

Reallocation Reference Guide

Description	Code	Purpose for Reallocation	Additional Information Required
Alcohol	6341	IRS	Account that allows
Art- Collections, Works of Art	8423	TAMU	0-4,999.99 Controlled Inventory (see 3.4.2 of Payment Card Guide)
Books for Sterling Evans and Medical Sciences Library	8510/8512	TAMU	Controlled Inventory rules for depreciable and nondepreciable books and Materials
Books, Film and Ref Materials	5765	HUB	
Business Meals	6340	IRS	Local Only, IRS 5 W's
Cameras, Video Cameras	5781	TAMU	500-4,999.99 Controlled Inventory(see 3.4.2 of Payment Card Guide)
Cash Registers	5785	TAMU	0-4,999.99 Controlled Inventory (see 3.4.2 of Payment Card Guide)
Computers, Data Projectors	5787	TAMU	500-4,999.99 Controlled Inventory (see 3.4.2 of Payment Card Guide)
Employee Gifts	5240	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.
Food not for Business Meals	6339	TAMU	Local Only, Business Purpose
Handguns, Rifles	5775	TAMU	0 - 4,999.99 Controlled Inventory (see 3.4.2 of Payment Card Guide)
Lecturers-Travel Expenses	5434	HUB	
Membership-Non-Professional Org	5213	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
Membership-Professional Org	5211	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
Non-Employee Gifts	5241	IRS	Name if less than \$ 600.00. Name, Social Security Number (if available) and Address if \$ 600.00 or greater
Postal Services	5655	HUB	
Printer	5788	TAMU	500-4,999.99 Controlled Inventory (see 3.4.2 of Payment Card Guide)
Registration -Employee Training	5215	HUB	Full name of conference, no abbreviations
Silver Service, Tractors, Grader, Loader, Trucks, Vans, All terrain, Golf Carts, Motorcycles, Forklift, Motor Driven Shop/Farm Equip, Boats	5799	TAMU	500-4,999.99 Controlled Inventory (see 3.4.2 of Payment Card Guide)
Social Club Membership	5212	IRS	Gift Only, Employee Name and Social Security Number in Pathway Net All purchases allocated to a state or contact & 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
State Accounts			
Contract and Grant Accounts			
Stereo Systems	5780	TAMU	500-4,999.99 Controlled Inventory (see 3.4.2 of Payment Card Guide)
Student Travel	3410	HUB	Name of Students or Class and purpose of travel
Subscriptions, Periodicals	4025	HUB	
Tickets purchased for an event to provide entertainment	5236	IRS	Local Only, IRS 5 W's
TV, VCR, DVD, Camcorder	5782	TAMU	500-4,999.99 Controlled Inventory (see 3.4.2 of Payment Card Guide)