

WORKDAY QUICK GUIDE

Spend Categories in Workday

Materials and Supplies	
SC00004	Non-Capital Books, e-books, Subscriptions
SC00005	Office Supplies
SC00006	Lab Supplies
SC00007	Production Supplies and Booking Fees
SC00010	Non-Capital Equipment
SC00011	Non-Capital Furniture and Furnishings
SC00012	Non-Capital Athletic Equipment
SC00020	Postage, Shipping and other Delivery
SC00023	Photocopy, Copy Service and Copy Machine Supplies
SC00024	Osha-Supplies and Disposal
SC00028	Testing Supplies
SC00029	Instructional Supplies and Expenses
SC00031	Clinical Supplies
SC00033	Radioisotopes
SC00038	Lab Animals
SC00055	Computer Supplies and Service
SC00056	Non-Capital Software License
SC00057	Non-Capital Computer Equipment
SC00090	Printing Allowable
SC00091	Printing Unallowable
SC00104	First Aid Supplies
SC00105	Physical Plant Supplies
SC00108	Signs
SC00109	Custodial Supplies
SC00111	Lock Supplies and Repairs
SC00114	Hazardous Material
Other	
SC00042	Leased Space Rental
SC00009	Operating Lease Expense

SC00013	Athletic Meals Non-Travel
SC00015	Allowance for Bad Debt and Bad Debt Expense
SC00026	Bank Service Charges
SC00032	Fines, Late Fees, and Penalties
SC00035	Purchase Of Names and Student Recruitment
SC00036	Awards
SC00037	College Fairs
SC00039	Rentals
SC00051	Participant Stipends
SC00053	Honorarium
SC00054	Royalties
SC00064	Donation/Contribution
SC00068	Local Parking charges
SC00069	Permits
SC00074	Moving Expense Faculty and Staff
SC00076	On campus Move
SC00079	Malpractice Insurance
SC00080	Student Insurance
SC00081	Taxes and Property Taxes
SC00082	Student Claims
SC00097	Registration Fee
SC00100	Referees
SC00101	Guarantees
SC00102	Entry Fees
SC00103	Room / Meals - Residence Life
SC00106	Uniforms
SC00115	Simulated Patient
Programs and Events, Staff Development and Memberships	
SC00016	Flowers
SC00021	Programs and Events Unallowable
SC00065	Employee Welfare
SC00066	Dues and Memberships Unallowable
SC00067	Dues and Memberships Allowable
SC00073	Faculty and Staff Recruitment
SC00075	Employee Development
SC00093	Commencement Expense
SC00094	Staff Development
SC00095	Programs Events Allowable
Services	
SC00017	Professional and Contracted Services
SC00018	Fire Prevention Service

SC00019	Security Service
SC00022	Training
SC00025	Collection Service
SC00030	Research Publication
SC00040	Equipment Repair and Maintenance
SC00041	Vehicle, Gas, and Vehicle Maintenance
SC00044	Pest Control
SC00045	Cleaning Service
SC00046	Temporary contracted services
SC00049	Legal Fees Unallowable
SC00050	Legal Fees Allowable
SC00052	O-L/Cd-Service
SC00058	Contracted Repair and Maintenance
SC00059	Pool and Fountain Maintenance
SC00060	Elevator Contract Maintenance
SC00070	Advertising
SC00072	Advertising Sponsor Required
SC00083	Telephone Services
SC00084	Cellphone Service
SC00092	Accreditation Expense
SC00098	Interlibrary Loan and Other
SC00107	Grounds Maintenance and Landscaping
SC00110	Recycling Expense
SC00112	Athletic Field Maintenance
SC00113	Contract Minor Construction non-capital
SC00014	Manuscript Evaluation
Utilities	
SC00085	Utilities - Other
SC00086	Electricity
SC00087	Natural Gas
SC00088	Water/Sewage
SC00089	Dumpster Service
SC00099	Laundry
Travel	
SC00118	Travel - Regular
SC00119	Travel - Participant Support
SC00121	Travel - Team
SC00122	Travel - Recruitment
Capital Assets	
SC00124	Office Equipment Capital (Copiers)
SC00125	Classroom Furniture and Lab Equipment Capital

SC00126	AV and Media Equipment Capital
SC00127	Books Capital
SC00130	Computer Software Capital
SC00131	Computer Hardware Capital
SC00135	Transportation Vehicle Capital
SC00137	Land
SC00138	Land Improvements Capital
SC00139	Building
SC00140	Building Renovation
SC00144	Signage Capital
SC00145	Roof Capital
SC00146	HVAC, Water Heaters
SC00147	Architectural and Engineering Fees Capital
SC00257	Blinds, Window Coverings Capital
SC00258	Flooring Capital
SC00259	Electrical, Elevator, and Burglar Alarm Capital
SC00276	Furniture and Furnishings