

Program Codes

Academic Resources

Program Codes – A 4-digit chart field code that groups expenses and revenues by functional category.

- Each department is generally assigned to a single program code
 - Academic departments use program code 0101, General Academic Instruction
 - Most Dean's offices have two department ID's. One ID is used with program code 0101. The other is used with program code 0406, Academic Administration.
 - Exceptions:

With specific account codes, the functional category drives the program code rather than the department ID. If the item being purchased corresponds to one of the accounts below, use that program code instead of the code normally assigned to the department ID.

- Accounts 660016- Property Insurance Premium Expense
 660066- Capital-Strategic Planning, Master Plan, and Programming

Use program code 0701 Physical Plant Administration. This subcategory includes expenses for administrative activities that directly support physical plant operations. Activities related to the development of plans for plant expansion or modification, as well as plans for new construction, should be included in this subcategory. Also included are property, liability, and all other insurance relating to property.

- Accounts 660061- Rpr & Maint-Building Maint

Use program code 0702 Building Maintenance. This subcategory includes expenses for activities related to routine repair and maintenance of buildings and other structures, including normally recurring repairs and preventive maintenance.

- Accounts 660041-Space Rental

Use program code 0708 Logistical Services. This subcategory includes expenses related to logistical services such as central receiving as well as space and capital leasing.

- Accounts 609005-Other Student Scholarship/Grants
 609007-Scholarships/Grants-Private
 609008-Scholarships/Grants-Institution

Use program code 0801 Scholarships. This subcategory includes grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students.

These are the common exceptions seen in Academic Affairs. If not one of these, use the standard program code for the department.

Program Codes

Category	Program	Description
Instruction	0101	General Academic Instruction
	0102	Vocational/Technical Instruct
	0104	Community Education
	0105	Preparatory/Remedial Instruct
	0106	Instructional Info Technology
Research	0201	Institutes and Research Cntr
	0202	Individual and Project Resrch
	0203	Research Infomation Technology
Public Service	0301	Community Service
	0302	Cooperative Extension Service
	0303	Public Broadcasting Services
	0304	Public Service Info Technology
Academic Support	0401	Libraries
	0402	Museums and Galleries
	0403	Educational Media Services
	0405	Ancillary Support
	0406	Academic Administration
	0407	Academic Personnel Development
	0408	Course&Curriculum Development
Student Services	0409	Academic Supp Info Technology
	0501	Student Services Admin
	0502	Social & Cultural Dev
	0503	Counseling & Career Guid
	0504	Financial Aid Admin
	0507	Student Health Services
	0508	Student Svce Info Technology
	0509	Student Admissions
Institutional Support	0510	Student Records
	0601	Executive Management
	0602	Fiscal Operations
	0605	Public Relations/Development
	0606	General Administration
Operations and Maintenance of Plant	0607	Administrative Info Technology
	0701*	Physical Plant Administration
	0702*	Building Maintenance
	0703	Custodial Services
	0704	Utilities
	0705	Landscape & Grounds Maint
	0706	Major Repairs &Renovations
	0707	Security and Safety
	0708*	Logistical Services
Scholarship and Fellowship	0709	Operation and Maint Info Techn
	0801*	Scholarships
Depreciation	0802	Fellowships
Transfers	1200	Depreciation
	1301	Intra Campus Transfers
	1302	Inter Agency Transfers
	1304	FIT Expenditure Transfer
Interest	1305	FIT Supplemental Exp/Rev Offse
Other Non-operating Revenue/Expenses	1400	Interest on Capital Rel. Debt
Auxiliary Enterprises	1500	Other Nonoperating Rev/Exp
Independent Operations	2001	Auxiliary Enterprise
	3001	Independent Oper Institutional
Revenues	3002	Independent Oper FFRDCs
	5000	Revenues

Program Codes

**Program Code to use with specific Account Codes*

Program Code	Program Description	Account Code	Account Description
0701	Physical Plant Administration	660016	Property Insurance Premium Expense
0701	Physical Plant Administration	660066	Capital - Strategic Planning, Master Plan, and Programming
0702	Building Maintenance	660061	Rpr & Maint-Building Maint
0708	Logistical Services	660041	Space Rental
0801	Scholarships	609005	Other Student Scholarships/Gra
0801	Scholarships	609007	Scholarships/Grants-Private
0801	Scholarships	609008	Scholarships/Grants -Instituti