



2019-2020 A&S Spend Categories

Spend Category	Description	Includes but not limited to
<p style="text-align: center;">Support Services</p>	<p style="text-align: center;">Services/items that assist your program/department to effectively operate</p>	<ul style="list-style-type: none"> • Cable/lawn care services • Program/department/organizational 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
<p style="text-align: center;">Food Services</p>	<p style="text-align: center;">Food and catering purchases for your program/department for meetings, event and programs</p>	<ul style="list-style-type: none"> • Food • Catering (Chartwells and non-Chartwells)
<p style="text-align: center;">Programs and Services</p>	<p style="text-align: center;">Items needed to successfully execute events/program</p>	<ul style="list-style-type: none"> • Room/facility/security fees • Items for event • Artist fee • Student transportation to events • Software licensing • Book Loan Program • Awards • Uniforms/polos • Giveaways • Flyers/banners
<p style="text-align: center;">Travel</p>	<p style="text-align: center;">Purchases directly related to conference travel for students and staff</p>	<ul style="list-style-type: none"> • Vehicle/gasoline • Flight • Hotel • Conference registration • Staff per diem