

**Administrative Cost Policies and Procedures  
March 2014**

Attachment A

**ADMINISTRATIVE BUDGET OBJECT CODES**

<b>Budget Object</b>	<b>Object Title</b>	<b>Object Descriptions</b>
34-03	Research Office Supplies	Approved exceptional office supply items that are distinctively needed on large projects that contain an administrative core or for the distinct scientific work scope of the project. Purchase of such items does require a justification of how the item directly benefits the project.
34-55	Laser Printer Supplies	Includes toner and refurbishment of toner cartridge.
35-12	Postage	Stamps, pre-stamped postcards or envelopes, postage meter charges, bulk rate charges, etc.
35-30	Telephone – Monthly Service	Telephone monthly service charge. Instrument costs for stations extension, mileage, special key equipment, etc.
35-32	Telephone – Data Processing Equipment	Telephone-data processing equipment and costs. Monthly equipment and line rental costs for data processing equipment.
35-57	Memberships	Memberships under a personal or University name, conference assessments, or subscriptions included as part of dues.