

Direct Pay Allowable Items

Category	PeopleSoft Account Code Number	PeopleSoft Account Code Description
Accreditations	660043	Accreditations
Advertising (ads placed in publications)	660017	Advertising
Candidate Expense Reimbursement (requires interview certification, invoices & original receipts)	660881 660042 660882 660883	Recruitment-Campus Interviews Recruitment-Staff Reimbursement Recruitment-Travel Out (Employee)
Computer Maintenance & Repair	616802	Computer Maintenance
CSU Chancellor's Office Expenses	Various	Various, depending on the type of expense
Express Mail Services	660001	Postage
Facility Rentals (include justification)	660041	Space Rental
Film, Videotapes, DVD's, Audio Rentals, Video Conferencing, Online Training	660810	Multi-media Expenses
Fingerprint Expense (services from other state agencies)	617001	Services from Other Funds/Agencies
Food (All hospitality expenditures must serve a bona fide business purpose and include the following documentation: 1) why the expenditure was necessary, 2. expected benefit to the educational mission of Fresno State, 3. who received the hospitality and their relationship to Fresno State, 4. when and where the hospitality was given, 5. What was the hospitality given, 6. duration of the event, 7. relevant documents such as an agenda, flyer, etc., 8. original itemized receipts. You can request pre-approval allow a minimum of ten workdays)	660819	Food Related Expenses
Freight	660891	Freight
Honorariums (contracted fee amount must be less than \$5,000 requires invoice & 204 form)	613804	Honoraria
Hotel Charges (University guests only, include guest's name, date of stay & justification)	660003	Miscellaneous Expense
Legal Services	660017	Litigation Costs
Memberships (Included Justification) Registered at Fresno State address	660809	Memberships
Permit/license Fees (excluding software licenses)	660003	Miscellaneous Expense
Physicians Service (off-campus health, lab care for students & staff)	660896	Physical Exams
Reimbursement Expenses/Non Travel (up to \$300 requires generic invoice & original itemized receipts)	Various	Various, Depending on the type of expense
Repairs and Maintenance Less than \$5,000 (no more than 50% value of replacement) Off campus only, on campus must be on a Purchase Order.	660061	Repairs and Maintenance
Royalties	660974	Royalties
Stipends (student master teacher)	660808	Master Teacher Stipends
Student Teacher Agreements less than \$5,000	613807	Master Teacher Contracts
Subscriptions, Non-library Books & Publications (one year only for subscriptions) Must be sent to Fresno State address	660807	Subscriptions, Non-library Books & Publications
Telephone Charges	604813 604814 604815 604001 604816	Telephone Equipment Charges Telephone Line Charges Telephone MACS Telephone Usage Pager Charges Telephone Line Charges
Testing Services (Non Public Works)	613001	Contractual Services - Other