

**University of Houston-Downtown
PeopleSoft Account Codes**

Listed below are commonly utilized account numbers for professional and contract services. For a complete listing, refer to the listing available in PeopleSoft, "Chartfield".

Professional Service

Services as cited in the Texas Revenue Civil Statute Annotated 664-4, Professional Services Procurement Act. These include services that require a state license for performance. These services do not include consulting. Travel and related costs should be included in the appropriate category.

Area of Service	PeopleSoft Account Number	
	For Service	For Received Expenses
Accountant	52103	52110
Landscape Architect	52104	52105
Architect	52106	52111
Engineer	52107	52112
Real Estate Appraiser	52201	52202
Registered Nurse	52203	52204
Land Surveyor	52206	52207

Consulting Services

Consulting is defined as the practice of studying an existing or proposed operation or project and advising the agency with regard to the operation or project. It also includes the creation, design or development of a project. This section is applicable to both individuals and firms. Travel and related costs should be included in the appropriate category.

Area of Service	PeopleSoft Account Number	
	For Service	For Received Expenses
Consulting Information Systems	52114	52116
Consulting Other	52115	52117

Entertainment, Lecturers and Artists

These are services which provide a cultural experience or extracurricular activity, such as guest lecturers, concerts, theater, and/or events for which Student Service Fees may be expended. Travel and related costs should be included in the appropriate category.

Area of Service	PeopleSoft Account Number	
	For Service	For Received Expenses
Entertainment Agents and Production Services	52205	-
Lecturers and Artists	52404	52405

Other Services – Professional and Personnel

This category includes a myriad of commonly used contract services.

Area of Service	PeopleSoft Account Number
Temporary Personnel Services	52209
Construction Services	52213
Educational/Training Services	52400
Referees/Statisticians	52401
Course Development	52403

Other Services – Business Entities

These services are defined as contractual agreements with business entities for specific services which may include those acquired through the procurement process from business entities outside the university if the contract is more than a simple agreement to purchase as evidenced by a purchase order. It excludes charges for intra-university services.

Area of Service	PeopleSoft Account Number
Off-Campus Academic Printing/Copying	52502
Electricity	52601
Water	52603
Other Utilities	52606
Electronic Communication Services	52812
Advertising – General	53100
Promotions/Public Relations Public Information	53109
Rental – Other Space	53524
Repairs/Maintenance Equipment	53700
Services - Other	53857

Legal Fees

All legal services must be approved by the Attorney General's Office and contracted through the UH System Office of General Counsel. The account numbers below include, but are not limited to services rendered by the Attorney General's Office.

Area of Service	PeopleSoft Account Number
Legal Counsel - Private	54550
Attorney General's Fee	54551

Capital Real Property – Building Construction

New building construction typically occurs through the UH System Office of Facilities Planning and Construction. Associated account numbers include, but are not limited to the following:

Area of Service	PeopleSoft Account Number
Buildings-Construction	58200
Site Preparation	58205
Surveys and Testing	58209
Architectural/Engineering Services	58210
Consulting Services - Construction	58211