

## **SBC Subcodes**

**6999 - STUDENT WAGES:** Student wages/stipends/salaries paid.

**7011 - SUPPLIES:** Consumable materials such as paper, pens, tape, filing folders, calendars, chalk, chemicals, glassware, bandages, medicines, etc. Durable goods costing under \$250.00 such as chairs, tables, bins, small appliances, filing cabinets.

**7014 - PRINTING:** Printing costs associated with materials such as brochures, catalogs, forms and covers.

**7027 - MEMBERSHIPS/DUES:** Costs of belonging to professional or other organizations.

**7201 - TRANSPORTATION:** Airline, rail and vehicle (mileage or fare) incurred.

**7202 - LODGING:** Costs of hotel, inn, etc. expenses incurred by College or non-College personnel on College business or for professional development.

**7204 - REGISTRATIONS:** Payments for registrations for conferences, annual meetings, seminars, classes and workshops. (Includes coach fees, and instructor payments)

**7302 - HONORARIUM/LECTURERS:** Funds paid to lecturers/speakers who have come from outside the College.

**7310 - FOOD/CATERING, ETC:** Food Service charges for department, guest or events charges, purchases of groceries, refreshments, etc.

**7401- EQUIPMENT:** Any non-computer, non-vehicle item that costs more than \$250. Examples are exercise equipment, workstation furniture, etc. If an item purchased is greater than \$5,000 and has a useful life greater than 5 years the equipment must be capitalized. Please see the Policy of Equipment Purchase and Disposal for further details.

**7451 - SOFTWARE:** Any programs or program licenses purchased for use on computer equipment.

**7452 - HARDWARE:** Any computer equipment, laptops, monitors, keyboards, printers and other peripherals.