

TIP OF THE MONTH - SEPTEMBER 2011

Subcodes indicate the type of goods and services provided by the merchant. Each subcode represents a particular part of the grant budget. It is important that expenditures are charged to the correct subcode so the grant financial reports show exactly where the grant funds were expended. Close attention should be given to allocate the expense to the correct subcode.

Food and Refreshments:

- 8611 – Light refreshments for meetings, conferences, and training **sponsored by the grant**
- 8612 – Meals for meetings, conferences and training **sponsored by the grant**

Exhibit Booth rental and Meeting Room rental - 4771

Equipment:

- Cost Greater than \$5,000 and Purchased with **Federal Grant** monies – Subcodes 4230 – 4259
- Cost Greater than \$5,000 and Purchased with **Non-Federal Grant** monies – Use 4200 – 4229
- Do not use subcodes 3950-3980
- Laptops, Ipods, Electronic Devices
 - 4001 if cost is greater than \$500.
 - 3952 if cost is less than \$500.

Shipping / Freight should be coded as part of the expense of the item purchased.

In-state Registration:

- 5130 if the employee is in Travel Status and the registration was **paid by the employee**.
- 5520 is used for In-state Registrations that are **paid directly by OSU**.

Laboratory Services:

- 8031 if medical professional is rendering an opinion
- 8033 diagnostic lab testing only

Please contact Tamyra Fancher at 918-561-1405 for assistance and/or questions.

See the Grants & Contracts webpage for tips:

Closing Grant Accounts
P-Card Audits
Records Retention
Retroactive Cost Transfers