

Haverford College			
Disbursement Voucher Payment Codes			
Code	Payment Reason Name	Payment Reason Description	Level Codes
A	Award, Stip, Fellow, Intern, Dona, Prize	Non-employee prizes/awards, student fellowships/internships/grants/prizes/awards, donations to other not-for-profits	PRIZ, DONA, AGEN
O	Bookstore Inventory	Bookstore purchases for resale	BCGS
U	Capital Projects & Library Books	All 7XXX object code expenses that are related to plant capital projects, including architects, contractors, equipment, furniture, fixtures, landscaping, etc. and Library books.	CAPT, CAPJ
D	Compensation in Respect to Decedent	Death benefit payments and funds owed to a deceased employee	FACL, ADPF, STAF
S	Debt	Interest and principal on debt; other interest payments	DTIN, DTPR, INND
H	Insurance (Employee), Medical/Hlth Care	Payments for employee medical, dental, insurance, etc., from expense, receivables, withholdings, garnishments	HLTH, RETR, DISA, WORK, LIFE, UNEM, ARSA, PRAP, TXAP,PPEX,SOCS,FRIN
Z	Insurance (Non-Empl), Taxes, Settlemt	Insurance (non-employee insurance such as property, liability, etc), external insurance claims, worker's compensation, real estate, UBIT, sales tax.	INSR, TAXS, TXAP, PPEX
M	Moving Reimbursement	Employee moving cost reimbursement	MOVE
F	Refunds (Student accounts, Deposits)	Student account, summer conference, facility rentals, deposit refunds	ARST, DEFR, DEPO,AGEN,CORV,DAMG,RENT
B	Reimb Out of Pocket Exp (No Travel)	Non-travel reimbursements ONLY. If there is also travel on the invoice, use the "Travel, Employee" code. Equipment can be paid on this code, but not from 7XXX object codes. Payments for services rendered cannot be reimbursed; they must be paid directly to the provider by the College.	TELE, SUPL, PRNT, FOOD, AGEN, POST, MBDU, BKBK, EQNC, EQCA
J	Travel, Employee (+Other Out-of-Pocket)	Employee travel, including conference fees, lodging and food. Can also include other out-of-pocket expenses that are not travel-related on the same invoice, including equipment (not 7XXX codes).	TRVL, CONF, FOOD, TELE, SUPL, PRNT, AGEN, POST, MBDU, BKBK, EQNC, EQCA
X	Travel, Non-Employee (+Other Out of Pocket)	Non-employee travel (students, visitors, speakers, etc). Can also include other out-of-pocket expenses that are not travel-related on the same invoice.	TRVL, CONF, FOOD, TELE, SUPL, PRNT, AGEN, POST, MBDU, BKBK, EQNC
Y	Tri-Co Payments (BUSINESS OFFICE USE ONLY)	Salary & benefits payments to Swarthmore &/or Bryn Mawr for shared positions.	FACL, FRIN
Q	Tuition (Study Abroad & Empl Tuit Bene)	Non-Haverford tuition for study abroad programs and employee tuition benefit	PROG, TBEN
G	Utilities (Gas, Water, Oil, Elec, etc.)	Utilities (gas, water, oil, fuel, electric, etc.)	UTIL
I	Vendor Pmt Non-PO (not other pymt code)	Non PO vendor payments not described in other codes. Also includes dues, memberships, subscriptions, non-Library books, payments for services such as honoraria, speakers, artist models, legal, accounting, investment management, contracting (not on capital projects), software licensing and equipment not 7XXX codes. Can be combined with capital projects ONLY where multiple accounts are charged.	ADVT, TELE, SUPL, PRNT, INTR, ENDP, CASH, PLGI, FICR, PPEX, OTHA, AGEN, MAIN, ARBM, ACAP, LSPY, FOOD, TRSH, POST, ACLG, CONS, CONT, OTPR, FEES, TEST, BKBK, MBDU, EQNC, EQCA,CONF,TRVL,LOAN,PRAP, CAPT,CAPJ