

DATE: May 13, 2020
TO: Banner Finance Users
FROM: Controller
SUBJECT: New Account Codes Related to COVID 19 Purchases

ACTION REQUIRED: Informational

NEW ACCOUNT CODE:

New account codes created to track COVID 19 related expenses have been added to Banner and PCard system (as appropriate):

Account Number	Account Description	Account Code Description
731019	OFFICE SUPPLIES - COVID19	Standard office supplies which are expendable on a normal day to day basis due to COVID19.
732019	NON OFFICE SUPPLIES - COVID19	Consumable supplies not normally expended in an office environment due to COVID19.
734019	MEDICAL/SAFETY SUPPLIES - COVID19	Expendable medical/safety supplies due to COVID19. Medical services should be charged to a service code.
740019	NON CAPITAL EQUIP - COVID19	Non capital equipment purchases due to COVID19.
744019	REPAIR AND MAINT PARTS-COVID19	Repair and Maintenance expenses due to COVID19.
750019	GENERAL SERVICES - COVID19	Charges for services due to COVID19.
750119	COMMUNICATIONS - COVID19	The cost of specified non-usage communication related charges and cable television charges due to COVID19. This account code should not be used for equip purchase. Example: telephone directory charges.
754019	NON BUILDING RM - COVID19	Costs for services related to maintenance or repair of non-building services due to COVID19. Building repair should be charged to 754119. Expenses incurred on Maintenance Agreements should be charged to 754200.
754119	BUILDING RM - COVID19	The cost of repairing or maintaining a building or one of its minor structures or components dues to COVID19. The cost of these services does not qualify for capitalizations.
755019	UTILITIES - COVID19	Utility costs due to COVID19.
761019	PROFESSIONAL CONTRACT SERV -COVID19	Professional services performed under a Professional Service Agreement or other agreed-to Professional services dues to COVID19. Generally all payments to non-employee individuals will be reportable to the IRS on Form 1099 as taxable income.
766019	COMPUTER SERVICES/SOFTWARE -COVID19	The cost of all computer related expenses due to COVID19. The cost of computer supplies should be charged to a supplies code.
780219	FURN EQUIP GT500 - COVID19	Furniture and equipment purchases greater than 5000 due to COVID19.
782819	MISCELLANEOUS BUILDING - COVID19	Capital building expenses due to COVID19.

A complete list of Banner Account Codes with descriptions are located on Cognos under the NMSU tab, Banner Lookups link.

If you have any questions, you may contact the Aggie Service Center via email: asc@nmsu.edu or at 646-2000.