

Reallocation Reference Guide

Code	Description	Purpose for Reallocation	Additional Information Required
4014	Supplies-Consumables	HUB	If in a supply category code to the specific supply code or at a minimum 4014.
4025	Subscriptions, Periodicals	HUB	
5010-5031	Utilities	HUB	
5115-5155	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
5220	Insurance Premiums	Risk Mgmt Approval	
5230-5233	Employee License/Cert & Fees Other	HUB	
5236	Tickets purchased for an event to provide entertainment	IRS/HUB	Local Only, IRS 5W's. If there is no business purpose, the tickets can be considered a gift to the employee and tax reportable if the value is greater than 100 in a calendar year.
5240	Employee Awards/Gifts	IRS	Employee name and UIN is required for each gift provided. If it is equal to or over \$100 in a calendar year or a gift certificate in any amount, submit a "One Time Payment Request" emolument in Worday.
5241	Non-Employee Gifts	IRS	Name only and business purpose if less than 600. If greater than 600, business purpose, name, SSN and address will be required for 1099 reporting.
5242	Promotional Purchases	IRS	Document business purpose, if individual item is greater than 600 could require 1099 reporting.
5245	Visa Processing Fee	HUB	
5310	Filing Fees-Documents	HUB	
5434	Lecturers-Travel Expenses	HUB	
5435	Lecturers/Speaker Fee	HUB	
5512	Maintenance and Repair	HUB	If in a maintenance and repair category code to the specific M&R code or at a minimum to 5512.
5634	Sponsorships	HUB	
5655	Postal Services	HUB	
5664	Contracted Services - Entertainment	HUB	
5660	Criminal and Civil Invest Exp	HUB	
5670	Services	HUB	If in the service category code to the specific service code or at a minimum to 5670, unless the service type is one of the above required codes (i.e. Lecturers/Speaker Fee, Sponsorships, Postal Services, Entertainment, etc.
4085	Equipment	HUB	If in the equipment category code to the specific equipment code or at a minimum code to 4085, unless the equipment type is one of the below required equipment codes.
5765	Books, Film and Ref Materials	HUB	
5775	Handguns, Rifles	TAMU	\$0 - \$4,999.99 Controlled Inventory (Asset Number must be included in Concur)
5780	Stereo systems	TAMU	\$500.00 - \$4,999.99 Controlled Inventory (Asset Number must be included in Concur)
5781	Cameras, Video Cameras	TAMU	\$500.00 - \$4,999.99 Controlled Inventory (Asset Number must be included in Concur)
5782	TV, VCR, DVD, Camcorder	TAMU	\$500.00 - \$4,999.99 Controlled Inventory (Asset Number must be included in Concur)
5784	UAV-Drones \$0-\$4,999.99	TAMU	\$0-\$4,999.99 Controller Inventory (Asset Number must be included in Concur)
5787	Computers	TAMU	\$500.00 - \$4,999.99 Controlled Inventory (Asset Number must be included in Concur)
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 (Asset Number must be included in Concur)
5810	Rentals	HUB	If in the rental category code to the specific rental code or at a minimum code to 5810, unless the rental type is one of the below required rental codes.
5835	Rental of Reference Material	HUB	
5842	Rental of Hotel Room/Conf Facility	HUB	
5860-5861	Rent Office Bldg (Offsite/Onsite)	HUB	
5864-5870	Rent Other (Offsite/Onsite)	HUB	
5873	Rental of Space-Sys Aircraft ONLY	HUB	
6010-6034	Grant Codes	HUB	
6338	Food-Catering	IRS	Local Only, IRS 5W's
6339	Food not for Business Meals	IRS	Local Only, IRS 5W's
6340	Business Meals	IRS	Local Only, IRS 5W's
6341	Alcohol	IRS	Account that allows, IRS 5W's
6365-6377	Participant Costs	HUB	
8510-8512	Books for Sterling Evans and Medical Sciences Library	TAMU	Controlled Inventory rules for depreciable and nondepreciable books and materials
8733	CIP-Fabrication of Equipment	TAMU	Asset Number must be included in Concur
	Assets		All other assets should not be purchased with the payment card.
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.