

Reallocation Reference Guide

Code	Description	Purpose for Reallocation	Additional Information Required
4025	Subscriptions, Periodicals	HUB	
5010-5023	Utilities	HUB	
5110-5115	Telecom	HUB	
5211	Membership - Professional Org	HUB	Local Only, Check lobbyist website, cannot pay for any portion that is used for lobbyist, Name of Employee and state the purpose and benefit of the membership to the University
5212	Social Club Membership	IRS	Gift Only, Employee Name and Social Security Number in Reallocation Software
5213	Membership - Non-Professional Org	HUB	Local Only, Check lobbyist website, cannot pay for any portion that is used for lobbyist, Name of Employee and state the purpose and benefit of the membership to the University
5215	Registration - Employee Training	HUB	Full name of conference, NO abbreviations
5230	Employee License/Cert & Fees Other	HUB	
5234	Recreational Facility Fee	HUB	
5236	Tickets purchased for an event to provide entertainment	IRS	Local Only, IRS 5W's
5240	Employee Gifts	IRS	Name and Social Security Number in Reallocation Software. If it is equal to or over \$100 or a gift certificate in any amount, submit "Request for Tax Withholding Form" to FMO for approval
5241	Non-Employee Gifts	IRS	Name if less than \$600.00. Name, Social security Number (if available) and address if \$600.00 or greater.
5245	Visa Processing Fee	HUB	
5434	Lecturers-Travel Expenses	HUB	
5655	Postal Services	HUB	
5664	Contracted Services - Entertainment	HUB	
5765	Books, Film and Ref Materials	HUB	
5775	Handguns, Rifles	TAMU	\$0 - \$4,999.99 Controlled Inventory (see 3.4.2 of the Payment Card Guide)
5780	Stereo systems	TAMU	\$500.00 - \$4,999.99 Controlled Inventory (see 3.4.2 of the Payment Card Guide)
5781	Cameras, Video Cameras	TAMU	\$500.00 - \$4,999.99 Controlled Inventory (see 3.4.2 of the Payment Card Guide)
5782	TV, VCR, DVD, Camcorder	TAMU	\$500.00 - \$4,999.99 Controlled Inventory (see 3.4.2 of the Payment Card Guide)
5799	Silver Service, Tractors, Grader, Loader, Trucks, Vans, All Terrain, Golf Carts, Motorcycles, Forklift, Motor Driven Shop/Farm Equip, Boats	TAMU	\$500.00 - \$4,999.99 Controlled Inventory (see 3.4.2 of the Payment Card Guide)
5835	Rental of Reference Material	HUB	
5860-5861	Rent Office Bldg (Offsite/Onsite)	HUB	
5864-5870	Rent Other (Offsite/Onsite)	HUB	
6339	Food not for Business Meals	TAMU	Local Only, Business Purpose
6340	Business Meals	IRS	Local Only, IRS 5W's
6341	Alcohol	IRS	Account that allows
8423	Art - Collections, Works of Art	TAMU	\$0 - \$4,999.99 Controlled Inventory (see 3.4.2 of the Payment Card Guide)
8510-8512	Books for Sterling Evans and Medical Sciences Library	TAMU	Controlled Inventory rules for depreciable and nondepreciable books and materials
State Accounts, Contract and Grant Accounts		All purchases allocated to a state or contract & grant account must be reallocated to the correct FAMIS object code regardless of the purchase. See sections 3.4.4 and 3.9 of the Payment Card Guide.	