

IRA Expense Account Category	CSUF Account & Description	Notes	P-Card Expense Type (Concur)	Concur Account & Desc
PROCUREMENT CARD (P-CARD) ACCOUNTS				
Hospitality - Food and Beverage (Excluding Alcohol)	660822 (Business-Related Food)	<i>D11: Food and Beverage at Events Attended By Official University Guests</i> Ex. Students have events where they are presenting or having a session with a top leader of the event and bring food (students are considered university guests when using IRA funds)	D11 with Services D11 without Services	(660822) Business-Related Food with Services (660822) Business-Related Food without Services
Hospitality - Promotional Materials	660837 (Promotional Items)	<i>D11: Gifts</i> Items of nominal value and bear the University logo or other University symbol distributed to promote the name or image of the University, provide information, or enhance University productivity. Ex. T-shirts, name badges for students	D11 with Services	(660837) Promotional Items with Services
Hospitality - Student Awards	660090 (Expenses-Other)	<i>D11: Items of tangible personal property given in recognition of service or achievements directly benefiting the University</i> Ex. Students are required to present and graded and are given awards; submit D11 form	D11 without Services	(660090) Other Expense (D11 Gifts)
Supplies	660825 (General Supplies)		Goods	(660825) General Supplies
Advertising	660826 (Advertising)	For the cost of any kind of advertising, including routine personnel vacancy announcements; flyers/banners NOT allowed	D11 with Services Services	(660826) Advertising with Services (660826) Advertising
Printing	660002 (Printing)	Ex. Daily Titan to print the magazine	D11 with Services Services	(660002) Printing with Services (660002) Printing
Professional Services	660003 (General Services)		Services	(660003) General Services
Rentals for Special Events	660829 (Facility Rental)		D11 with Services Services	(660829) Facility Rental with Q# (660829) Facility Rental
Contract Services	660003 (General Services)		Services	(660003) General Services
Dues & Subscriptions	660921 Subscriptions (Elec/Paper)	Electronic database subscriptions (College/University access) Ex. Subscribe to program for classes (only for one FY, no multi-year)	Goods	(660921) Subscription Magazines/Paper/ Journals
Postage/Shipping	660001 (Postage and Freight)		Services	(660001) Postage and Freight
Software Subscription	616803 (I/T Software Annual Maint/Supp)		IT Software and Services	(616803) I/T Software Annual Maint/Supp

IRA Expense Account	CSUF Account & Description	Notes
SALARIES (PAYROLL) ACCOUNTS		
Student Wages	601303 (Student Assistant) 603012 (Medicare)	
Professional Services	601302 (Temp Help)	Life models or guest artists
Previous Employees (including benefits)	601807 (Faculty Special Consultants) 603012 (Medicare)	Previous Employees, anyone on payroll previously. It includes students, who were student assistants or work-study
TRAVEL ACCOUNTS		
Transport/Mileage/Toll/ Parking Lodging/Meals Travel	606001 (Travel-In State) 606002 (Travel-Out of State) 606802 (Travel-International)	Department can submit Budget Transfer Request to move budget from 606001 (Travel-In State)) to 606002 (Travel-Out of State) or 606802 (Travel-International)
Staff Development	660848 (Registration Fee)	Conference registration
Travel Agency	660003 (General Services)	
OTHER ACCOUNTS		
Insurance	660808 (Special Event Insurance Costs)	Premiums paid to external insurers relating to any special coverages Ex. Insurance to rent equipment for TV/Film program; insurance for facility or cover insurance for actors
Insurance	660016 (CSURMA Property Liab Ins Prem)	Used for property insurance premiums paid to external insurers relating to any special coverages
Royalties	660090 (Expenses-Other)	
Speakers	660832 (Honorariums)	Non-University Employees
	660997 Concur Not Approved Trans	For p-card transactions that are not yet in Approved status in Concur
	660898 Disallowed-P-Card Expense	For disallowed p-card transactions; employee must reimburse the state
	617101 Svc Between Campuses & CO	For Interagency Financial Transfers (IFT) only between CSUF and the CO or other CSU campuses
	617001 Svcs from Other Funds/Agencies	For chargeback transactions only