

# Spend Categories

Lynn University

FY24 Budget

Spend Category Descriptions (Most Common)

<b>Spend Category</b>	<b>Spend Category Description</b>
Accreditation	Costs incurred for educational agencies
Admissions Special Events	Use the most appropriate spend categories such as Special Events, Food Costs, Supplies_Events, etc. Contact Finance for guidance
Advertising	Costs incurred for advertising initiatives including lead generation, print, radio, and local media
Alumni Event	Use the most appropriate spend categories such as Special Events, Food Costs, Supplies_Events, etc. Contact Finance for guidance
Block Meals Expense	Costs incurred for a set number of (block) meals. Block meals are offered at a discounted price.
Books	Costs incurred for acquiring books primarily for the Lynn Library
Cable	Costs for cable
Casual Labor	Costs incurred for temporary help (i.e. employment agencies)
Commencement	Use the most appropriate spend categories such as Student Programming, Food Costs, Supplies_Events, etc. Contact Finance for guidance
Commission (Student Recruitment)	Costs incurred for commissions to third parties associated with recruiting new students
Compliance_ADA	Costs incurred for making accommodations for students in order to comply with American's Disability Act
Compliance_Other	Costs incurred for non-ADA compliance requirements
Conference Costs	Costs incurred for registration fees related to in-person or virtual conferences, seminars, and webinars
Conservatory Special Events	Use the most appropriate spend categories such as Special Events, Food Costs, Supplies_Events, etc. Contact Finance for guidance
Consultants	Costs incurred for consultants (individuals or firms) for consulting services. For legal services, use spend category: Legal (Expense)
COVID-19 Costs	Costs incurred as a result of COVID-19 pandemic
Credit Card Fees	Costs incurred for processing credit card transactions
Development Events	Use the most appropriate spend categories such as Special Events, Food Costs, Supplies_Events, etc. Contact Finance for guidance
Donor Events	Use the most appropriate spend categories such as Special Events, Food Costs, Supplies_Events, etc. Contact Finance for guidance

Electricity - Central energy plant	Costs for electricity consumption
Electricity - Green / Student center	Costs for electricity consumption
Electricity - Main campus	Costs for electricity consumption
Electricity - Perper Residence	Costs for electricity consumption
Electricity - Pool heaters	Costs for electricity consumption
Electricity - President	Costs for electricity consumption
Electricity - Schmidt	Costs for electricity consumption
Electricity - Soccer stadium	Costs for electricity consumption
Electricity - Student Center	Costs for electricity consumption
Electricity - WPAC / IBC	Costs for electricity consumption
Equipment	Costs incurred for furniture, machinery, office equipment, gym equipment, athletics equipment, hardware equipment, multi-media equipment, etc.
Food Costs_Outside Groups	Costs incurred for food costs for outside groups
Food Costs_Staff/Guest /Other	Costs incurred for food costs for staff, guest, and other
Food Costs_Student Meals	Costs for student meals in residence halls
Fuel / Gas / Oil	Costs for fuel/gas/oil for vehicles and equipment
Game Operations	Costs incurred for athletic competitions
Guest Artists	Costs incurred for guest performers and artists including Live at Lynn
Honoraria	Costs incurred for guest speakers
Legal (Expense)	Costs incurred for Legal matters
Locksmith	Costs incurred for locksmith services
Maintenance	Costs incurred for maintenance of University property
Miscellaneous Expenses	There may be a more appropriate spend category available. Contact Finance for guidance
On-Site Expenses - Fall	Costs incurred for Semester Abroad on-site expenses for Fall
On-Site Expenses - Spring	Costs incurred for Semester Abroad on-site expenses for Spring

On-Site Expenses - Summer I	Costs incurred for Semester Abroad on-site expenses for Summer I
Other Fees	Costs incurred for systems to manage FSA, background checks, and application portal access
Painting	Costs for painting services not associated with a capital project
Performance Fees	Costs incurred for guest performers at University events
Periodicals	Costs incurred for purchasing periodicals by the Lynn Library
Postage and Shipping	Costs incurred for PO boxes, stamps, metered postage, rental of postage meters, and postage with Print Vendors and EAB.
Printing	Costs incurred for printing (internal and external)
Production Costs	Costs for production of performances or marketing materials
Programming	Costs incurred for University programs/activities
Public Relations	Costs incurred for press releases, industry awards, social media giveaways, etc.
Recruitment Expenses	Costs incurred for recruiting expenses related to student athletes and new /transfer students
Referees	Costs incurred for referees for sport competitions
Rent_Equipment	Costs incurred for equipment rental such as copiers, golf carts, mechanical tools, etc.
Rent_Facility	Costs incurred for facility rental such as storage units, off-campus spaces, etc.
Repairs	Costs incurred for repairs for University property
Repairs and Maintenance_Contracts	Costs incurred for service contracts
Security Monitoring	Costs incurred for security/alarm system expenses
Semester Abroad Expenses - Fall	Costs incurred for Semester Abroad Program for students - Fall
Semester Abroad Expenses - Spring	Costs incurred for Semester Abroad Program for students - Spring
Short-term Abroad Expenses - Summer	Costs incurred for Semester Abroad Program for students - Summer
Software Licensing	Costs for software operations, renewals, annual licenses, protection/support plans, etc.
Special Events	Costs incurred for University events including Admissions, Alumni, Conservatory, Development, and Donor Events
Special Programs and Events (Other Expenses)	Costs incurred for other Special Programs and Events
Student Programming	Costs incurred for student programs/activities

Subscriptions / Dues / Memberships	Costs incurred for subscriptions, association dues, and memberships fees
Supplies - Buildings & Grounds	Costs incurred for supplies to maintain and repair buildings & grounds
Supplies_Classroom	Costs incurred for classroom supplies
Supplies_Events	Costs incurred for event supplies
Supplies_Office	Costs incurred for office supplies
Supplies_Other	Costs incurred for other supplies
Teaching Aids	Costs incurred for teaching aids
Telephone	Costs incurred for telephone products and services
Training - Professional Development	Costs incurred for specialized employee training through outside agencies
Travel	Costs incurred for University travel including transportation (airfare, buses, trains, mileage, Uber/Lyft), hotel, meals, etc.
Travel_Athletic Post Season	Costs incurred for travel for Athletics post season including buses, airfare, etc.
Trumpet Competition	Use the most appropriate spend categories such as Student Programming, Food Costs, Supplies_Events, etc. Contact Finance for guidance
Trustee Functions	Use the most appropriate spend categories such as Special Events, Food Costs, Supplies_Events, etc. Contact Finance for guidance
Uniforms	Costs incurred for uniforms including employees, Athletics, Pine Tree Camp, etc.

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Below are the most common categories used by Lynn University departments. Please use the appropriate spend category worktag for your procurement transactions.