## 2019-2020 A&S Spend Categories

<table>
<thead>
<tr>
<th>Spend Category</th>
<th>Description</th>
<th>Includes but not limited to</th>
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</table>
| **Support Services** | Services/items that assist your program/department to effectively operate    | • Cable/lawn care services  
• Program/department/organization dues  
• Subscriptions  
• Golf cart related items such as purchases, repairs and gasoline  
• Utilities  
• Repairs/maintenance  
• Monthly charges such as printer and phone  
• Office supplies  
• Human Resources related charges such as background checks and liability insurance |
| **Food Services**     | Food and catering purchases for your program/department for meetings, event and programs | • Food  
• Catering (Chartwells and non-Chartwells)                                                                                                                   |
| **Programs and Services** | Items needed to successfully execute events/program                          | • Room/facility/security fees  
• Items for event  
• Artist fee  
• Student transportation to events  
• Software licensing  
• Book Loan Program  
• Awards  
• Uniforms/polos  
• Giveaways  
• Flyers/banners |
| **Travel**            | Purchases directly related to conference travel for students and staff       | • Vehicle/gasoline  
• Flight  
• Hotel  
• Conference registration  
• Staff per diem                                                                                                                                             |