranties
5900	Insurance	Insurance
6204	Interest, Utilities	Interest for Utilities
6500	Grant In Aid	General grant in aid -- case by case situation to be determined
7100	Services	Contract for services from third party vendors; non-repair & maintenance services
7120	Services, Non-State Medical	Drug testing
7200	Other Current Expenditures	Generally all other expenditures
7201	Bad Debts / Checks	Bad debts and checks, AR write offs
7216	Computer Software	All computer software products purchased including Adobe Acrobat
7217	Computer License	Licensing fee to use proprietary software products, including Microsoft Office
7221	Parking Passes/Scripts	Parking pass for DAGS parking stalls
7222	Protocol Items	Protocol items
7225	Training/Training Materials	Purchase of training DVD's, books, or enrollment to training webinars
7230	Registration Fees	Employee registration fees for conferences on island, non travel related
7235	Bank Service Charges	Merchant Services Fees
7244	Cash Award	Cash awards, retirement award, service awards, and prizes
7245	Fees Other Than Personal Services	Non Employee registration fees for conferences on island, non travel related
7246	Uniform Maintenance Allowance	Uniform maintenance allowance
7300	Resale Items	Goods for commercial resale
770U	Equipment - Capital Assets	All equipment purchases over \$5,000
777U	Equipment - Non Capital Assets	Computers, educational equipment, operational equipment, etc. between \$1,000 and \$4,999
780U	Library Acquisition Operations	Library book acquisitions
781U	Library Acquisition Periodicals	Library periodical acquisitions