

Barnard College Office of Budget & Planning

Commonly Used Object Codes

Expense Description	Object Code	Additional Information
BC Student Wages	515102	Barnard students other than work study students
BC Work Study Wages	515104	Students who receive federal work study awards
Temporary Agencies	570106	For essential coverage only (vacancies/peak periods)
Consultants	570306	Professional contractors/outside vendors
Non-Employee Stipends	570314	Fees for speakers, artists, guest lecturers, etc.
Training Expenses	570320	Local seminars/workshops that don't require travel
Copy Services and Printing	575104	Jobs contracted directly with an outside printer and for print jobs arranged through Business Operations-Aaron Kinard
Postage	575106	For USPS, FedEx, UPS, messenger, or other shipping costs
Entertainment	578102	Typically for student or College-wide off-campus functions, such dine-in restaurant meals, and for tickets to venues such as museums, shows/performances
Domestic Travel	578104	Includes all costs associated with travel (food, etc.)
International Travel	578106	Must separate from domestic travel for tax purposes
Catering and Food Supplies	578110	Food that includes setup/delivery/services and grocery items
Supplies	580102	General office supplies, etc. (other than food)
Dues & Subscriptions	580302	Membership in professional organizations, etc.
Subject Fees	580506	Payments to research study participants
Premiums and Favors	580512	For promotional items and awards, such as plaques
Computers <\$3,000 (each)	540202	For employees (indicate type/for whom)
Software	540203	
Furniture & Equipment <\$3,000	540204	Small items less than \$3,000 each