

Account	Description	Common Consortium Vendors
Personnel		
511000	Administrators (Any non-union position such as: Grant Directors, Deans, Associate Deans, Program Directors, Vice Presidents)	
512000	Prof/tech (Career Coach, Career Advisor, Workforce Coordinator, Case Worker, Data Strategist, College Advisor, Coordinator)	
513000	Teaching faculty (Vocational Lecturers, Faculty Support, Adult Learner Liaison, Special Assignments for Faculty)	
515000	Academic support (Professional Tutor, Special Assignments for Professional Tutors)	
516000	Clerical/tech (Clerical positions such as Administrative Assistant, Budget Analyst, College Administrative Assistant, College Financial Aid Advisor, College Clerical Assistant, Enrollment Services Representative)	
517000	Cust/maintenance (facilities, maintenance, janitorial staff)	
518000	Student compensation (students on the payroll such as One Summer Chicago employees, for student stipends see 592)	
Fringe Benefits		
521000	Dental Insurance, Life Insurance, Medical Insurance, Vision Insurance	
522000	Worker's Compensation	
524000	Unemployment Insurance	
525000	Medicare	
527000	Tuition Reimbursement	
529000	SURS (Employee Assistance Program)	<i>Not Included in state grants</i>
Contractual		
531000	Auditing	
532000	Consulting Services; Financial Services (Hiring a guest speaker, hiring a consulting firm to provide training to staff, hiring a CBO to help with recruitment and outreach, hiring a program evaluator)	
533000	Architectural and Engineering Services	
534000	Building Maintenance, Installation and Repair; Construction Services; Computer Software; Equipment Maintenance and Repair; Computer Maintenance (Subscription to a software such as Apple Care, hiring electricians to rewire)	Mundo
537000	Security Fire Safety and Emergency Services	
538000	Educational/Training and Instructional Services (Hiring a consulting firm to provide training to faculty)	
539000	Other Services (Contractual services related to the purchase of goods i.e. delivery or installation services such as white glove delivery, marketing services through district offices)	Fooda, Ventra, Acento
Supplies and Materials		
541000	Supplies (Individual items under \$250/each; books, office supplies, cleaning supplies, laptops, consumable instructional supplies)	Complete Book Media, CDW, Grainger, Pace Systems, Staples, Gopher, Laerdal, Medline, RGH, Laerdal Medical Corporation
542000	Printing	Staples
544000	Materials/Shipping/Freight/Computer Software (Non-subscription software/not a contract, laptop carts, firewall warranty, Wi-Fi hotspots)	Staples
545000	Library Services/Book Binding	
546000	Membership Dues/Subscriptions/Accreditation (LinkedIn Learning, project management software)	
547000	Advertising/Promotional/Marketing Supplies (Swag)	Staples Promo
549000	Equipment (Individual items over \$250/each)	CDW, Gopher, Inline Designs, Kaiser, Medline, Pace Systems, Apple, Laerdal Medical Corporation, Medline, CAE Healthcare
Conference Fees/Travel		
551000	Conference Meetings/Expense/Travel (Meals, hotel, air travel, meal per diem, conference registration fees)	
554000	Faculty Recruitment	
555000	Professional Development	
556000	Local Travel (Bus, Taxi, Uber, Lyft, Ride Share, Parking, Mileage, Bus Rental)	Ideal Charter, BJ's Transportation, Compass Transportation, A M Bus Company

Account	Description
Capital	
582000	Fencing/Paving/Resurfacing
583000	Construction Services/New Building and Additions
584000	Capital-Building Improvements
585000	Freight Capital Equipment
586000	Instructional Equipment over \$25,000
587000	Automobiles, School Buses, Passenger Vans, Trucks
592000	Student Scholarships and Stipends
598000	Indirect Costs

Please allocate 10% - 22% when developing grant budget