



**2018-2019**

## **A&S Spend Categories**

<b>Spend Category</b>	<b>Description</b>	<b>Includes but not limited to</b>
<b>Support Services</b>	Services/items that assist your program/department to effectively operate	<ul style="list-style-type: none"><li>• Cable/lawn care services</li><li>• Program/department/organizational dues</li><li>• Subscriptions</li><li>• Golf cart related items such as purchases, repairs and gasoline</li><li>• Utilities</li><li>• Repairs/maintenance</li><li>• Monthly charges such as printer and phone</li><li>• Office supplies</li><li>• Human Resources related charges such as background checks and liability insurance</li></ul>
<b>Food Services</b>	Food and catering purchases for your program/department for meetings, event and programs	<ul style="list-style-type: none"><li>• Food</li><li>• Catering (Chartwells and non-Chartwells)</li></ul>
<b>Programs and Services</b>	Items needed to successfully execute events/program	<ul style="list-style-type: none"><li>• Room/facility/security fees</li><li>• Items for event</li><li>• Artist fee</li><li>• Student transportation to events</li><li>• Software licensing</li><li>• Book Loan Program</li><li>• Awards</li><li>• Uniforms/polos</li><li>• Giveaways</li><li>• Flyers/banners</li></ul>
<b>Travel</b>	Purchases directly related to conference travel for students and staff	<ul style="list-style-type: none"><li>• Vehicle/gasoline</li><li>• Flight</li><li>• Hotel</li><li>• Conference registration</li><li>• Staff per diem</li></ul>