

Commonly Used Spend Categories with Definitions

Spend Category	ID	Definition
Advertising-Employment	SC1206	Advertising for open employment positions; used by HR and faculty recruiting.
Advertising-Programs	SC1207	Advertising of College programs, events, services, etc.
Athletics Gear (Clothing)	SC1362	Clothing and other gear purchased for athletes and coaches.
Athletics Minor Equipment	SC1363	Equipment purchased for athletics to be used in practice or gameplay; i.e. golf clubs, balls, etc.
Awards	SC1334	Academic and miscellaneous awards paid to individuals.
Building Improvements	SC1247	Expenditures for building improvements that will not be capitalized (<\$25,000 threshold)
Business Activities	SC1234	Expenditures for food and beverages for on-campus meetings or meals, lodging and entry fees for off-campus business (i.e. meetings, public relations events, academic or athletic events, etc.)
Class Supplies	SC1184	Supplies used in the classroom for teaching.
Cleaning Supplies	SC1192	Tools, solutions, and other products used for cleaning campus buildings and equipment.
Computer Hardware	SC1243	Computer equipment like monitors, keyboards, printers, cables, modems, etc.
Computer Software	SC1244	Expenditures for computer programs and software, including software license fees, that are installed on campus servers.
Consulting Fees	SC1277	Fees paid to an outside vendor for consulting services.
Conventions and Conferences	SC1230	Registration fees paid to attend conferences.
Copier/Printer/Fax Supplies	SC1191	Paper, toner, and other supplies needed to maintain copier, printer, and fax operations.
Costumes	SC1265	Clothing and accessories purchased for actors to wear for plays and other performances
Credit Card Operations	SC1204	Fees charged by a vendor for paying by credit card or charges for taking payments by credit card.
Dinnerware	SC1271	Dishes and utensils to be used in food service.
E-Books	SC1263	Expenditures by the library for books available electronically.
Electrical	SC1288	Expenditures for maintenance of campus wiring and electrical systems.

Entertainment	SC1236	Expenditures primarily for entertainment, including meals, dances, benefits, retreats, etc.
Equipment and Furnishings	SC1242	Expenditures for new or used equipment, furniture, and vehicles.
Equipment Rental	SC1218	Expenditures for short-term rental of equipment, such as motor vehicles, boats, compressors, etc.
Equipment Repair and Maintenance	SC1245	Expenditures for repair and maintenance of equipment, including the cost of major parts necessary for repair and maintenance of equipment.
Facilities Service Contracts	SC1246	Maintenance contracts or service agreements for campus buildings and grounds equipment.
Fax	SC1203	Charges for fax services.
Fire Safety Supplies	SC1194	Supplies for fire prevention and mitigation, i.e. fire extinguishers.
Food Purchases	SC1180	Food items purchased for resale only, including auxiliary food service and concessions activity.
Fuel	SC1284	Charges for campus gas/heat utilities.
Gasoline	SC1240	Gasoline purchased to fuel an SNC-owned vehicle. Primarily used by Campus Safety and Facilities.
General Other Expenses	SC1301	Use only if the expense does not better fit another category. Should not be used regularly.
Grounds	SC1290	Expenditures for maintenance of campus grounds.
Guest Room Supplies	SC1190	Supplies for guest rooms; primarily used by Kress Inn.
Health Care Supplies	SC1186	First aid kits and other supplies for health care.
Honorariums	SC1274	Expenditures for stipends or gratuities given to an individual for a special service rendered or honor received. Honorariums are considered compensation by the IRS and are subject to payroll taxes.
Hospitality	SC1235	Expenditures for meals, lodging, and travel for incoming guest speakers, prospective employees, and other guests to SNC.
Hosted Services	SC1199	Fees for software, systems, and services that are hosted externally or are considered Software as a Service (SaaS)
Lab Supplies	SC1185	Supplies used in the laboratory for sciences and other courses.
Laundry	SC1273	Payment for outside laundry service, primarily used by the Kress Inn.
Legal Fees	SC1275	Fees paid to attorneys and required government fees.

Library Books	SC1255	Expenditures for books that will be available in the campus library only. Departments purchasing books for other purposes should use Office Books.
Library Databases	SC1261	Licenses for access to library databases, defined as an electronic index of published resources and information.
Library Periodicals	SC1257	Licenses to individual journal titles as well as subscriptions to online newspapers, magazines, and other periodicals that are available in the library.
Lighting	SC1269	Expenditures for supplies and equipment needed to provide lighting for plays and other performances.
Lights and Power	SC1285	Charges for campus electrical utilities.
Liquor Purchases	SC1182	Liquor purchased for resale only by auxiliary services
Maintenance Supplies	SC1187	Supplies used for maintaining campus buildings and equipment.
Management Fees	SC1278	Fees paid to financial managers of investment portfolios
Mechanical	SC1286	Expenditures for maintaining campus mechanical systems.
Media/Streaming	SC1264	Licenses for streaming media as well as subscriptions to streaming media databases that are available in the Library.
Memberships	SC1197	Expenditures for membership fees and all costs related to membership in an organization.
Office Supplies	SC1183	Expenditures for basic office supplies, such as pens, pencils, staples, calendars, notebooks, etc.
Other Professional Fees	SC1282	Expenditures for professional services provided by an outside vendor that do not fit into the other fee categories (Management, Medical, Legal, Consulting, Performance, etc.)
Other Supplies	SC1196	Purchases of items with limited use that do not fit into the other supply categories.
Paint Supplies	SC1193	Purchases of paint, primarily used by Facilities.
Paper Products	SC1272	Expenditures for basic paper products in campus buildings, including paper towel, toilet paper, tissue, etc.
Participant Costs	SC1328	Costs for participation in events, projects, or programs, such as registration fees.
Performance Fees	SC1279	Fees paid to performing artists, guest lecturers, etc. or their agents.
Plumbing	SC1289	Expenditures for maintenance of campus plumbing systems.
Postage	SC1201	Payments for stamps, metered postage, rental of postage meters, and other shipping charges.

Printing/Duplicating	SC1200	Expenditures for copier charges and the cost of printing materials and forms.
Prizes/Raffle Winnings	SC1333	Amounts paid to individuals for prizes or raffle winnings.
Professional Development	SC1281	Expenditures for education,, training, or skill development engaged in for career progression.
Professional Fees - Medical	SC1335	Fees paid to an outside vendor for medical services.
Promotion	SC1208	Expenditures for promotional services or items purchased to be given away for promotion.
Recruiting	SC1238	Expenses related to student recruiting.
Royalty	SC1270	Payments for the right to use intellectual property, such as plays, music, etc.
Service Contracts	SC1544	Maintenance contracts or service agreements for technology hardware and other equipment not related to buildings and grounds
Sets/Props	SC1268	Expenditures for set design and props needed for plays and other performances.
Sound	SC1267	Expenditures for supplies and equipment needed to provide sound for plays and other performances.
Special Events Supplies	SC1189	Supplies for a department-sponsored special event that is not part of normal operations.
Subscriptions	SC1198	Expenditures for limited-time access to services, software, or other materials where ownership remains with the vendor. Charged on a recurring basis.
Supplies Rental	SC1219	Expenditures for rental of light materials, such as tools, dinnerware, etc.
Telephone	SC1202	Charges for landline or mobile telephone services.
Travel	SC1231	All expenditures for conference-related travel, including airfare, baggage, car rental, fuel for the rental car, hotel, parking, taxi/Uber/Lyft rides, and tolls.
Uniforms	SC1291	Expenditures for employee uniforms and other work-required apparel
Universal Waste Recycling	SC1293	Expenditures for waste and recycling services for use by facilities.
Water	SC1283	Charges for campus water utilities.

Commonly Used Spend Categories with Rollups

Spend Category	ID	Attached Ledger Account
Advertising-Employment	SC1206	710160:Advertising
Advertising-Programs	SC1207	710160:Advertising
Athletics Gear (Clothing)	SC1362	710000:Supplies
Athletics Minor Equipment	SC1363	710000:Supplies
Awards	SC1334	710760:Professional Fees
Building Improvements	SC1247	710520:Building & Grounds
Business Activities	SC1234	710280:Conventions/Travel/Prof Activities
Class Supplies	SC1184	710000:Supplies
Cleaning Supplies	SC1192	710000:Supplies
Computer Hardware	SC1243	710500:Equipment and Furnishings
Computer Software	SC1244	710500:Equipment and Furnishings
Consulting Fees	SC1277	710760:Professional Fees
Conventions and Conferences	SC1230	710280:Conventions/Travel/Prof Activities
Copier/Printer/Fax Supplies	SC1191	710000:Supplies
Costumes	SC1265	710660:Performances
Credit Card Operations	SC1204	710140:Bank Fees
Dinnerware	SC1271	710000:Supplies
E-Books	SC1263	710640:Library
Electrical	SC1288	710520:Building & Grounds
Entertainment	SC1236	710300:Hospitality/Entertainment
Equipment and Furnishings	SC1242	710500:Equipment and Furnishings
Equipment Rental	SC1218	710220:Rentals
Equipment Repair and Maintenance	SC1245	710520:Building & Grounds
Facilities Service Contracts	SC1246	710520:Building & Grounds
Fax	SC1203	710120:Telephone
Fire Safety Supplies	SC1194	710000:Supplies
Food Purchases	SC1180	700000:Cost of Sales
Fuel	SC1284	710780: Utilities
Gasoline	SC1240	710280:Conventions/Travel/Prof Activities
General Other Expenses	SC1301	710990:Other Expenses
Grounds	SC1290	710520:Building & Grounds
Guest Room Supplies	SC1190	710000:Supplies

Health Care Supplies	SC1186	710000:Supplies
Honorariums	SC1274	710760:Professional Fees
Hospitality	SC1235	710300:Hospitality/Entertainment
Hosted Services	SC1199	710050:Dues & Subscriptions
Lab Supplies	SC1185	710000:Supplies
Laundry	SC1273	710760:Professional Fees
Legal Fees	SC1275	710760:Professional Fees
Library Books	SC1255	710640:Library
Library Databases	SC1261	710640:Library
Library Periodicals	SC1257	710640:Library
Lighting	SC1269	710660:Performances
Lights and Power	SC1285	710780: Utilities
Liquor Purchases	SC1182	700000:Cost of Sales
Maintenance Supplies	SC1187	710000:Supplies
Management Fees	SC1278	710760:Professional Fees
Mechanical	SC1286	710520:Building & Grounds
Media/Streaming	SC1264	710640:Library
Memberships	SC1197	710050:Dues & Subscriptions
Office Supplies	SC1183	710000:Supplies
Other Professional Fees	SC1282	710760:Professional Fees
Other Supplies	SC1196	710000:Supplies
Paint Supplies	SC1193	710000:Supplies
Paper Products	SC1272	710000:Supplies
Participant Costs	SC1328	710320:Participant Costs
Performance Fees	SC1279	710760:Professional Fees
Plumbing	SC1289	710520:Building & Grounds
Postage	SC1201	710100:Postage
Printing/Duplicating	SC1200	710080: Printing/Duplicating
Prizes/Raffle Winnings	SC1333	710760:Professional Fees
Professional Development	SC1281	710760:Professional Fees
Professional Fees - Medical	SC1335	710760:Professional Fees
Promotion	SC1208	710160:Advertising
Recruiting	SC1238	710280:Conventions/Travel/Prof Activities
Royalty	SC1270	710660:Performances
Service Contracts	SC1544	710050:Dues & Subscriptions
Sets/Props	SC1268	710660:Performances

Sound	SC1267	710660:Performances
Special Events Supplies	SC1189	710000:Supplies
Subscriptions	SC1198	710050:Dues & Subscriptions
Supplies Rental	SC1219	710220:Rentals
Telephone	SC1202	710120:Telephone
Travel	SC1231	710280:Conventions/Travel/Prof Activities
Uniforms	SC1291	710000:Supplies
Universal Waste Recycling	SC1293	710520:Building & Grounds
Water	SC1283	710780: Utilities