

Reallocation Reference Guide

Code	Description	Purpose for Reallocation	Additional Information Required
3410	Student Travel	HUB	Name of Students or Class and purpose of travel
4025	Subscriptions, Periodicals	HUB	
5211	Membership-Professional Org	HUB	Local Only, Check lobbyist website, can not 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 Pathway Net
5213	Membership-Non-Professional Org	HUB	Local Only, Check lobbyist website, can not 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
5236	Tickets purchased for an event to provide entertainment	IRS	Local Only, IRS 5 W's
5240	Employee Gifts	IRS	Name and Social Security Number in Pathway Net. If it is equal to or over \$100 or a gift certificate in any amount, submit "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
5434	Lecturers-Travel Expenses	HUB	
5655	Postal Services	HUB	
5765	Books, Film and Ref Materials	HUB	
5775	Handguns, Rifles	TAMU	0 - 4,999.99 Controlled Inventory (see 3.4.2 of Payment Card Guide)
5780	Stereo Systems	TAMU	500-4,999.99 Controlled Inventory (see 3.4.2 of Payment Card Guide)
5781	Cameras, Video Cameras	TAMU	500-4,999.99 Controlled Inventory (see 3.4.2 of Payment Card Guide)
5782	TV, VCR, DVD, Camcorder	TAMU	500-4,999.99 Controlled Inventory (see 3.4.2 of Payment Card Guide)
5785	Cash Registers	TAMU	0 - 4,999.99 Controlled Inventory (see 3.4.2 of Payment Card Guide)
5787	Computers, Data Projectors	TAMU	500-4,999.99 Controlled Inventory (see 3.4.2 of Payment Card Guide)
5788	Printer	TAMU	500-4,999.99 Controlled Inventory (see 3.4.2 of Payment Card Guide)
	Silver Service, Tractors, Grader, Loader, Trucks, Vans, All terrain, Golf Carts, Motorcycles, Forklift, Motor Driven Shop/Farm Equip,		
5799	Boats	TAMU	500-4,999.99 Controlled Inventory (see 3.4.2 of Payment Card Guide)
6339	Food not for Business Meals	TAMU	Local Only, Business Purpose
6340	Business Meals	IRS	Local Only, IRS 5 W'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 Payment Card Guide)
	Books for Sterling Evans and		Controlled Inventory rules for depreciable and nondepreciable books and
8510/8512	Medical Sciences Library	TAMU	Materials
	State Accounts		All purchases allocated to a state or contact & grant account must be reallocated to the correct FAMIS object code regardless of the purchase
	Contract and Grant Accounts		see sections 3.4.4 and 3.9 of the Payment Card Guide