

## Texas Woman's University Expenditure Guideline Matrix

*Note: This document serves as a general guideline to assist in determining allowable expenditures on various funding sources. All expenses, regardless of the source of funds, remain subject to audits and compliance.*

Expense Type	Object Code	State Accounts <sup>1</sup>	Designated Operating Accounts	Discretionary Accounts
		<b>10.xxx.xx</b>	<b>11.410.xx</b>	<b>11.890.xx</b>
Academic Guest Lecturer	7252	Yes	Yes	Yes
Advertising	7281	Yes	Yes	Yes
Airfare - Economy Class	7101 / 7111	Yes	Yes	Yes
Alumni Activities/Events	n/a	No	Yes	Yes
Athletic Official Fees	7299	No	No	No
Business Cards	7273	Yes	Yes	Yes
Business Meals	7193	No	Yes	Yes
Catering Services	7299	No	Yes	Yes
Citizenship Application Fees	7210	No	No	Yes
Consultants	7240	Yes	Yes	Yes
Contracted Professional Services	7299	Yes	Yes	Yes
Contributions & Donations	7210	No	No	Yes
Employee Awards	7211	Yes <sup>2</sup>	Yes	Yes
Employee Certification/Licensure	7210	Yes	Yes	Yes
Employee Reimbursements	7196	No	Yes	Yes
Employee Uniforms - Clothing	7334	Yes	Yes	Yes
Equipment - (Medical & Lab)	7334	Yes	Yes	Yes
Equipment - Computers	7377	Yes	Yes	Yes
Equipment - Other	7334	Yes	Yes	Yes
Flowers or plants not purchased from a florist	7300	No	No	Yes
Floral Arrangements & Decorative Plants purchased from a florist	7299	No	No	Yes
Food for Events (Non-business & Non-research)	7198	No	No	Yes
Food or alcohol products used in a research project	7315	Yes	Yes	Yes
Foreign Travel (Faculty & Staff)	7121	Yes	Yes	Yes
Furniture	7334	Yes	Yes	Yes
Gift Cards (Research Participants)	7195	No	No	No
Gifts and Awards (Non-employee)	7211	No	No	Yes
Gratuities - Meal receipts	7194	No	Yes	Yes

<sup>1</sup> Excludes HEF funding which are subject to additional review.

<sup>2</sup> \$100 ceiling on accounts funded with E&G.

<sup>3</sup> Chamber of Commerce memberships are not allowed.

<sup>4</sup> Vice President approval is required.

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Greeting/Holiday Cards	7300	No	No	Yes
Legal Services - Other	7258	Yes	Yes	Yes
Medical Services	7248	Yes	Yes	Yes
Memberships <sup>3</sup>	7201	Yes	Yes <sup>4</sup>	Yes <sup>4</sup>
Mileage	7102/7112	Yes	Yes	Yes
Non-Academic Guest Lecturers	7299	Yes	Yes	Yes
Notary Fees	7210	No	Yes	Yes
Parking Fees - Employees	n/a	No	No	No
Printing Services	7273	No	Yes	Yes
Professional Fees - Other	7253	Yes	Yes	Yes
Professional Licensing Fees	7210	Yes	Yes	Yes
Promotional Items	7300	No	Yes	Yes
Prompt Pay Interest	7806	Yes	Yes	Yes
Prospective Employee Travel/Recruiting Expenses	7131	Yes	Yes	Yes
Registration Fees	7203	Yes	Yes	Yes
Reimbursing Students/Non-Employees	7199	No	Yes	Yes
Retiree Recognition Awards	7211	Yes <sup>2</sup>	Yes	Yes
Sales Tax - State of Texas	n/a	No	No	No
Software Licenses	7380	Yes	Yes	Yes
Space - Rental	7470	Yes	Yes	Yes
Sponsorships	7281	No	Yes	Yes
Student Travel (Non-employee)	7199	No	Yes	Yes
Subscriptions	7303	Yes	Yes	Yes
Supplies	7300	Yes	Yes	Yes
Travel-Lodging (Faculty & Staff)	7106/7116	Yes	Yes	Yes
Travel-Meals (Faculty & Staff)	7106/7116	Yes	Yes	Yes

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