720 MAINTENANCE
7260 Furniture & Equipment Maintenance
Repairs to furniture and equipment. This relates to office equipment and portable Equipment (e.g. lawnmowers, compressors, etc.; does not include Blinn vehicles or computer equipment).

7262 Gas
Gas and diesel fuel used in Blinn cars, trucks, and equipment.

7267 Computer Equipment Maintenance
Repairs and parts for computers, printers and scanners (does not include repairs to fax machines - see object 7260).

7304 Vehicle Maintenance.
Any repairs including lube & oil to maintain vehicles (includes tires, car wash, etc.)

725 BUILDING MAINTENANCE
7266 Facility Maintenance
Any costs related to maintaining a building; includes labor and materials.

7523 Grounds
Any parts for sprinklers, landscaping, plants, or any other supplies needed for grounds including parking lots.

7526 Waste Disposal
Dumpster fees, paper shredding, chemical waste, grounds waste and grease disposal.

7577 Safety Compliance
Maintenance Dept. expenditures for safety compliance (e.g. emergency exit lights, etc.)

7993 Fire, Health, & Sanitation Inspections
Fire extinguisher inspections and any other expenses involved with health and sanitation.
Includes all inspections (e.g. Boilers, generators, smoke removal testing, back flows, fire pump, fire extinguishers, elevators, vent hoods, sprinklers fire alarms, underground storage tanks).

730 TRAINING/TRAVEL
7100 Travel & Conferences
Expenses incurred for registration, lodging, mileage, and meals related to professional development and conference travel. This includes airfare, baggage, parking, bus rental, and/or van rental.

7101 Meeting Expenses
Food for any division and/or staff meetings, training workshops, group presentations and guest meals. Does not include meeting materials.

7103 Intercampus and Off Campus Travel
Any approved travel between campuses for meetings, off campus teaching, clinical visits, or other functions related to the individual.

7104 Student Travel
All transportation, lodging, meals, registration related to any student travel. (Includes athletic teams and band game trips).

7113 Recruiting
Travel expenses incurred for academic and athletic recruiting. (This excludes any expenditures for recruiting materials and printing costs).

7118 Professional Development
Expenditures for faculty professional development approved by the Professional Development Committee.

7201 Membership Dues
Any dues for membership to any organization that an employee or group acts on behalf of Blinn College (e.g. TACCBO, etc.).

7213 Training Expenses
Expenses for materials and lecturers for any training. (Mainly used by Human Resources and includes campus wide training such as the semi-annual van training, etc.).
OBJECT CODES WITH DESCRIPTIONS
WITHIN FINANCIAL STATEMENT CODE
FOR FUNDS 10, 15, 16

7980  Convocations & Public Lectures
      Band & Choir traveling to public appearances, **other than games**, Performances at the W.W. O'Donnell
      Center, etc.

735  SERVICES

7005  Contract Personnel Services.
      Personnel services provided by a temporary agency.

7222  Software License Fee (less than $5,000)
      Expenditures (up to $5,000) for any software license fee, including the license and maintenance.

7223  Student License Fee
      Student lease fees for students taking VCT courses. (Used by Distance Learning.)

7224  Broadcasting Cost Fee
      Expenditure to KAMU for telecourses broadcast. (Used by Distance Learning.)

7240  Consultant Service
      Services provided by a consultant performing a service to Blinn College.

7246  Legal Services
      Legal services provided for Blinn College.

7248  Athletic Medical Services
      All athletic medical services including tests, exams, treatment, and medication (does not include athletic insurance
      premiums).

7252  Brenham State School Contract
      Used by Workforce Ed.

7253  Other Professional Services
      Medical advisors used for EMT program and others that help develop and coordinate curriculum. (Workforce Ed.).
      Auditing and accounting fees.

7254  Contract Labor
      Contract Labor other than contract personnel services

7268  Maintenance Service Contracts
      Contracts for water care treatments, monthly uniform cleaning, lawn care service, monthly elevator maintenance, pest
      control, etc.

7273  Printing Service
      All printing costs including Business Cards, Blinn Calendars, Catalogs, and Student Handbooks.

7274  University Copy Center
      Departmental copy charges, under blanket PO.

7277  Cleaning Services
      Custodial services by an outside entity.

7281  Advertising
      Advertising on television, cable television, radio, magazine, newspaper, billboard, or any other media outlet.
      (Used by Marketing and Media, Human Resources and Purchasing only.)

7299  Photographic Services
      Developing of film and services provided by a photographer.

7894  Permit/Application Fees
      Permit, Application, License fees for certification. (Used by Workforce Ed., Cafeteria, and Maintenance.)

7899  Testing & Assessment
      Expenses related to student assessment / grading of exams for Allied Health and Work Force Education.
OBJECT CODES WITH DESCRIPTIONS
WITHIN FINANCIAL STATEMENT CODE
FOR FUNDS 10, 15, 16

7978   Dormitory Programming
       Any programs or activities provided for student living within their respective residence hall/apartment.

7994   Bindery Services
       Library uses this for bindery services and repair of books.

740    CONSUMABLES

7291   Postage
       Any expenditures for mailing envelopes or packages. This includes overnight delivery - USPS, Fed-Ex, UPS and Airborne Express.

7300   Consumables
       Any expenditures for office supplies, janitorial/maintenance supplies, reference books/videos, office coffee and water, athletic/band clothing, all sports balls, bats, reeds for instruments, biology lab supplies, x-ray film, chemicals that are less than $1,000 per item.

7303   Subscriptions & Periodicals
       Any subscriptions and periodicals that are subscribed to by any department; mostly by the library.

7326   Workforce Ed Books/Supplies
       Any books or supplies needed to teach a course that is given by the Workforce Ed. Dept.

7335   Minor Equipment <$5,000
       Expenditures for items such as: computers, printers, fax machines, medical equipment, lab equipment, sport equipment (e.g. pitching machine, blocking sleds), shop equipment, maintenance equipment (i.e. weed eater, small lawn mower), hand tools and power tools, etc.

7382   Books & Materials
       Books and materials for Library purchases.

7393   Merchandise for resale
       Merchandise purchases for vending machines and the Schulenburg & Sealy bookstore purchases. Includes coin operated copiers.

7394   Cafeteria Food Supplies
       Food purchased by the Blinn College Cafeteria and The Cove, Schulenburg and Bryan Food Services.

7992   Blinn College signage
       Internally generated signs

7995   Records, Tapes, Films, and Videos
       Any video, tape, film, or record purchased by the Library.

750    UTILITIES

7500   Utilities
       Electricity, Gas, Water, Sewer, Sanitation, Cable/Internet access for Residence Hall, Apartment, Student Centers and Street Lights.

752    TELEPHONE

7516   Telephone Service
       All expenditures related to phone service.

7518   Telecommunications-Data
       Academic Technology Data Telecommunications expense.

753    PROPERTY/ LIABILITY INSURANCE

7204   Vehicle Insurance

7205   Property Insurance
       Includes crime/property and theft

7206   Boiler Insurance

7207   Athletic Insurance

Revised 1/25/11
Budget Dept.
OBJECT CODES WITH DESCRIPTIONS
WITHIN FINANCIAL STATEMENT CODE
FOR FUNDS 10, 15, 16

7208  Student/Clinical Medical
       Nursing, dental, EMS and Allied Health

7216  Liability Insurance
       Educators & Professional Legal Liability and Criminal and Underground Storage tanks.

7251  Bond Insurance

760   FURNITURE

7374  Furniture less than $5,000; inventoried, not capitalized.

765   CAPITAL EQUIPMENT - CAPITALIZED EQUIPMENT

7370  Furniture and Equipment $5,000 and greater and an estimated useful life in excess of one year.

7371  Motor Vehicles

7377  Computer software greater than $5,000
       Includes software license fee and maintenance expenditures in excess of $5,000 and a useful life in excess of
       one year.

770   RENOVATIONS AND REPAIRS

7344  Major Repairs / Renovations
       Major repairs / renovations in excess of $25,000 in total. This should be used only for projects requiring
       Board approval.

772   PROPERTY

7345  Property

784   USAGE ALLOCATION

7517  Telephone Usage Allocation

7991  Vehicle Usage Allocation

790   MISCELLANEOUS

7019  Stipend / Honorarium (non-employee.)
       Stipend or Honorarium given to speakers etc. that are not Blinn Employees.

7202  Appraisal District Fee
       Fees charged by the Washington Co. Appraisal District for collecting property taxes.

7256  Lease/Rental - Equipment
       Expenditures for rental of equipment (e.g. fork lift, chairs, tables, etc.)

7406  Copy Machine Rental/Lease
       All copier rental/lease agreements/payments.

7460  Vehicle Lease
       All vehicle lease agreements/payments.

7462  Rental of Buildings
       Expenditures for rental of facilities (e.g. Sealy, Bryan Post Office, Bryan Gym, Bowling Alley, Scuba, etc.).

7463  Vehicle Rental

7530  Property Taxes
       Property taxes paid on rental property; ex: auxiliary rental property

7562  Athletics Playoffs
       Monies set aside for "prospective" athletic playoff games, bowl games, regional & state tournaments.

7568  Officiating at Athletic Events
       Used to pay officials that officiate athletic events.

7581  Collections (Star of the Republic Museum)
7982  Election Expenses

7989  Bank Service Charges & Fees
   Bank Service Charges on banks accounts, credit cards and etc.

7990  Awards
   Awards given to employees and athletes. Used by Human Resources and Athletics.

7998  Board Expense
   All expenses incurred by the Board.

7999  Other
   Any expense that does not fall in the above categories.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>7901</td>
<td>Classroom Technology Requests</td>
</tr>
<tr>
<td></td>
<td>Requests for any additional computer related items needed for the classroom. (This object is used for the budget process only)</td>
</tr>
<tr>
<td>7902</td>
<td>Office Technology Requests</td>
</tr>
<tr>
<td></td>
<td>Any additional computer related items needed for offices. (This object is used for the budget process only)</td>
</tr>
</tbody>
</table>