

Banner Account Codes
as of 2/27/2025

Account #	Account Title	Typical Account User	Account Description
7000	Supplies		In general, administrative supplies that are "consumable" in nature, not supplies that would fall under items or equipment under \$5,000 (7015); Also, used for gift cards/clincards unless dictated otherwise by a grant
7010	Educational Supplies		Books and items that are used in teaching and in labs; primarily consumable in nature
7200	Catering & Official Reception		All food purchases, whether it is through Gourmet Dining or an off-campus vendor, including, but not limited to pre-packaged or novelty items such as bagged candy, etc.
7210	Licenses/Registration Fees		Includes website licenses, fees necessary to operate the radio station, and fees paid to the state for inspections, etc. Does not include registration for professional development or training - see 7212 and 7213 Does not include software owned by University and capitalized
7212	Staff Training & Development		Expenses involved with staff training, registration fees, traveling cost involved with training, and related educational materials
7213	Virtual Conference / Webinars		Expenses involved with virtual conference attendance or virtual training
7214	Honorarium/Stipends		Includes payments to non-employee workshop leaders, coordinators, people who contribute to the workshop or function and participants of a workshop. Also utilized for non-grant stipends to a non-employee receiving prize money with no requirement to render any services as a condition to receiving prize. NOTE: If you are submitting your requisitions through ProConnect, your Honorariums need to be submitted through ProConnect as well. In this instance, the Honorarium Request Form is no longer required. Employees cannot be paid honorariums.
7232	Subscriptions/Memberships		All subscriptions and memberships are charged to this account
7243	Sponsorships		To be used for sponsorships
7250	Participant Stipends (Grants)	External Grant Fund Use Only (5xxxx or 6xxxx funds)	External Grant Fund Use Only (5xxxx or 6xxxx funds)
7406	Student Emergency Payments	Dean of Students Office Only	Account to be used to support students facing unexpected hardships; to be utilized by the Dean of Students Office Only
7500	Tuition & Fee Expense		Account used by Bursar and used for waiver activity
7579	Awards		Typically used for awards issued through non-PO payment requests
7705	Royalties		To be used for royalty payments