

University departments can obtain the goods and services needed to operate by either purchasing them from external vendors or using the goods and services provided by another University department. It is important to have a distinct way of accounting for the intra Lehigh transactions to separate them from purchases made from vendors in order to capture what the University's true operating expenses are. Although in the past this was done by debiting and crediting the same account or by using an internal reimbursement account, use of a new range of expense account codes will provide a more efficient and accurate way to do this.

- The University department charging your department for goods and services will charge your index using an IntraLU account code beginning with the number 797. They'll use the same or a similar account code on the credit side of the entry.
- In May 2014 entries will be prepared and processed by the Controller's Office to move these charges to your indexes to the account codes below. The Controller's Office will also ask that the Departments below start using the new account codes.

Account Code for Internal Services/Goods	
<b>Mailing and Printing Services</b>	
79710	MPS-IntraLU-Mailing Services
79714	MPS-IntraLU-Metered Services
79715	MPS-IntraLU-Fax Services
79716	MPS-IntraLU-Printing Services
79718	MPS-IntraLU-Warehouse Rental
<b>Transportation and Parking Services</b>	
79720	TPS-IntraLU-Gasoline
79721	TPS-IntraLU-Auto Rental
79722	TPS-IntraLU-Bus Rental
79723	TPS-IntraLU-Van Rental
79724	TPS-IntraLU-Truck Rental
79725	TPS-IntraLU-Motor Veh Repr/Wash
79726	TPS-IntraLU-Bus Cost
79727	TPS-IntraLU-Fueling Chg
79728	TPS-IntraLU-Radio Charge
79729	TPS-IntraLU-Toll Charges
79740	TPS-IntraLU-Parking Fines
79741	TPS-IntraLU-Parking Meters
79742	TPS-IntraLU-Parking Fees-Students
79743	TPS-IntraLU-PrkngFees-Faculty/Staff
79744	TPS-IntraLU- ParkingFees-Visitors
79745	TPS-IntraLU- ParkingFees-AccessCards
79746	TPS-IntraLU- Parking Fees-Vendors
79747	TPS-IntraLU- PrkngFees-InternalEvnts
79748	TPS-IntraLU- Parking Attendant
79749	TPS-IntraLU- Parking Signage

<b>Library and Technology Services</b>	
79730	LTS-IntraLU-Telephone Install
79736	LTS-IntraLU-Wireless Phone Service
79737	LTS-IntraLU-Laptop Rentals_Dept
79738	LTS-IntraLU-Student Local Calling
79739	LTS-IntraLU-Network Charge
79751	LTS-IntraLU-Document Digitization

<b>General Services</b>	
79750	IntraLU-Supplies/Labor

<b>IDEAL Office</b>	
79752	IDEAL-IntraLU-Access Control

<b>Logisitics – Business Services</b>	
79753	IntraLU-Surplus/Property