

# P-Card Expense Types Definition

The list below provides a summary of the different expense types that belong to the P-Card Goods and Services Expense Report and when they are used.

## Services

This is used when the transaction is for a service provided by a supplier unless the service provided can be identified in one of the D11 categorized sections.

Visit the [Authorized Service Providers](#) for a list of approved vendors.

The following account codes are available in this expense type:

- (604802) Wireless Services (Not involving reoccurring wireless service)
- (605006) Hazardous Waste (CPFM Use Only)
- (607033) Capital-Construction Other
- (613001) Contractual Service
- (613816) Equipment Rental
- (613850) Lease Expense
- (660001) Postage and Freight
- (660002) Printing
- (660003) General Services
- (660009) Specialized Training (Only use for online/webinar and on campus training)
- (660041) Space Rental
- (660042) Recruitment and Employee Relocation
- (660817) Publications/Media/Audio
- (660826) Advertising
- (660829) Facility Rental
- (660841) Faculty Recruitment-Advertising
- (660842) Faculty Recruitment-Meals
- (660843) Faculty Recruitment-Other
- (660858) Repairs and Maintenance (Non-Facility)

## Goods

This is used when purchasing a commodity or good item that does not fall into any other commodity item, for example IT Hardware or D11 categorized item. There is also no service associated with it's purchase.

The following account codes are available in this expense type:

- (608001) Library Books
- (608004) Library Periodicals
- (616005) Misc Info Tech Costs
- (619001) Equipment - Non-Instruction
- (619002) Equipment-Instructional
- (660825) General Supplies
- (660835) Furniture
- (660852) Fuels and Lubricants
- (660921) Subscription Magazines/Paper/Journals

## D11 with Services

This is used when a transaction can be associated with one of the D11 categories and involved a service to be provided by the supplier.

Visit the [Authorized Service Providers](#) for a list of approved vendors.

The following account codes are available in this expense type:

- (660002) Printing with Services
- (660041) Space Rental with Services
- (660822) Business-Related Food with Services
- (660826) Advertising with Services
- (660829) Facility Rental with Q#
- (660837) Promotional Items with Services

## D11 without Services

This is used when a transaction can be associated with one of the D11 categories but does not involve a service being provided by the supplier. For example, event attendance or business meals in a restaurant.

The following account codes are available in this expense type:

- (660090) Other Expense (D11 Gifts) - Cannot use Operating Fund
- (660822) Business-Related Food without Services
- (660836) Tables and Tickets (with D11)

## IT Software and Services

This is used when a transaction is for software including software as a service or IT related services.

The following account codes are available in this expense type:

- (616001) I/T Communications
- (616003) I/T Software
- (616802) I/T Hardware Annual Maint/Supp
- (616803) I/T Software Annual Maint/Supp

## IT Goods

This is used when a transaction is for IT Hardware and not for use with items such as cables, power plugs, keyboards, mice.

The following account codes are available in this expense type:

- (616002) I/T Hardware
- (660859) I/T Recharge

## Membership

This is used when a transaction is for a membership in a professional organization or an accreditation fee or membership used primarily for University business purpose.

The following account codes are available in this expense type:

- (660043) Accreditation Fees/Memberships
- (660801) Membership (Professional Organization)

## Accounts Payable

This is used when a transaction has been processed by Accounts Payable using their vendor payment procurement card dedicated to paying CSUF purchase orders.

The following account codes are available in this expense type:

- (201805) Accounts Payable

## Fraud

This is used when a transaction has been identified as fraud by the cardholder and it has been reported to P-Card issuing bank for fraud processing.

The following account codes are available in this expense type:

- (660999) Unreconciled

## Disallowed

This is used when a transaction is identified by the cardholder or approver as a disallowed transaction per CSU P-Card, Travel, D11 or Procurement Policy.



Reimbursement for the expense is required and proof of reimbursement must be included with the original receipt for the purchase. Go to [Accounting Services and Financial Reporting](#) for more information.

The following account codes are available in this expense type:

- (660898) Disallowed Expense

## Uncleared Collection and Liability

This is used by Telecommunications Department cardholders only. This is not to be used by any other cardholder.

The following account codes are available in this expense type:

- (250925) Telecom Only

[back to top](#)

## Need more help?



Contact Concur Support at [concur@fullerton.edu](mailto:concur@fullerton.edu).