

IMPORTANT: Natural accounts are codes for grouping and tracking transaction types. Every request for a purchase order (PO) or request for a check requires a natural account. This document lists **ONLY** the natural accounts that are **allowable for check requests**.

A **check request** is a method for paying an invoice that was NOT authorized in advance with a PO, but **only if the transaction is allowable for a check request**. A check request is NOT a substitute for a PO, but **an allowable exception for certain transaction types**.

If the natural account for the transaction is NOT on this list, the invoice cannot be paid with a check request and may represent an unauthorized purchase. Use the Non-Catalog Supplies form to request a retroactive PO to resolve an unauthorized transaction.

NAT ACCT	DESCRIPTION	NAT ACCT	DESCRIPTION
6111	TELECOM VENDORS – ANNUAL LOCAL SERVICE	6342	PARTICIPANT SUPPORT
6112	PHONE SERVICE - MOVE/ADD	6343	QUALITY CONTROL STUDIES PARTICIPANTS
6113	TELECOM VENDORS – PHONE REPAIR	6344	PARTICIPANT INCENTIVES
6114	TELECOM VENDORS - LONG DISTANCE SERVICE	6374	ENRICHMENT MANIPULANDA
6115	TELECOM VENDORS – ATT LONG DISTANCE	6377	SHIPPING SUPPLIES
6116	TELECOM VENDORS - OTHER LONG DIST COSTS	6379	CLASSROOM SUPPLIES AND TESTING MATERIALS*
6121	TELECOM VENDORS – LOCAL LEASED LINES	6411	DEBT SERVICE - PRINC
6122	TELECOM VENDORS – LONG DIST LEASED LINES	6412	DEBT SERVICE - INT
6123	TELECOM VENDOR – MOVE/ADD SUBCONTRACT	6413	BANK FEES – SERVICE AND PROCESSING
6124	TELECOM VENDORS - ABSORBED PHONE COSTS	6414	CAPITALIZED INTEREST
6131	FAX AND SIMILAR EXPENSES	6415	OTHER INTEREST EXPENSE
6132	CELLULAR AND BEEPER EXPENSES	6416	INTEREST EXPENSE – BANK LENDORS
6133	TELECOM VENDORS - OTHER TELEPHONE COSTS	6417	INTERNAL INTEREST PAYMENT
6134	CELL PHONE - UNIVERSITY ISSUED PROPERTY	6418	INTERNAL PRINCIPLE PAYMENT
6141	DELIVERY & MAILING-POSTAGE	6511	LIBRARY ACQUISITIONS - BOOKS
6142	POSTAGE UNALLOWABLE	6512	LIBRARY ACQUISITIONS - UPDATES
6214	GRANTS USE ONLY KATRINA	6513	LIBRARY ACQUISITIONS - SUBSCRIPTIONS
6215	EMBA REIMBURSED EXPENSES	6514	LIBRARY ACQUISITIONS - OTHER
6221	LICENSES, DUES, MEMBERSHIPS*	6515	LIBRARY ON-LINE DATABASE EXPENSE
6222	ADVERTISING EXPENSES	6516	INTERLIBRARY BORROWINGS
6223	ADVERTISING EXPENSES UNALLOWED	6517	OTHER LIBRARY SERVICES
6224	BOOKS, PUBLICATIONS, AND SUBSCRIPTIONS*	6518	LIBRARY BINDING VENDORS
6225	ADVERTISING - CLINICAL TRIALS	6519	BINDING EXPENSES - PRESERVATION
6226	LICENSING FEES*	6520	LIBRARY CAPITALIZATION
6227	INSTITUTIONAL DUES AND MEMBERSHIPS*	6611	TRAINEE STIPENDS
6228	PROMOTIONAL/MARKETING EXPENSES	6612	TRAINEE TUITION
6231	PRINTING & COPYING VENDORS < \$2500**	6613	TRAINEE TRAVEL
6233	EDUCATIONAL MEDIA VENDORS	6614	TRAINEE MISCELLANEOUS EXPENSES
6235	TELEVISION/AUDIO VISUAL EXPENSES***	6711	ACCOUNTANTS OR AUDITORS FEES
623A	COMMUNITY RELATIONS	6712	ATTORNEYS FEES
6243	COPYING	6713	OTHER PROFESSIONAL AND CONSULTING
6244	MICROFICHE SERVICES	6714	CONSULTANT TRAVEL
6245	MICROFILM SERVICES	6715	INTERNAL MANAGEMENT FEE
6313	LABORATORY SERVICES - CLINICAL	6716	IRB FEE
6314	LABORATORY - OUTSIDE SERVICE PROVIDERS	6717	OTHER BUSINESS ENTITIES - DOMESTIC
6332	ANIMAL NECROPSY SERVICES	6718	ACTUARIES
6333	ANIMAL ELECTRON MICROSCOPY	6719	APPRAISORS
6334	VIVARIAL ASSISTANCE	671A	FUND RAISERS
6335	ANIMAL X-RAY SERVICES	671B	INSURANCE RISK ANALYSTS
6336	ANIMAL HISTO-PATHOLOGY SERVICES	671C	LOBBIESTS
6337	ANIMAL CLINICAL LAB SERVICES	671D	REGULATORY EXPERTS
6338	FLOW CYTOMETRY SERVICES	671F	OTHER INDEP CONTRACTORS - BUSINESS ENTITIES
6339	VIRAL DIAGNOSTIC	671G	GUEST SPEAKERS, PANELISTS OR ARTISTS
633A	CRYOTOMY	671H	FINES & PENALTIES – LEGAL PROCEEDINGS
633B	CONFOCAL MICROSCOPY	671J	PROFESSIONAL SERVICES-CLINICAL CARE PROVIDERS
633C	MICROARRAY	671X	OTHER PROFESSIONAL FEE RECHARGE
633D	DIAGNOSTIC PARASITOLOGY	6721	OTHER BUSINESS ASSOCIATES - DOMESTIC
633E	GENE THERAPY FEES	6722	OTHER INDEP CONTRACTORS - BUSINESS ASSOCIATE
633F	MAJOR HISTO COMPLEX (MHC)	6723	ROYALTIES
633G	VIRUS ISOLATION PRODUCTION (VIP)	6731	CONTRACTOR FEES
633H	VECTOR-BORNE DISEASES	6732	PLANT FUND CAPITALIZATION OF COSTS
633I	REDERIVATION SERVICES	6741	MEDICAL EXAMINATIONS
633J	RESIDENT RESEARCH PROJECT COSTS	6742	PATIENT CARE
633K	AEROBIOLOGY	6812	RENTAL EXPENSE – OTHER DOMESTIC
633L	BIOMEDICAL ENGINEERING	6813	RENTAL EXPENSE - DORMITORY ROOM
633M	STAINING SERVICES	6814	UNIVERSITY LEASED VEHICLES - DOMESTIC
6341	DRUG STUDIES PARTICIPANT	6817	LCRC DEPARTMENT RENT ALLOCATION

* NOT for software, software as a service (SaaS), or other online and/or cloud services

** For print invoices LESS than \$2500, only. Print jobs more than \$2500 must be quoted and a PO issued IN ADVANCE

*** NOT for AV or presentation system installations (classrooms, presentation systems, displays, digital signage, etc)

NAT ACCT	DESCRIPTION	NAT ACCT	DESCRIPTION
6825	MAJOR PLANT MAINT & REPAIRS-ELEVATORS	7458	IN COUNTRY TRAVEL AND PER DIEM
7111	UTILITIES - GAS SERVICE	7459	IN COUNTRY WORKSHOP/CONFERENCE EXPENSE
7112	UTILITIES - ELECTRICAL SERVICE	745A	IN COUNTRY TRAINING EXPENSE
7113	UTILITIES - WATER AND SEWERAGE SERVICE	745B	IN COUNTRY OFFICE EXPENSE
7114	UTILITIES - THERMAL SERVICES	745C	IN COUNTRY RENTAL EXPENSE
7115	ENERGY CONSERVATION VENDORS	745D	IN COUNTRY CONSULTANT EXPENSE
7116	UTILITIES - LEASED SPACE	745E	IN COUNTRY SERVICE CONTRACTS
7127	MINOR PLANT MAINT & REPAIRS-<\$50 K	745F	IN COUNTRY INSURANCE PREMIUMS
7132	UNIVERSITY OWNED VEHICLES - FUEL COSTS	745G	IN COUNTRY SURVEY/DATA COLLECTION
7141	PEST CONTROL VENDORS	7461	TEMPORARY LABOR AGENTS
7142	JANITORIAL VENDORS	7462	TEMPORARY EMPLOYEE BENEFITS
7143	WASTE DISPOSAL VENDORS	7463	TRANSCRIPTION VENDORS
7282	CONSTRCT CONTRACTOR LARGE PROJ >50K (FAC SVCS USE ONLY)	7521	ENTERTAINMENT EXPENSES
7283	CONSTRCT CONTRACTOR SMALL PROJ <50K (FAC SVCS USE ONLY)	7522	LOCAL MEAL - ON CAMPUS
7311	INSURANCE PREMIUMS - CASUALTY	7523	MEETING EXPENSES UNALLOWABLE
7312	INSURANCE PREMIUMS - PROPERTY	7532	TRAVEL - DOMESTIC TRANSPORTATION - BUS ASSOC
7313	ACGME RESIDENT HEALTH, LIFE, DISABILITY, IMMUNO	7533	DOMESTIC TRANS UNALLOWABLE
7314	SELF INSURANCE CLAIM - LOSS	7534	TRAVEL - FOREIGN TRANSPORTATION - BUS ASSOC
7315	SELF INSURANCE CLAIM - AUTO	7535	FOREIGN TRANS UNALLOWABLE
7316	SELF INSURANCE CLAIM - ATHLETICS	7536	DOMESTIC TRAVEL ROOM/MEALS/OTHER - BUS ASSOC
7317	SELF INSURANCE CLAIM - PROPERTY	7537	DOM ROOM/MEAL/OTH UNALLOWABLE
7318	SELF INSURANCE CLAIM - PERSONAL INJURY	7538	TRAVEL - FOREIGN ROOM/MEALS/OTHER - BUS ASSOC
7319	SELF INSURANCE CLAIM - GEN LIABILITY	7539	FOREIGN ROOM/MEAL/OTH UNALLOWABLE
731A	INSURANCE PREMIUMS - DEPT DOMESTIC USE	753A	CONFERENCE REGISTRATION FEES
731B	INSURANCE PREMIUMS - GEN COUNSEL USE	753B	RENTAL CAR EXPENSE - ENTERPRISE
731C	MALPRACTICE - PCF	753C	RENTAL CAR EXPENSE - OTHER
731D	MALPRACTICE - SELF FUNDED TRUST	753D	GRANTS USE ONLY KATRINA
731E	MALPRACTICE - EXCESS RISK PREMIUM	753K	LOCAL LODGING - ON CAMPUS
7321	FINANCIAL AID	753L	LOCAL MEAL OR SNACKS - DE MINIMIS EVENT
7322	FINANCIAL AID REFUNDED FROM AGENCY	753M	LOCAL MEAL - OFF CAMPUS EMPLOYEES ONLY
7323	FINANCIAL AID - ROOM ATHLETICS	753N	SPONSORED PROJECTS MEETING EXPENSE
7324	FINANCIAL AID - BOARD ATHLETICS	7541	RECRUITMENT EXPENSES
7325	STUDENT AID AWARDS - BOOKS	7542	BUSINESS ENTERTAINMENT - VISITING FACULTY
7331	REGULAR TUITION WAIVER - CURRENT EE	7543	BUSINESS ENTERTNMNT - PRSPCTVE/CRRNT STUDENT
7332	REGULAR TUITION WAIVER - FAMILY MEMBERS	7544	BUSINESS ENTERTAINMENT - PROSPECTIVE EE
7333	EXTENDED TUITION WAIVER - FORMER EE	7545	BUSINESS ENTERTNMNT - PRSPCTVE/CRRNT DONOR
7334	GRADUATE TUITION WAIVER - CURRENT EE	7546	BUSINESS ENTERTNMNT - OTHER BSNSS ASSOCIATES
7336	GRADUATE TUITION WAIVER - FORMER EE	7547	ENTERTAINMENT COSTS - OTHER
7341	TUITION ALLOWANCE - UNDERGRADUATE DEGREE	7551	JOB RELATED ED ASSISTANCE - DOMESTIC
7342	TUITION ALLOWANCE - MASTERS DEGREE	7552	TUITION EXCHANGE
7343	TUITION ALLOWANCE - PHD DEGREE	7561	FOREIGN PROGRAMS EXPENSE
7344	TUITION ALLOWANCE - PROFESSIONAL DEGREE	7811	ACCOUNTING USE ONLY
7411	ATHLETIC GAME SERVICE VENDORS	7821	OVERHEAD
7412	ATHLETIC PRESEASON SERVICE VENDORS	7832	LEASEHOLD AMORTIZATION
7413	MEDICAL EXPENSES	7841	LOAN FUND MATCHING
7414	MEDICAL AND SURGICAL SUPPLIES - OTHER	7842	PRIZES AND AWARDS
7415	HALF TIME EXPENSES	7844	DEATH BENEFIT EXPENSES
7416	PRIZES AND AWARDS ATHLETICS	7845	INSTITUTIONAL DONATIONS
7417	PRESEASON FOOTBALL CAMP	784A	RECOGNITION AWARDS - DE MINIMIS
7418	ATHLETIC GAME DAY GUARANTEES	784B	RECOGNITION AWARDS - QUALIFIED SAFETY
7419	OTHER ATHLETIC EXPENSES*	784C	RECOGNITION AWARDS -QUAL LENGTH OF SERV
7421	SAFETY AND SECURITY VENDORS	7852	OTHER EXPENSES UNALLOWABLE
7422	LOCAL COMMUTING - QUAL LEASED PARKING	7853	CREDIT CARD CHARGE BACKS
7431	BAD DEBT EXPENSE	7854	GRANTS USE ONLY KATRINA
7432	BILLING AND/OR COLLECTION AGENTS	7856	CREDIT CARD/PROCESSING FEES
7441	DELIVERY & MAILING -FREIGHT & TRANSPORT	7861	TAX EXPENSE - STATE INCOME TAXES
7442	LOGISTICAL SERVICES VENDORS	7862	CITY SALES TAX EXPENSES
7451	POST ALLOWANCES	7863	UBIT TAXES
7452	EDUCATION ALLOWANCES	7953	LOANS WRITTEN OFF
7453	HOUSING ALLOWANCES	7954	LOAN COLLECTION EXPENSES
7454	UNIVERSITY LEASED VEHICLES - FOREIGN	7956	ENDOWMENT EXPENSES
7455	OTHER BUSINESS ASSOCIATES - FOREIGN	7957	LOSS ON DEFEASANCE
7456	RELOCATION - QUALIFIED MOVING	7963	FPP REMITTANCES TO TUHC
7457	VISITING FACULTY ALLOWANCES	8121	BOARD PLAN FOOD VENDORS