

### Reimbursements to FIU - Helpful Tools

Reimbursements to FIU require a significant amount of time to prepare by the Departments and also to review on our end. Our review of these invoices consist of ensuring the invoice contains required information and that the expenses comply with donor restrictions and Foundation Disbursement Policies and Procedures.

To facilitate this process and ensure timely approvals for these reimbursements, we wanted to provide helpful tools for you to use when preparing electronic invoices to initiate Reimbursements to FIU.

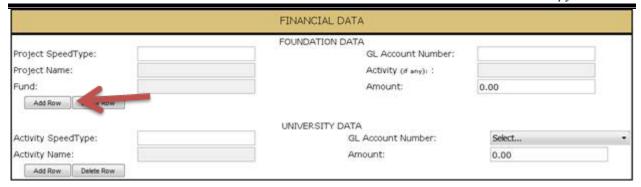
### Helpful Tips:

- **FIU\_GL\_TRANDATA\_604\_REIMB** This query was designed to facilitate the Fund 604 Reimbursement process. Please use this query when preparing your reimbursement requests.
- Trandata Reports should only show expenses for which you are requesting reimbursement and a subtotal must be included on your Trandata report that matches the total amount requested on the Foundation Electronic Invoice Form.
- Fund 604 University Activity numbers <u>should be</u> reconciled on a **monthly** basis. Please submit reimbursement requests in a timely manner.
- Use GL Accounts 751xxx when preparing reimbursements to FIU. Please refer to
  the GL Mapping Crosswalk attached to find the FIU01 Expense Account and the
  corresponding Foundation GL Account 751xxx you will need to use to process
  the reimbursement. If you have multiple expenses, simply add a row under the
  accounting detail section of the form.
- Referencing Please use number (i.e. 1, 2, 3) or letters (i.e. A, B, C) to reference all receipts and support documentation to their corresponding expenses listed on your Trandata report. See samples attached.



### Reimbursements to FIU

Helpful Tools



- Keep event related expenses <u>separate</u> from travel related expenses. Organize your Trandata and ensure that the reimbursement request is easy to follow.
- For <u>Event Related</u> expense reimbursements, organize your reimbursement request in the following order:
  - 1. Provide a business purpose showing how these event expenses are in line with the Foundation project's purpose
  - 2. Event Flyer/Announcement
  - 3. List of Attendees and Affiliation (Only if there were less than 25 guests in attendance)
  - 4. Expense Receipts (for example: catering, promotional advertising, materials & supplies, etc.)
    - Please ensure that the catering expenses fall in line with allowable business meal caps stated on the Foundation Disbursement Policy & Procedure
  - 5. If you're submitting multiple event related expenses, repeat steps 1 3 for the next event
- For <u>Travel Related</u> expense reimbursements, organize your reimbursement request in the following order:
  - 1. Provide a business purpose showing how this travel expense is in line with the Foundation projects purpose
  - 2. Copy of Approved Travel Authorization that shows the business purpose and traveler's name.
  - 3. Copy of Expense Report Cover Page
  - 4. Expense receipts that match expenses listed on the Trandata report (Use numbers or letters to reference your receipts).
    - Please note that travel upgrades within economy class require an Area Vice President's approval
    - Please refer to the Foundation Disbursement Policy & Procedure for additional information





5. If you're submitting multiple travel related expenses (multiple travel authorizations and expense reports), repeat steps 1 – 4 for the next expense report

As a reminder listed below are the general conditions required for disbursements. Expenditures must be:

- 1. Reasonable and have a legitimate business purpose.
- 2. Supportive of the University's and Foundation's mission and programs.
- 3. Consistent with the purpose and restriction of the fund from which the disbursement is sought.
- 4. Supported with appropriate documentation including copies of original receipts, invoices, etc. This documentation should agree with the amount of the disbursement request. Any differences must be explained.
- 5. Approved by an authorized signatory of the account.
- 6. In compliance with state and federal laws and Foundation policies and procedures.
- 7. There must be sufficient funds in the Foundation project.

For any questions, forms, or information regarding the FIU Foundation please visit our website at <a href="https://give.fiu.edu/">https://give.fiu.edu/</a> or contact us at 305-348-3758.

We thank you in advance for your cooperation,

FIU Foundation Office

	Assessed Description	DCO 4	DCO Assessmt Description	0
	Account Description		DSO Account Description	Comments
	Postage	751101	Transfers Out -Postage	No. 191 - Lance La
	Postage for Resale	751101	Transfers Out -Postage	Not likely to be used
-	Freight	751101	Transfers Out -Postage	
	Courier Services	751102	Transfers Out -Courier Serv	
	Banking Fees	NA	NA	
-	Wire Transfer Fee	NA	NA	
	Foreign Currency Gain/Loss	NA	NA	
-	Merchant Fee	NA 754427	NA To a Control Military	
	Utilities - Electricity	751127	Transfers Out -Utilities	
	Utilities- Natural Gas	751127	Transfers Out -Utilities	
	Utilities - Water & Sewer	751127 751127	Transfers Out -Utilities Transfers Out -Utilities	
	Utilties - Garbage	751127 751127		
	Utilities - Other		Transfers Out -Utilities	
-	Cellular Phones	751127 751127	Transfers Out -Utilities Transfers Out -Utilities	
-	Telephone Installations			
	Communication Equipment	751127	Transfers Out -Utilities	
	Phone Equipment Rental	751121 751127	Transfers Out -Rental of Equip Transfers Out -Utilities	
	Communication Charges Other			Net likely to be used
	Cellular Phones - Monthly Char Cellular Phones - Airtime	751127 751127	Transfers Out -Utilities Transfers Out -Utilities	Not likely to be used  Not likely to be used
	Toll Calls	751127 751127	Transfers Out -Utilities Transfers Out -Utilities	INCIP to be used
		751127 751127	Transfers Out -Utilities Transfers Out -Utilities	
	Long Distance Local Telephone Calls	751127 751127	Transfers Out -Utilities  Transfers Out -Utilities	
-	Business Meals - DSO	NA	NA	N/A - Should only be used for Business Unit FIU02
	Training/Seminars/Workshops -	751129	Trfrs Out - Professional Serv	N/A - Should only be used for Busilless offit Flooz
-	Per Diem - In State	751129	Transfers Out - Per Diem- In St	
-		751103	Transfers Out -Per Dieffi- in St	
-	Mileage - In State Airfare - In State	75110 <del>4</del> 751105	Transfers Out -Mileage - In St	
	Car Rental - In State	751105 751106	Trfrs Out -Car Rental-In St	
	Registration Fee - In State	751107	Trfrs Out -Reg Fee - In St	
	Incidental Expenses - In State	751107	Trfrs Out-Incidental Exp-In St	
	Per Diem - Out Of State	751108	Trfrs Out -Per Diem-Out Of St	
	Mileage - Out Of State	751109	Trfrs Out-Per Dieni-Out Of St	
	Airfare - Out Of State	751110	Trfrs Out -Airfare-Out Of St	
-	Car Rental - Out of State	751110	Trfrs Out-Car Rental-Out of St	
	Registration Fee - Out of Stat	751112	Trfrs Out-Regist Fee-Out of St	
	Incidental Expenses - Out of S	751112	Tf Out-IncidentalExp-Out of St	
	Per Diem - Foreign	751114	Trfrs Out -Per Diem - Foreign	
	Mileage - Foreign	751115	Transfers Out -Mileage-Foreign	
	Airfare - Foreign	751116	Transfers Out -Airfare-Foreign	
	Car Rental - Foreign	751117	Trfrs Out -Car Rental-Foreign	
	Registration Fee - Foreign	751118	Trfrs Out -Regist Fee-Foreign	
	Incidental Expenses - Foreign	751119	Tf Out-Incidental Exp-Foreign	
	Per Diem - IS Team Travel	751103	Transfers Out -Per Diem- In St	
	Mileage - IS Team Travel	751104	Transfers Out -Mileage - In St	
	Airfare - IS Team Travel	751105	Transfers Out -Airfare - In St	
	Car Rental - IS Team Travel	751106	Trfrs Out -Car Rental-In St	
	Reg. Fee - IS Team Travel	751107	Trfrs Out -Reg Fee - In St	
711256	Incidental Exp - IS Team Trave	751108	Trfrs Out-Incidental Exp-In St	
	Per Diem - OOS Team Travel	751109	Trfrs Out -Per Diem-Out Of St	
711262	Mileage - OOS Team Travel	751108	Trfrs Out-Incidental Exp-In St	
711263	Airfare - OOS Team Travel	751110	Trfrs Out -Airfare-Out Of St	
711264	Car Rental - OOS Team Travel	751111	Trfrs Out-Car Rental-Out of St	
711265	Reg. Fee - OOS Team Travel	751112	Trfrs Out-Regist Fee-Out of St	
	Incidental Exp - OOS Team Trav	751113	Tf Out-IncidentalExp-Out of St	
	Per Diem - IS Athletics Recrui	751103	Transfers Out -Per Diem- In St	
	Mileage - IS Athletics Recruit	751104	Transfers Out -Mileage - In St	
	Airfare - IS Athletics Recruit	751105	Transfers Out -Airfare - In St	
	Car Rental - IS Athletics Recr	751106	Trfrs Out -Car Rental-In St	
	Reg. Fee - IS Athletics Recrui	751107	Trfrs Out -Reg Fee - In St	
	Incidental Exp - IS Athletics	751108	Trfrs Out-Incidental Exp-In St	
	Per Diem - OOS Athletics Recru	751109	Trfrs Out -Per Diem-Out Of St	
711282	Mileage - OOS Athletics Recrui	751108	Trfrs Out-Incidental Exp-In St	

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Account	Account Description		DSO Account Description	Comments
711283	Airfare - OOS Athletics Recrui	751110	Trfrs Out -Airfare-Out Of St	
711284	Car Rental - OOS Athletics Rec	751111	Trfrs Out-Car Rental-Out of St	
711285	Reg. Fee - OOS Athletics Recru	751112	Trfrs Out-Regist Fee-Out of St	
711286	Incidental Exp - OOS Athl Rec	751113	Tf Out-IncidentalExp-Out of St	
711291	Per Diem - Foreign Athletics R	751114	Trfrs Out -Per Diem - Foreign	
711292	Mileage - Foreign Athl Recruit	751115	Transfers Out -Mileage-Foreign	
711293	Airfare - Foreign Athl Recruit	751116	Transfers Out -Airfare-Foreign	
711294	Car Rental - Foreign Athl Recr	751117	Trfrs Out -Car Rental-Foreign	
711296	Incidental Exp - Foreign Athl	751119	Tf Out-Incidental Exp-Foreign	
711301	Moving Expenses - Payments to	NA	NA	
711302	Moving Expenses Qualified Thir	NA	NA	
711331	Clothing and Uniforms	751134	Trfrs Out - Materials and Supp	
711361	Automobile Insurance	751120	Transfers Out - Insurance	
711362	General Liability Insurance	751120	Transfers Out - Insurance	
711363	Insurance & Casualty General L	751120	Transfers Out - Insurance	
711364	Workers Compensation Insurance	751120	Transfers Out - Insurance	
711366	Federal Civil Insurance	751120	Transfers Out - Insurance	
711371	Other Insurance	751120	Transfers Out - Insurance	
711372	Workmen's Comp Claims Admin	NA	NA	
711381	Workers Comp Ins - Faculty	NA	NA	
711382	Workers Comp Ins - Admin	NA	NA	
711383	Workers Comp Ins - Staff	NA	NA	
711384	Workers Comp Ins- Student Asst	NA	NA	
711385	Workers Comp Ins - Other Tempo	NA	NA	
711386	Unemployment Comp - Faculty	NA	NA	
711387	Unemployment Comp - Admin	NA	NA	
711388	Unemployment Comp - Staff	NA	NA	
711389	Unemployment Comp - Other Tem	NA	NA	
711390	Workers Comp Ins-Faculty - COM	NA	NA	
711391	Unemployment Comp-Faculty-COM	NA	NA	
711401	Rental of Equipment	751121	Transfers Out -Rental of Equip	
711402	Rental of Facilities	751122	Trfrs Out-Rental of Facilities	
711405	Rental of IT Equipment	751122	Transfers Out -Rental of Equip	
711406	Rental of Vehicles	751121	Transfers Out -Rental of Equip	
711441	Rent of Buildings	751121	Trfrs Out-Rental of Facilities	
711442	Facilities Operating Expense	NA	NA	
711442	Institutional Memberships	751123	Transfers Out -Memberships	
711451	Subscriptions	751123	Transfers Out -Memberships	
711452	Dues	751123	Transfers Out -Memberships	
711454		751123		
711454	Departmental Memberships	751123	Transfers Out -Memberships	
	Catering	_	Transfers Out -Catering	
711602	Events	751125	Transfers Out -Events	
711603	Flowers & Gifts	751126	Transfers Out -Flowers & Gifts	
711604	Taxes & Licenses	751129	Trfrs Out - Professional Serv	
711606	Annuity Payments	NA	NA	
711607	FBOG Assessment	NA	NA	
711901	Shared Services Fee®	NA 754002	NA	
711902	Software License	751002	Transfers - Property & Equipm	
711903	F&E under \$5,000	751002	Transfers - Property & Equipm	
711904	Athletic Equip under \$5,000	751002	Transfers - Property & Equipm	
711905	Works of Art < \$1,000	751002	Transfers - Property & Equipm	
711906	Interest Expense	NA	NA	
711907	Rewards	NA	NA	
711908	Athletic Guarantees	NA	NA	
711909	Collection Costs	NA	NA	
711910	Admin Overhead Expense	751129	Trfrs Out - Professional Serv	
711913	Miscellaneous Charges	751134	Trfrs Out - Materials and Supp	
711914	Sales Tax Remittamce	NA	NA	
711916	Computer Equip under \$5,000	751002	Transfers - Property & Equipm	
711918	DP Under \$1,000	751002	Transfers - Property & Equipm	
711919	Fines Penalties Judgement	NA	NA	
711920	Sponsorship/Co Sponsorship Exp	NA	NA	
711922	Administrative Cost Allowance	NA	NA	
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Account	Account Description	DSO Account	DSO Account Description	Comments
711923	Reserve - ACA Appropriation	NA	NA	Comments
711925	Credit Card Surcharge	NA	NA	
711923	Participant Payments	NA	NA	
711998	Epro Clearing	NA	NA	
721101	Library Books	751002	Transfers - Property & Equipm	
721101	F&E \$5,000 and Over	751002	Transfers - Property & Equipm	
721201	Athletic Equip \$5,000 & Over	751002	Transfers - Property & Equipm	
721202	Automobiles	751002	Transfers - Property & Equipm	
721203	Motor Vehicles Other	751002	Transfers - Property & Equipm	
721204		751002		
721205	Plant Equipment Educational Property		Transfers - Property & Equipm Transfers - Property & Equipm	
721301	Audio Visual Equipment	751002	Transfers - Property & Equipm	
721302	' '	751002 751002		
721401	Data Processing Equipment Software \$5,000 & Over		Transfers - Property & Equipm Transfers - Property & Equipm	
721402	DP Workstation	751002 751002	Transfers - Property & Equipm	
721404	DP Printers	751002		
		751002	Transfers - Property & Equipm	
721901	Works of Art		Transfers - Property & Equipm	
721902	Alarm System	751002	Transfers - Property & Equipm	
721904	Modular Trailers Other Operating Capital Outland	751002 751002	Transfers - Property & Equipm	
721905	Other Operating Capital Outlay		Transfers - Property & Equipm	
721906	Purchase of Land	NA 751002	NA	
721908	Infrastructure and Improvement	751002	Transfers - Property & Equipm	
722001	Expenditures - Fixed Captl Out	751002	Transfers - Property & Equipm	
757003	Facilities & Admin Expense	751129	Trfrs Out - Professional Serv	
761001	Repairs & Maintenance	751128	Trfrs Out -Repairs & Maint	
761002	Maintenance Contracts	751128	Trfrs Out -Repairs & Maint	
761004	DP Hardware Maintenance - Serv	751128	Trfrs Out -Repairs & Maint	
761006	DP Software Maintenance - Serv	751128	Trfrs Out -Repairs & Maint	
768201	Scholarships	751003	Transfers - Scholarships & Aw	
768301	Stipends	751003	Transfers - Scholarships & Aw	
768401	Tuition Payments	NA	NA	
771121	Salaries - Faculty 12 Month	751006	Transfers - Salaries	
771122	Salaries - Faculty 9 Month	751006	Transfers - Salaries	
771123	Salaries - Faculty Summer A	751006	Transfers - Salaries	
771124	Salaries- Faculty Summer B	751006	Transfers - Salaries	
771125	Notice Payout - Faculty 9 Mont	751006	Transfers - Salaries	
771126	Notice Payout - Faculty 12 Mon	751006	Transfers - Salaries	
771127	Salaries-12 Mo Faculty-COM	751006	Transfers - Salaries	
771128	NoticePayout-12 Mo Facul-COM	751006	Transfers - Salaries	
771141	Salaries - Administrative	751006	Transfers - Salaries	
771145	Notice Payout - Administrative	751006	Transfers - Salaries	
771151	Salaries - Staff	751006	Transfers - Salaries	
771152	Salaries - On Call	751006	Transfers - Salaries	
771153	Salaries - Overtime	751006	Transfers - Salaries	
771154	Salaries - Law Enforcement Inc	751006	Transfers - Salaries	
771155	Notice Payout - Staff	751006	Transfers - Salaries	
771156	Salaries - Law Enforc Off Duty	751006	Transfers - Salaries	
771161	Faculty Overload - FIU02	751006	Transfers - Salaries	
771501	Temporary Employment	751006	Transfers - Salaries	
771503	Temporary Employee Overtime	751006	Transfers - Salaries	
771505	Graduate Assistants	751006	Transfers - Salaries	
771507	Student Assistants	751006	Transfers - Salaries	
771508	College Work Study	751006	Transfers - Salaries	
771510	Adjunct Faculty	751006	Transfers - Salaries	
771511	Phased Retired Faculty	751006	Transfers - Salaries	
771513	Administrative Overload	751006	Transfers - Salaries	
771514	Staff Overload	751006	Transfers - Salaries	
771515	Other Faculty	751006	Transfers - Salaries	
771516	Faculty Awards	751006	Transfers - Salaries	
771517	Other Earnings	751006	Transfers - Salaries	
771518	College Work Study Overtime	751006	Transfers - Salaries	
771551	Faculty Overload	751006	Transfers - Salaries	
771611	Social Security Matching	751006	Transfers - Salaries	

Account	Account Description	DSO Account	DSO Account Description	Comments
771652	Medicare Tax Expense Employer	751006	Transfers - Salaries	Comments
		1		+
771701	State Retirement	751006	Transfers - Salaries	
771704	DROP Retirement DP Plan	751006	Transfers - Salaries	
771708	Sick Payout-Exec & A & P	751006	Transfers - Salaries	
771709	Sick Payout-9 Mo Faculty	751006	Transfers - Salaries	
771710	Sick Payout-12 Mo Faculty	751006	Transfers - Salaries	
771711	Sick Payout-USPS	751006	Transfers - Salaries	
771712	VacationPayout-Exec & A & P	751006	Transfers - Salaries	
771713	Vacation Payout-9 Mo Faculty	751006	Transfers - Salaries	
771714	Vacation Payout-12 Mo Faculty	751006	Transfers - Salaries	
771715	Vacation Payout-USPS	751006	Transfers - Salaries	
771716	FICA Savings	751006	Transfers - Salaries	
771717	SickPay-12 Month Faculty-COM	751006	Transfers - Salaries	
771718	Vacation Pay-12 Mo Faculty-COM	751006	Transfers - Salaries	
771810	Pension Exp GASB 68 Unfunded	751006	Transfers - Salaries	
771901	State Health -Employer	751006	Transfers - Salaries	
771902	State Life - Employer	751006	Transfers - Salaries	
771903	State Disability - Employer	751006	Transfers - Salaries	
771905	Grad Assist Health - Employer	751006	Transfers - Salaries	
771950	Fringe Benefits	751006	Transfers - Salaries	
771951	Cellphone Allowance	751006	Transfers - Salaries	
771951	Miscellaneous Payroll Allowanc	751006	Transfers - Salaries	
	Fringe Benefits - Faculty			
771961		751006	Transfers - Salaries	
771962	Fringe Benefits - Admin	751006	Transfers - Salaries	
771963	Fringe Benefits - Staff	751006	Transfers - Salaries	
771964	Fringe Benefits - Student Assi	751006	Transfers - Salaries	
771965	Fringe Benefits - Other Tempor	751006	Transfers - Salaries	
771966	Fringe Benefits - Misc Allow	751006	Transfers - Salaries	
771967	Fringe Benefits - Faculty- COM	751006	Transfers - Salaries	
771968	Fringe Benefits - Grad Assist	751006	Transfers - Salaries	
771969	Fringe Benefits - Faculty SumA	751006	Transfers - Salaries	
771970	Fringe Benefits - Faculty SumB	751006	Transfers - Salaries	
771971	Fringe Benefits - Law Off Duty	751006	Transfers - Salaries	
771990	Payroll Tax Interest/Penalty	NA	NA	
771998	Deductions & Taxes - Clearing	NA	NA	
771999	Salaries - Other Clearing	751006	Transfers - Salaries	
772101	Architectural Services	751129	Trfrs Out - Professional Serv	
772102	Professional Services	751129	Trfrs Out - Professional Serv	
772103	Consulting Services	751130	Trfrs Out-Consulting Services	
772104	Survey Services	751129	Trfrs Out - Professional Serv	
772105	Legal Fees & Services	751129	Trfrs Out - Professional Serv	
772106	Medical Services	751129	Trfrs Out - Professional Serv	
772107	Custodial & Janitorial Service	751129	Trfrs Out - Professional Serv	
772108	Entertainment Services	751129	Trfrs Out - Professional Serv	
772109	Investigative Services	751129	Trfrs Out - Professional Serv	
772110	Information Tech. Services	751129	Trfrs Out - Professional Serv	
772111	Inspection Services	751129	Trfrs Out - Professional Serv	
772112	Fire Marshal Fees	751129	Trfrs Out - Professional Serv	
772113	Other Professional Fees	751129	Trfrs Out - Professional Serv	
772114	Permits/Impact Environmental F	751129	Trfrs Out - Professional Serv	
772116	Accounting Services	751129	Trfrs Out - Professional Serv	
772117	Security Services	751129	Trfrs Out - Professional Serv	
772118	Independent Contractors Other	751129	Trfrs Out - Professional Serv	
772119	Consultant Data Processing	751129	Trfrs Out - Professional Serv	
772120	Contractual Services	751129	Trfrs Out - Professional Serv	
772121	Gaming Officials	NA	NA	
772122	Game Production Equip Rental	NA	NA	
772123	Game Hospitality	NA	NA	
772124	Game Day Contractors	NA	NA	
772125	Game Day Park & Transport	NA	NA	
772126	Game Day Materials & Supplies	NA	NA	
772126	Parking Permits	751131	Trfrs Out - Parking Permits	
772131				
112132	Bus Passes	751131	Trfrs Out - Parking Permits	

772141     International Transaction Fees     751129     Trfrs Out - Professional Serv       772152     Carpentry Services     751129     Trfrs Out - Professional Serv       772153     Electrical Services     751129     Trfrs Out - Professional Serv       772154     Flooring Services     751129     Trfrs Out - Professional Serv       772155     Landscaping Services     751129     Trfrs Out - Professional Serv       772156     Painting Services     751129     Trfrs Out - Professional Serv       772157     Plumbling Services     751129     Trfrs Out - Professional Serv       772181     Construction Contracts     NA     NA       772182     Completed Buildings     NA     NA       772183     Embroidery for Uniforms-Screen     751129     Trfrs Out - Professional Serv       772184     Purchase of Infrastructure     NA     NA       772185     Embroidery for Uniforms-Screen     751129     Trfrs Out - Professional Serv       772196     Construction Services     751005     Transfers - Building Funds       772197     Bldg Replacemnt Reserv Funding     NA     NA       772197     Bldg Replacemnt Reserv Funding     NA     NA       772201     Legal Advertising     751132     Transfers Out - Advertising       772202     Employment A	Account	Account Description	DSO Account	DSO Account Description	Comments
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		'			
772155         Landscaping Services         751129         Tiffs Out. Professional Serv           772156         Pating Services         751129         Tiffs Out. Professional Serv           772157         Plumbing Services         751129         Tiffs Out. Professional Serv           772181         Construction Contracts         NA         NA           772182         Construction Services         751129         Introduction Services           772183         Construction Services         751020         Transfers Dut. Advertising           772192         Construction Services Charge         NA         NA           772193         Replacement Revertising         751132         Transfers Dut. Advertising           772197         Big Replacement Revertising         751132         Transfers Out. Advertising           772202         Emported Advertising         751132         Transfers Out. Advertising           772204         Other Advertising         751132         Transfers Out. Advertising           772204         Other Advertising         751132         Transfers Out. Advertising           772203         NA Particular Services         NA         NA           772204         Other Sering Source         NA         NA           772203         NA Particular S					
772157         Plumbing, Services         751129         Trif's Out. Professional Serv           772181         Completed Buildings         NA         NA           7721824         Purbase of Infrastructure         NA         NA           772185         Embroidery for Uniforms Screen         751129         Trif's Out. Professional Serv           772195         Construction Services         751005         Transfers - Building Fund's           772197         Big Replacement Reservinding         NA         NA           772201         Transfers - Building Fund's           772202         Embroidery for Uniforms Screen         751132           772203         Transfers Out. Advertising         751132           772204         Chart Advertising         751132         Transfers Out. Advertising           772204         Chart Advertising         751132         Transfers Out. Advertising           772203         Na Foreign Source         NA         NA           772400         Chart Expenses Construct Profil         NA         NA           772401         Chical Services         NA         NA           772830         NA Foreign Source         NA         NA           772899         Corta Expenses Construct Profil         NA         N					
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Purchase of Infrastructure	-				
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772203         Promotional Advertising         751132         Transfers Out - Advertising           772204         Other Advertising         751132         Transfers Out - Advertising           772205         Marketing Expense         751132         Transfers Out - Advertising           772200         Professional Services         NA         NA           772400         Professional Service Lobbying         NA         NA           772400         Clinical Services         NA         NA           772888         Contra Expense-Construct Projil         NA         NA           772895         Contra Expense-HCN Project Exp         NA         NA           772951         Subcontracts Under Sct. 50.00 - G         NA         NA           773101         Printing         751133         Transfers Out-Printing           773101         Procesting         751133         Transfers Out-Printing           773105         Typesetting         751133         Transfers Out-Printing           773201         Parcentry Supplies         751134         Trifs Out- Materials and Supp           773202         Extertical Supplies         751134         Trifs Out- Materials and Supp           7732020         Exterical Supplies         751134         Trifs Out- Material	-			•	
		' '			
772205         Marketing Expense         751132         Transfers Out - Advertising           772400         ProFessional Service Lobbying         NA         NA           772400         ProFessional Services         NA         NA           772880         Contra Expense-Construct Proje         NA         NA           772895         Contra Expense-Construct Proje         NA         NA           772951         Subcontracts Under \$25,000 - Gr         NA         NA           7729525         Subcontracts Under \$25,000 - Gr         NA         NA           773010         Printing         751133         Transfers Out-Printing           7731012         Zerox Copies         751133         Transfers Out-Printing           7731012         Zerox Copies         751133         Transfers Out-Printing           7731015         Typesetting         751133         Transfers Out-Printing           7731010         Typesetting         751134         Trifrs Out-Materials and Supp           7732010         Purpling Supplies         751134         Trifrs Out-Materials and Supp           7732020         Electrical Supplies         751134         Trifrs Out-Materials and Supp           7732030         Alantenance Supplies         751134         Trifrs Out-Materia		·		i e	
772303         NRA Foreign Source         NA         NA           772400         Professional Service-Lobbying         NA         NA           772401         Cinical Services         NA         NA           772899         Contra Expense-Construct Projal         NA         NA           772899         Contra Expense-Construct Projal         NA         NA           772952         Subcontracts Under \$25,000 - G         NA         NA           773101         Printing         751133         Transfers Out - Printing           7731010         Printing         751133         Transfers Out - Printing           7731010         Vicineting Services         751133         Transfers Out - Printing           7731010         Typicating         751133         Transfers Out - Printing           7731010         Typicating         751134         Trif's Out - Materials and Supp           7732010         Capentry Supplies         751134         Trif's Out - Materials and Supp           7732020         Lepectrical Supplies         751134         Trif's Out - Materials and Supp           7732030         Juniorial Supplies         751134         Trif's Out - Materials and Supp           7732040         Paint Supplies         751134         Trif's Out - Materia		Other Advertising		Transfers Out - Advertising	
7772400         Professional Service- Lobbying         NA         NA           7722898         Contra Expense-Construct Projils         NA         NA           772898         Contra Expense-Construct Projils         NA         NA           772899         Contra Expense-Construct Projils         NA         NA           772991         Subcontracts Under \$25,000 - Gr         NA         NA           7773010         Printing         Transfers Out-Printing           7731010         Printing         Transfers Out-Printing           7731010         Xerox Copies         751133         Transfers Out-Printing           7731010         Printing         751133         Transfers Out-Printing           7731010         Printing         751134         Transfers Out-Printing           7731010         Printing         751134         Transfers Out-Printing           7731010         Printing         751134         Trins Out- Materials and Supp           7732020         Electrical Supplies         751134         Trins Out- Materials and Supp           7732040         Palk Supplies         751134         Trins Out- Materials and Supp           7732050         Trins Supplies         751134         Trins Out- Materials and Supp           773206	772205		751132	Transfers Out - Advertising	
772401         Clinical Services         NA         NA           772898         Contra Expense-Construct Projid         NA         NA           772899         Contra Expense-Construct Project Exp         NA         NA           772925         Subcontracts Under \$25,000 · G         NA         NA           773101         Printing         751133         Transfers Out -Printing           773102         Varox Copies         751133         Transfers Out -Printing           773103         Duplicating Services         751133         Transfers Out -Printing           773201         Capentry Supplies         751134         Transfers Out -Printing           773201         Capentry Supplies         751134         Transfers Out -Printing           773201         Capentry Supplies         751134         Trafts Out - Materials and Supp           773202         Electrical Supplies         751134         Trifs Out - Materials and Supp           773203         Plant Supplies         751134         Trifs Out - Materials and Supp           773206         Janitorial Supplies         751134         Trifs Out - Materials and Supp           773207         Airconditioning Supplies         751134         Trifs Out - Materials and Supp           773208         Gond Supplies <td>772303</td> <td>NRA Foreign Source</td> <td>NA</td> <td>NA</td> <td></td>	772303	NRA Foreign Source	NA	NA	
772898         Contra Expense-Construct Projet         NA         NA           772895         Contra Expense-HCN Project Exp         NA         NA           772951         Subcontracts Under \$25,000 - Gr         NA         NA           7731010         Printing         751133         Transfers Out-Printing           7731010         Printing         751133         Transfers Out-Printing           773103         Duplicating Services         751133         Transfers Out-Printing           7731010         Prival         751133         Transfers Out-Printing           7731010         Prival         751134         Transfers Out-Printing           773200         Rectrical Supplies         751134         Trifs Out- Materials and Supp           773200         Peter Circal Supplies         751134         Trifs Out - Materials and Supp           7732005         Maint Supplies         751134         Trifs Out - Materials and Supp           773200         Jaint Supplies         751134         Trifs Out - Materials and Supp           773200         Jaintorial Supplies         751134         Trifs Out - Materials and Supp           773200         Jaintorial Supplies         751134         Trifs Out - Materials and Supp           773200         Jaintorial Supplies <td>772400</td> <td>Professional Service- Lobbying</td> <td></td> <td>NA</td> <td></td>	772400	Professional Service- Lobbying		NA	
772899         Contra Expense-HCN Project Exp         NA         NA           772951         Subcontracts Under 92,000 - G         NA         NA           773101         Printing         751133         Transfers Out - Printing           773102         Yex Xex Copies         751133         Transfers Out - Printing           773103         Duplicating Services         751133         Transfers Out - Printing           773104         Yex Xex Copies         751133         Transfers Out - Printing           773105         Typesetting         751133         Transfers Out - Printing           773200         Topentry Supplies         751134         Trifs Out - Materials and Supp           773200         Electrical Supplies         751134         Trifs Out - Materials and Supp           773202         Paint Supplies         751134         Trifs Out - Materials and Supp           773204         Paint Supplies         751134         Trifs Out - Materials and Supp           773205         Maintenance Supplies         751134         Trifs Out - Materials and Supp           773206         Aironditioning Supplies         751134         Trifs Out - Materials and Supp           773207         Aironditioning Supplies         751134         Trifs Out - Materials and Supp <td< td=""><td>772401</td><td>Clinical Services</td><td>NA</td><td>NA</td><td></td></td<>	772401	Clinical Services	NA	NA	
772951         Subcontracts Under \$25,000 - G         NA         NA           772952         Subcontracts Over \$25,000 - Gr         NA         NA           773101         Printing         751133         Transfers Out -Printing           773102         Verox Copies         751133         Transfers Out -Printing           773103         Duplicating Services         751133         Transfers Out -Printing           773101         Pulpicating Services         751134         Trifs Out -Printing           773201         Carpentry Supplies         751134         Trifs Out - Materials and Supp           773202         Electrical Supplies         751134         Trifs Out - Materials and Supp           773203         Plumbing Supplies         751134         Trifs Out - Materials and Supp           773204         Palm Supplies         751134         Trifs Out - Materials and Supp           773205         Maintenance Supplies         751134         Trifs Out - Materials and Supp           773206         Jantorial Supplies         751134         Trifs Out - Materials and Supp           773207         Airconditioning Supplies         751134         Trifs Out - Materials and Supp           773208         Carconditioning Supplies         751134         Trifs Out - Materials and Supp      <	772898	Contra Expense-Construct Proj?	NA	NA	
772952         Subcontracts Over \$25,000 - Gr         NA         NA           773101         Printing         751133         Transfers Out - Printing           773102         Xerox Copies         751133         Transfers Out - Printing           773103         Pupplicating Services         751133         Transfers Out - Printing           773105         Typesetting         751134         Transfers Out - Printing           773201         Carpentry Supplies         751134         Trif's Out - Materials and Supp           773202         Electrical Supplies         751134         Trif's Out - Materials and Supp           773203         Pulmbing Supplies         751134         Trif's Out - Materials and Supp           773204         Paint Supplies         751134         Trif's Out - Materials and Supp           773205         Maintenance Supplies         751134         Trif's Out - Materials and Supp           773206         Janitorial Supplies         751134         Trif's Out - Materials and Supp           773207         Airconditioning Supplies         751134         Trif's Out - Materials and Supp           773208         Found Supplies         751134         Trif's Out - Materials and Supp           773209         Lock/Keys Supplies         751134         Trif's Out - Materials and Supp	772899	Contra Expense-HCN Project Exp	NA	NA	
773101         Printing         751133         Transfers Out - Printing           773102         Xerox Copies         751133         Transfers Out - Printing           773103         Uplicating services         751133         Transfers Out - Printing           773101         Typesetting         751133         Transfers Out - Printing           773201         Carpentry Supplies         751134         Trifs Out - Materials and Supp           773202         Electrical Supplies         751134         Trifs Out - Materials and Supp           773204         Plumbing Supplies         751134         Trifs Out - Materials and Supp           773205         Maintenance Supplies         751134         Trifs Out - Materials and Supp           773206         Janitorial Supplies         751134         Trifs Out - Materials and Supp           773207         Arconditioning Supplies         751134         Trifs Out - Materials and Supp           773207         Arconditioning Supplies         751134         Trifs Out - Materials and Supp           773209         Lock/Reys Supplies         751134         Trifs Out - Materials and Supp           773210         Auto Supplies         751134         Trifs Out - Materials and Supp           773211         Building & Construction Suppli         751134         Tr	772951	Subcontracts Under \$25,000 - G	NA	NA	
773102         Xerox Copies         751133         Transfers Out -Printing           773105         Typestting         751133         Transfers Out -Printing           773105         Typestting         751134         Transfers Out -Printing           773202         Carpentry Supplies         751134         Trifs Out - Materials and Supp           773203         Plumbing Supplies         751134         Trifs Out - Materials and Supp           773204         Paint Supplies         751134         Trifs Out - Materials and Supp           773205         Plumbing Supplies         751134         Trifs Out - Materials and Supp           773206         Maintenance Supplies         751134         Trifs Out - Materials and Supp           773207         Airconditioning Supplies         751134         Trifs Out - Materials and Supp           773208         Ground Supplies         751134         Trifs Out - Materials and Supp           773209         Lock/Keys Supplies         751134         Trifs Out - Materials and Supp           773210         Lock/Keys Supplies         751134         Trifs Out - Materials and Supp           773210         Lou Supplies         751134         Trifs Out - Materials and Supp           773210         Juc Supplies         751134         Trifs Out - Materials and Supp </td <td>772952</td> <td>Subcontracts Over \$25,000 - Gr</td> <td>NA</td> <td>NA</td> <td></td>	772952	Subcontracts Over \$25,000 - Gr	NA	NA	
773103 Duplicating Services 751133 Transfers Out - Printing 773101 Typesetting 751133 Transfers Out - Printing 773101 Capentry Supplies 751134 Trif's Out - Materials and Supp 773202 Electrical Supplies 751134 Trif's Out - Materials and Supp 773203 Plumbing Supplies 751134 Trif's Out - Materials and Supp 773204 Plumbing Supplies 751134 Trif's Out - Materials and Supp 773205 Maintenance Supplies 751134 Trif's Out - Materials and Supp 773206 Janitorial Supplies 751134 Trif's Out - Materials and Supp 773206 Janitorial Supplies 751134 Trif's Out - Materials and Supp 773207 Airconditioning Supplies 751134 Trif's Out - Materials and Supp 773207 Airconditioning Supplies 751134 Trif's Out - Materials and Supp 773209 Lock/Keys Supplies 751134 Trif's Out - Materials and Supp 773209 Lock/Keys Supplies 751134 Trif's Out - Materials and Supp 773209 Lock/Keys Supplies 751134 Trif's Out - Materials and Supp 773210 Auto Supplies 751134 Trif's Out - Materials and Supp 773210 Auto Supplies 751134 Trif's Out - Materials and Supp 773210 Duplicating Supplies 751134 Trif's Out - Materials and Supp 773210 Duplicating Supplies 751134 Trif's Out - Materials and Supp 773300 Lock/Keys Supplies 751134 Trif's Out - Materials and Supp 773300 Lock/Keys Supplies 751134 Trif's Out - Materials and Supp 773300 Lock Supplies 751134 Trif's Out - Materials and Supp 773300 Lock Supplies 751134 Trif's Out - Materials and Supp 773300 Lock Supplies 751134 Trif's Out - Materials and Supp 773300 Lock Supplies 751134 Trif's Out - Materials and Supp 773400 Software Lucense Resale 751134 Trif's Out - Materials and Supp 773400 Software Lucense Resale 751134 Trif's Out - Materials and Supp 773400 Software Lucense Resale 751134 Trif's Out - Materials and Supp 773400 Software Lucense Resale 751134 Trif's Out - Materials and Supp 773400 Lock Moterials Supplies 751134 Trif's Out - Materials and Supp 773400 Lock Moterials Supplies 751134 Trif's Out - Materials and Supp 773400 Lock Moterials Supplies 751134 Trif's Out - Materials and Supp 773400 Lock Supplies 751134	773101	Printing	751133	Transfers Out -Printing	
773105         Typesetting         751133         Transfers Out - Printing           773202         Carpentry Supplies         751134         Trif's Out - Materials and Supp           773203         Pletchrical Supplies         751134         Trif's Out - Materials and Supp           773204         Paint Supplies         751134         Trif's Out - Materials and Supp           773205         Maintenance Supplies         751134         Trif's Out - Materials and Supp           773206         Janitorial Supplies         751134         Trif's Out - Materials and Supp           773207         Airconditioning Supplies         751134         Trif's Out - Materials and Supp           773208         Ground Supplies         751134         Trif's Out - Materials and Supp           773208         Ground Supplies         751134         Trif's Out - Materials and Supp           773210         Auto Supplies         751134         Trif's Out - Materials and Supp           773211         Auto Supplies         751134         Trif's Out - Materials and Supp           773310         Office Supplies         751134         Trif's Out - Materials and Supp           773301         Office Supplies         751134         Trif's Out - Materials and Supp           773302         Duplicating Supplies         751134	773102	Xerox Copies	751133	Transfers Out -Printing	
773201         Carpentry Supplies         751134         Trfrs Out - Materials and Supp           773202         Electrical Supplies         751134         Trfrs Out - Materials and Supp           773203         Plumbing Supplies         751134         Trfrs Out - Materials and Supp           773204         Paint Supplies         751134         Trfrs Out - Materials and Supp           773205         Maintenance Supplies         751134         Trfrs Out - Materials and Supp           773206         Janitorial Supplies         751134         Trfrs Out - Materials and Supp           773207         Airconditioning Supplies         751134         Trfrs Out - Materials and Supp           773208         Ground Supplies         751134         Trfrs Out - Materials and Supp           773209         Lock/Keys Supplies         751134         Trfrs Out - Materials and Supp           773210         Auto Supplies         751134         Trfrs Out - Materials and Supp           773211         Building & Construction Suppli         751134         Trfrs Out - Materials and Supp           773320         Outlineating Supplies         751134         Trfrs Out - Materials and Supp           773301         Office Supplies         751134         Trfrs Out - Materials and Supp           773302         Duplicating Supplies	773103	Duplicating Services	751133	Transfers Out -Printing	
773201         Carpentry Supplies         751134         Trfrs Out - Materials and Supp           773202         Electrical Supplies         751134         Trfrs Out - Materials and Supp           773203         Plumbing Supplies         751134         Trfrs Out - Materials and Supp           773204         Paint Supplies         751134         Trfrs Out - Materials and Supp           773205         Maintenance Supplies         751134         Trfrs Out - Materials and Supp           773206         Janitorial Supplies         751134         Trfrs Out - Materials and Supp           773207         Airconditioning Supplies         751134         Trfrs Out - Materials and Supp           773208         Ground Supplies         751134         Trfrs Out - Materials and Supp           773209         Lock/Keys Supplies         751134         Trfrs Out - Materials and Supp           773210         Auto Supplies         751134         Trfrs Out - Materials and Supp           773211         Building & Construction Suppli         751134         Trfrs Out - Materials and Supp           773320         Outlineating Supplies         751134         Trfrs Out - Materials and Supp           773301         Office Supplies         751134         Trfrs Out - Materials and Supp           773302         Duplicating Supplies	773105	Typesetting	751133	Transfers Out -Printing	
773202         Electrical Supplies         751134         Trifrs Out - Materials and Supp           773203         Plumbing Supplies         751134         Trifrs Out - Materials and Supp           773204         Paint Supplies         751134         Trifrs Out - Materials and Supp           773205         Maintenance Supplies         751134         Trifrs Out - Materials and Supp           773207         Airconditioning Supplies         751134         Trifrs Out - Materials and Supp           773208         Ground Supplies         751134         Trifrs Out - Materials and Supp           773209         Lock/Keys Supplies         751134         Trifrs Out - Materials and Supp           773210         Lock/Keys Supplies         751134         Trifrs Out - Materials and Supp           773210         Lock/Keys Supplies         751134         Trifrs Out - Materials and Supp           773210         Mcto Supplies         751134         Trifrs Out - Materials and Supp           773210         Mcto Supplies         751134         Trifrs Out - Materials and Supp           773301         Office Supplies         751134         Trifrs Out - Materials and Supp           773302         Duplicating Supplies         751134         Trifrs Out - Materials and Supp           773303         Information Technology Supplie <td>773201</td> <td>Carpentry Supplies</td> <td></td> <td>Trfrs Out - Materials and Supp</td> <td></td>	773201	Carpentry Supplies		Trfrs Out - Materials and Supp	
773203         Plumbing Supplies         751134         Trifrs Out - Materials and Supp           773204         Paint Supplies         751134         Trifrs Out - Materials and Supp           773206         Janitorial Supplies         751134         Trifrs Out - Materials and Supp           773207         Airconditioning Supplies         751134         Trifrs Out - Materials and Supp           773208         Ground Supplies         751134         Trifrs Out - Materials and Supp           773209         Lock/Keys Supplies         751134         Trifrs Out - Materials and Supp           773210         Auto Supplies         751134         Trifrs Out - Materials and Supp           773211         Building & Construction Suppli         751134         Trifrs Out - Materials and Supp           773211         Building & Construction Suppli         751134         Trifrs Out - Materials and Supp           773301         Office Supplies         751134         Trifrs Out - Materials and Supp           773302         Duplicating Supplies         751134         Trifrs Out - Materials and Supp           773303         Information Technology Supplie         751134         Trifrs Out - Materials and Supp           773304         Computer Supplies         751134         Trifrs Out - Materials and Supp           773402	773202	· · · · ·	751134	Trfrs Out - Materials and Supp	
773204     Paint Supplies     751134     Trfrs Out - Materials and Supp       773205     Maintenance Supplies     751134     Trfrs Out - Materials and Supp       773206     Jaintorial Supplies     751134     Trfrs Out - Materials and Supp       773207     Airconditioning Supplies     751134     Trfrs Out - Materials and Supp       773208     Ground Supplies     751134     Trfrs Out - Materials and Supp       773209     Lock/Keys Supplies     751134     Trfrs Out - Materials and Supp       773210     Auto Supplies     751134     Trfrs Out - Materials and Supp       773211     Building & Construction Suppli     751134     Trfrs Out - Materials and Supp       773310     Office Supplies     751134     Trfrs Out - Materials and Supp       773301     Office Supplies     751134     Trfrs Out - Materials and Supp       773302     Duplicating Supplies     751134     Trfrs Out - Materials and Supp       773303     Information Technology Supplie     751134     Trfrs Out - Materials and Supp       773304     Computer Supplies     751134     Trfrs Out - Materials and Supp       773402     Contral Stores Supplies     751134     Trfrs Out - Materials and Supp       773401     Purchases for Resale     751134     Trfrs Out - Materials and Supp       773402     Software License Resa	-	''		''	
773205Maintenance Supplies751134Trifrs Out - Materials and Supp773206Janitorial Supplies751134Trifrs Out - Materials and Supp773207Airconditioning Supplies751134Trifrs Out - Materials and Supp773208Ground Supplies751134Trifrs Out - Materials and Supp773209Lock/Keys Supplies751134Trifrs Out - Materials and Supp773210Auto Supplies751134Trifrs Out - Materials and Supp773211Building & Construction Suppli751134Trifrs Out - Materials and Supp773210Office Supplies751134Trifrs Out - Materials and Supp773301Office Supplies751134Trifrs Out - Materials and Supp773302Duplicating Supplies751134Trifrs Out - Materials and Supp773303Information Technology Supplie751134Trifrs Out - Materials and Supp773304Computer Supplies751134Trifrs Out - Materials and Supp773401Purchases for Resale751134Trifrs Out - Materials and Supp773402Software License Resale751134Trifrs Out - Materials and Supp773501Gasoline751134Trifrs Out - Materials and Supp773502Auto Tag Expense751134Trifrs Out - Materials and Supp773503Other Motor Fuel Supplies751134Trifrs Out - Materials and Supp773604Lab Supplies751134Trifrs Out - Materials and Supp773605Educational Supplies751134Trifrs Out - Materials and Supp <t< td=""><td>-</td><td>•</td><td></td><td></td><td></td></t<>	-	•			
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773207 Airconditioning Supplies 751134 Trfrs Out - Materials and Supp 773208 Ground Supplies 751134 Trfrs Out - Materials and Supp 773209 Lock/Keys Supplies 751134 Trfrs Out - Materials and Supp 773210 Auto Supplies 751134 Trfrs Out - Materials and Supp 773210 Building & Construction Suppli 751134 Trfrs Out - Materials and Supp 773311 Building & Construction Suppli 751134 Trfrs Out - Materials and Supp 773301 Office Supplies 751134 Trfrs Out - Materials and Supp 773302 Duplicating Supplies 751134 Trfrs Out - Materials and Supp 773303 Information Technology Supplie 751134 Trfrs Out - Materials and Supp 773304 Computer Supplies 751134 Trfrs Out - Materials and Supp 773305 Central Stores Supplies 751134 Trfrs Out - Materials and Supp 773401 Purchases for Resale 751134 Trfrs Out - Materials and Supp 773402 Software License Resale 751134 Trfrs Out - Materials and Supp 773501 Gasoline 751134 Trfrs Out - Materials and Supp 773503 Other Motor Fuel Supplies 751134 Trfrs Out - Materials and Supp 773503 Other Motor Fuel Supplies 751134 Trfrs Out - Materials and Supp 773604 Auto Tag Expense 751134 Trfrs Out - Materials and Supp 773604 Auto Tag Expense 751134 Trfrs Out - Materials and Supp 773601 Educational Supplies 751134 Trfrs Out - Materials and Supp 773603 Library Supplies 751134 Trfrs Out - Materials and Supp 773604 Lab Supplies 751134 Trfrs Out - Materials and Supp 773604 Lab Supplies 751134 Trfrs Out - Materials and Supp 773604 Lab Supplies 751134 Trfrs Out - Materials and Supp 773604 Lab Supplies 751134 Trfrs Out - Materials and Supp 773604 Lab Supplies 751134 Trfrs Out - Materials and Supp 773604 Lab Supplies 751134 Trfrs Out - Materials and Supp 773605 Books - General 751134 Trfrs Out - Materials and Supp 773606 Lab Supplies Non-Chemical 751134 Trfrs Out - Materials and Supp 773607 Lab Supplies 751134 Trfrs Out - Materials and Supp 773607 Lab Supplies 751134 Trfrs Out - Materials and Supp 773609 Athletic Supplies 751134 Trfrs Out - Materials and Supp 773600 Athletic Supplies 751134 Trfrs Out - Materials and Supp	-	''			
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	773905	Medical Supplies	751134	Trfrs Out - Materials and Supp	

Account	Account Description	DSO Account	DSO Account Description	Comments
773906	Other Materials and Supplies	751134	Trfrs Out - Materials and Supp	
773907	Pool and Aquatic Supplies	751134	Trfrs Out - Materials and Supp	
773908	Chemical Hazardous	751134	Trfrs Out - Materials and Supp	
773910	Pharmaceuticals	751134	Trfrs Out - Materials and Supp	



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Date:	03/28/2019			SUPPLIER DATA			
	FIU Foundation	Supplier ID:	000005134  FLORIDA INTERNATIONAL UNIVERSITY  11200 SW 8TH ST MIAMI, FL 33199  Select				
Department.	1 10 Touridation	Supplier Name:					
		Address:					
		Invoice Prefix:					
		Invoice #:	Foundation002	Supplier Inv. Date:	MM/DD/YYYY		
			pice number will be automatical ment issued invoice (i.e. Public	Ily assigned if you select a "prefix". Oth	erwise, please include the invoice numb		

FINANCIAL DATA FOUNDATION DATA 7020010 Project SpeedType: GL Account Number: 751124 Transfers Out -Ca Roary's Operations Project Name: Activity (if any): Fund: 900 Amount: 46.98 7020010 Project SpeedType: GL Account Number: 751124 Transfers Out -Ca Roary's Operations Project Name: Activity (if any): Fund: 900 Amount: 170.69 7020010 Project SpeedType: GL Account Number: 751121 Transfers Out -Re Roary's Operations Project Name: Activity (if any): 900 50.00 Fund: Amount: 7020010 Project SpeedType: GL Account Number: 751131 Trfrs Out - Parking Roary's Operations Project Name: Activity (if any): Fund: 900 Amount: 25.00 Add Row Delete Row UNIVERSITY DATA Activity SpeedType: 1234567891 GL Account Number: 683990 Roary's Fund 604 Activity Name: Amount: 292.67 Add Row Delete Row

#### GRAND TOTAL:\$292.67

#### DESCRIPTION AND BUSINESS PURPOSE

Expense reimbursement request related to events that took place during the month of February 2019. Events were held on 2/26/19 and 2/28/18. Please refer to trandata report for complete business purpose and also copies of the event flyer/announcement, list of attendees and expense receipts for each event.

Attachments:

I : Event Notice/Agenda : Original, Detailed Meal/payment Receipts : List of Attendees : Trandata/Payroll detail report(s)

Special Instructions:

I : Pickup
Unless otherwise specified, all paper checks will be mailed directly to the Supplier. To provide wire payment or other special circumstances, select the appropriate box above.

#### **APPROVALS**

Authorized Signer Certification: I certify that the goods and services have been received and that disbursements meet donor's intent.

	PID	Name	Date	Phone
Initiator	1415468	Jacqueline Gonzalez	03/28/2019	(305) 348-2359
VP Or Designee:	Select	▼		
	Bosson for VD sign	natural Chausa attandanca Cifts avar policy limits		

Reason for VP signature: Spouse attendance, Gifts over policy limits

Department ID Account #	FIU02 GL ACCOUNT	Descr	Transaction Amount	Vendor ID	REF BUSINESS PURPOSE	Vendor Name		AR/ ProCard/G L Hdr Ref		Journal Date	Journal Line Descr	Fund Pro	gram Site		Budget Period	Activity Nbr ID	Name	Merchant
123456789 711601	751124	. Catering	46.98	0000030402	Staff meeting lunch held at the Faculty Club on 27,26/19 to discuss updates on internal procedures and university updates. Please refer to complete list of attendees on next two pages. Food provided during the new student welcome event on 2/28/2018 to discuss financial aid and registration issues, 150 people in attendance.	JP MORGAN CHASE COMMERICAL CARD SERVICES	CCFEBSTMT20180228_0000156	00653439	AP00985448	3/21/2018	Faculty & staff for faculty assembly De	604 46	01	9	2018	1234567891 12345	57 Roary	ARAMARK FIU CATERING
123456789 711601	751124	Catering	170.69	0000030402	B Rental of microphone for student welcome event on 2/28/18	JP MORGAN CHASE COMMERICAL CARD SERVICES	CCFEBSTMT20180228_0000156	00653439	AP00985448	3/21/2018	Catering for Roary's meeting	604 46	01	9	2018	1234567891 12345	57 Roary	ARAMARK SUBWAY MMC
123456789 711401	1 751121	L Rental of Equipment	50.00	0000030402	Parking permits for external guests attending the student welcome event on 2/28/18	JP MORGAN CHASE COMMERICAL CARD SERVICES	CCFEBSTMT20180228_0000156	00653439	AP00985448	3/21/2018	Catering for Roary's meeting	604 46	01	9	2018	1234567891 12345	57 Roary	ARAMARK SUBWAY MMC
123456789 772131	1 75113:	Parking Permits TOTAL:	25.00 <b>292.67</b>	0000030402	В	JP MORGAN CHASE COMMERICAL CARD SERVICES	CCFEBSTMT20180228_0000156	00653439	AP00985448	3/21/2018	Catering for Roary's meeting	604 46	01	9	2018	1234567891 12345	57 Roary	ARAMARK SUBWAY MMC

## **EVENT FLYER**

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	Name	Affiliation
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<sup>\*\*</sup>If fewer than 25 people attended the event, provide a roster of attendees and their affiliations. If more than 25 people attended, please provide a statement indicating the total number of attendees and their general classifications (e.g. students, donors, researchers, faculty, staff, etc.).

Δ

	Name	Affiliation	
	There were over 150 guests	in attendance. Event was ope	n to the university community
1	and included students, facult	ty and staff.	
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<sup>\*\*</sup>If fewer than 25 people attended the event, provide a roster of attendees and their affiliations. If more than 25 people attended, please provide a statement indicating the total number of attendees and their general classifications (e.g. students, donors, researchers, faculty, staff, etc.).

В

**CATERING** 

В

**RENTAL OF MICROPHONE** 

В

**PARKING PERMITS** 



03/28/2019

Department: FIU Foundation

Date:

Attachments:

RANSFER TO FIU					
	SUPPLIER DATA				
Supplier ID: 0000005134					
Name: FLORIDA INTERNATIONAL UNIVERSITY					
11200 SW 8TH ST MIAMI, FL 33199					
Select					
Foundation003	Supplier Inv. Date:	MM/DD/YYYY			
	0000005134  FLORIDA INTERNATIO 11200 SW 8TH ST MI	SUPPLIER DATA  0000005134  FLORIDA INTERNATIONAL UNIVERSITY  11200 SW 8TH ST MIAMI, FL 33199  Select			

FINANCIAL DATA								
		FOUNDATION DATA						
Project SpeedType:	7020010	GL Account Number:	751105 Transfers Out -Air					
Project Name:	Roary's Operations	Activity (if any):	▼					
Fund:	900	Amount:	138.98					
Project SpeedType:	7020010	GL Account Number:	751105 Transfers Out -Air					
Project Name:	Roary's Operations	Activity (if any):	•					
Fund:	900	Amount:	50.29					
Project SpeedType:	7020010	GL Account Number:	751103 Transfers Out -Pe					
Project Name:	Roary's Operations	Activity (if any):	▼					
Fund:	900	Amount:	108.00					
Add Row Delete Row								
		UNIVERSITY DATA						
Activity SpeedType:	1234567891	GL Account Number:	683990 ▼					
Activity Name:	Roary's Fund 604	Amount:	297.27					
Add Row Delete Row								

**GRAND TOTAL: \$297.27** 

#### **DESCRIPTION AND BUSINESS PURPOSE**

Expense reimbursement request for Roary's travel related expenses for expense report #123456 and TA #123456. Roary attended a conference in Tampa, FL for professional development purposes from 7/10/17 to 7/13/17. Attached please find copy of TA, Expense report and corresponding receipts for this travel. Business Purpose: ☐ : List of Attendees ☐ : Trandata/Payroll detail report(s) ☐ : Event Notice/Agenda ☐ : Original, Detailed Meal/payment Receipts Special Instructions: 

: Pickup

Unless otherwise specified, all paper checks will be mailed directly to the Supplier. To provide wire payment or other special circumstances, select the appropriate box above.

#### **APPROVALS**

Authorized Signer Certification: I certify that the goods and services have been received and that disbursements meet donor's intent.

	P	ID	Name		Date	Phone	
Initiator	141546	68	Jacqueline Gonzalez		03/28/2019	(305) 348-2359	
VP Or Designee:	Select			▼			
	Reason for	r VP signati	ure: Spouse attendance, Gifts over	policy limits			
	Send Back:	Select.	. ▼	Reason:			
				Send Back			

Departmen	ID Account#	FIU02 GL ACCOUNT		Transaction Amount	Vendor ID	REF	BUSINESS PURPOSE	Vendor Name		AR/ ProCard/G L Hdr Ref		Journal Date	Journal Line Descr	Fund Progra		Account ing Period	Budget Period	Activity Nbr	ID Name	Merchant
							Roary attended a conference in Tampa, FL for professional development purposes from 7/10/17 to 7/13/17. \$138.98 represent													
231001000	711213	751105	Airfare - In State	138.98	0000030402	Α .	airfare charges. Refer to TA #123456.	JP MORGAN CHASE COMMERICAL CARD SERVICES	CCFEBSTMT20180228_0000138	00123456	AP00985448	3/21/2018	TA123456   ROARY   FICC Airf	604 46	01	9	2018	1234567891	1234567 Roary	SILVER AIR
231001000	711213	751105	Airfare - In State	50.29	0000030402	В	Airfare charges. Refer to TA #123456.	JP MORGAN CHASE COMMERICAL CARD SERVICES	CCFEBSTMT20180228_0000138	00123456	AP00985448	3/21/2018	TA123456 ROARY FICC Airf	604 46	01	9	2018	1234567891	1234567 Roary	SPIRIT AIRL
231001000	711211	751103	Per Diem - In State	108.00	0000030402		Perdiem charges for Roary's trip to Tampa, FL. Refer to TA #123456.	JP MORGAN CHASE COMMERICAL CARD SERVICES	CCFEBSTMT20180228 0000138	00123456	AP00985448	3/21/2018	TA123456   ROARY   FICC Lodg	604 46	01	٥	2018	1234567891	1234567 Roary	EMBASSY SUITES TAMPA
131001000	711111		TOTAL:	297.27	0000030402		rampa, res secret to 14 size5450s	ar mondare criede commentore onto services	CC1 EB31W11E0100EE0_0000130	00123430	74 00303440	3/11/1010	TALES-SO THOMAT THE CLOUD	004 40	01	,	1010	1254507051	1234307 Modify	EMBASSI SOITES IANNIA

### **COPY OF TRAVEL AUTHORIZATION**

Make sure that the TA shows the "Benefit to FIU or Project Field"

# COPY OF EXPENSE REPORT COVER PAGE

Remember to reference the expenses listed on the expense report cover page to each corresponding receipt.

# COPY OF CONFERENCE AGENDA/ TRAVEL ITINERARY

Δ

AIRFARE - Include detailed receipt showing type of airline ticket purchased.

В

AIRFARE - Include detailed receipt showing type of airline ticket purchased.

PERDIEM - Include how the perdiem total amount was calculated per day.

Per Diem Breakdown:		B=\$6.00, L=\$11.00, D=\$19.00		
Date		Meals	Am	nount
	7/10/2019	B, L, D	\$	36.00
	7/11/2019	B, L, D	\$	36.00
	7/12/2019	B, L, D	\$	36.00
	7/13/2019	Meals provided	\$	-
		Total:	\$	108.00

C