THE IMPORTANCE OF EDITING

ACCOUNT CODES

IN PANTHERMART

Account Codes are tied to Category Codes, in PantherMart. In most cases, the Account Code “must” be edited/updated to reflect the correct Account Code.

The following is a listing of some frequently used account codes, and how they are used.

640100  **Employee Travel**  
Used in conjunction with the Travel Expense Statement

640500  **Employee Mileage**  
Used in conjunction with the Travel Expense Statement

650100  **Student Travel**  
Used in conjunction with the Travel Expense Statement

650500  **Student Mileage**  
Used in conjunction with the Travel Expense Statement

714119  **Food**  
Account code may be 783110 if project related, or 727142 if associated with the Summary - Meals for Employee (and Non-Employee) Food Policy

715102  **Repair and Maintenance**  
Review an invoice carefully. If supplies are ordered, and there is a separate charge for repair and maintenance, **split the charges** between supplies, and repair/maintenance.

727101  **Registration Fees**  
Requests for Payment/Reimbursement to be submitted on Payment Request Form (or PO if $25,000 or more)

727102  **Memberships & Dues**  
Requests for Payment/Reimbursement to be submitted on Payment Request Form (or PO if $25,000 or more)

727119  **Parking**

727131  **Relocation and Moving Expense**  
(Note: Do not scan these documents into PantherMart)
Conference Expense
(Do not code non-employee expense reimbursement here)

Other Non-Employee Expense
Payment to a 3rd Party or payment on behalf of a non-employee. This includes transportation and hotel expense for a non-employee.

Photocopy Charges

Direct Payment for Personal Services
(Generally, services “not” identified on the CIPC Form)

Direct Payment for Personal Services
(Generally, services identified on the CIPC Form)

Honorarium
Speaker Fees Only (See 751115 for Lecturer, etc.)
(CIPC Form Required)

Direct Reimbursement to a non-employee
(Non-employee expense reimbursement)

Contracts

Telecommunications – Cellular

Telecommunications – Data

Scholarship
(Please note - Pre-approval from Fin. Aid is required)

Fellowship
(Please note - Pre-approval from Fin. Aid is required)

Stipend
DO NOT CODE EXPENDITURES TO 783100 until discussed (in advance) with Disbursements

Project Participant Support
Reimb & Expense

Project Participant Support-Services

Salary Expense
(Employee Compensation Between Institutions Form is Required)

Disbursements  - 02/15/2013