

Purchase Card Expense Type Reference Guide


Expense Type*	Currency*	Rate*	Price*	Tax Code*	Invoice No.	Net	Tax	Gross	Account	Program	
	AUD	1	100.71000	GST		91.55	9.16	100.71	A102	245	0000

Payments for purchases must be charged to an Expenditure Account Code ie. Within the range 200 to 475

Expense Type	Account code	Description
Bankcharges	341	Bank charges, interest & fees
Books 	444	All books, periodicals, manuals, subscriptions. Library approval is required. NOTE: payment for membership of an organisation and this also includes delivery of regular newsletter or journal, this is a Membership Subscription - Account 354.
Books - Research Funds 	444	All books, periodicals, manuals, subscriptions purchased from Research funds.
Carhire	453	Vehicle required that is not in the CSU fleet or where a vehicle is required by an Enterprise out of office hours.
Catering	362	Catering and in-house food only - Catering for functions where the food is consumed on Campus.
Catering - Off Campus 	441	A function or meeting is held off campus and any food or drink is consumed during the function or meeting - has possible FBT implications.
Cleaning	411	Chemicals, mops, buckets, gloves, soap, papertowel, etc..
Conference	342	Conference Fee & Seminars where no travel is required, Eg. Attendance at an on-line seminar.
Consultant	343	Only for definite Consultancies, i.e. engagement of a consultant to investigate and report on specific matter(s).
Consumables	420	Other Consumables (not meals) - Items used in the normal course of business, not relating to other Expense Types eg. Batteries, mouse traps, bait, clocks, adaptors, pots, plates, cutlery, etc. usually to a value of less than \$100.
Couriers	300	Couriers & Freight - for the delivery of items ie. Sending/receiving parcels of documents, etc.
Fuel	A102 570 391	Petrol, Oil & Lubricants (CSU Vehicles ONLY)
Furniture	428	Furniture and Fittings purchased eg. Tables, curtains, chairs.
Gifts	415	Prior approval from the Budget Centre Manager is required before making a purchase of a gift for either staff members or external agencies.
Hire - Lease	348	Hire & Lease of equipment on an ad hoc non-recurring basis. Eg. hire of a sander from Kennards, hire of booth at an Expo.
Levies	352	Property Rates, Government Levies, Development Applications.
Membership	354	Fees for membership to organisations, professional licensing fees, membership subscriptions, etc.
Minor Computer 	430	Minor computer equipment that can not be obtained from DIT or the Computer Shop. See Computer Shop website for list.

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Expense Type	Account code	Description
Minor Equip	431	Generally for equipment of a value between \$100 & \$2,000. Eg, Surge protectors, air-conditioners, fridge, washing machine, electronic whiteboard, mannequins, cash registers, etc.
Otherservices	360	Other services, not elsewhere covered by an Expense Type. Legal fees, Exam Invigilation, Internet charges, etc. If you use your card for a Travel related expense in error, you should select Otherservices and then type in the account code of 450 .
Photocopying	422	Photocopying of documents. CSU Print approval required. Not for monthly photocopier charges.
Portable Items	405	Cameras, dictaphone, projectors, scales, instruments, tools.
Postage	301	Australia Post.
Printing	447	Printing and binding done off campus. CSU Print approval required.
Private	A102 102 801	If the Puchase Card has been used by mistake for a personal purchase (good or service is not for CSU). These transactions must be paid back at the Cashiers within 7 days.
Prizes		Awards and Prizes for students - Eg gift cards, iTune vouchers.
Prot Clot/Uni	424	Uniforms and protective clothing for work purposes Eg. Hard hats, boots, safety vests, t-shirts for events, overalls, goggles, masks, etc.
Publications	444	Periodicals, manuals, subscriptions. Library approval is required. NOTE: if payment is for membership of an organisation & includes delivery of newsletter or journal, this is a Membership Subscription - Account 354.
Recadvert	333	Staff Recruitment Advertising only. HR approval required.
Registration	356	Registration/Transfer/Licence Fees Eg. Safety Registrations, Field Day or Expo Registration, Workcover Licences, Wine Show Entry, APRA Licence, ABCB Renewal, Course registrations where no travel is involved.
Service Contrac	445	University contracted rental of equipment; example is copier rentals and copy counts where we pay by the copy.
Sponsorship	481	Sponsorships or Donations - Conference sponsorship, donation to Admin Focus, football jumper sponsorship, etc.
Stationery	435	Paper, pens, envelopes, scissors, staplers, glue, etc that can not be purchased through the online stationery supplier COS - an explanation as to why COS could not be used must be provided.
Student Clubs	420	All purchases from Student Club funds must use this Expense Type, regardless of what is being purchased.
Trading Stock	433	Items that will be re-sold by CSU.
Vehicle M&R	394	Repairs of CSU owned vehicle; including car wash
Vehicle Registration	395	Registration of CSU owned vehicles.
Waste Disposal	275	Security shredding, Tip charges, Bin rental, etc.

 Indicates that additional information is required to be entered into ProMaster.