PROGRAM CODES AT A GLANCE

A program code is used to record how the money is being used--i.e., what function an expense is supporting.

This is a sampling of program codes. For a full listing in an Excel spreadsheet, see the BAO website at: http://ba.uoregon.edu/staff/program-codes

00000 Instruction and Dept Research
  01xxx Regular Instruction
  05xxx Summer Session Instruction
  07xxx Continuing Education
  • All activities that are part of the instruction program (except remedial and tutorial)
  • Departmental research and public service that are not separately budgeted
  • Department Head compensation

10000 Research
  10xxx Institutes & Research Centers
  15xxx Individual or Project Research
  • Activities specifically organized to produce research outcomes (individual, project, or research centers).
  • Departmental research that is budgeted separately
  • Does NOT include training grants

20000 Public Services
  200xx Public Service Operations
  • Activities established primarily to provide non-instructional services beneficial to entities external to the institution (e.g., conferences, advisory services, radio & TV).

30000 Academic Support
  300xx Libraries
  302xx Museums & Galleries
  304xx Educational Media Services
  306xx Academic Administration (e.g., Deans’ Offices)
  • Support services for the institution’s primary missions of instruction, research & public service.

40000 Student Services & Activities
  400xx Student Services
  402xx Counseling Center & Career Guidance
  404xx Student Admissions & Registration
  406xx Financial Aid Services
  45xxx Auxiliary Services (e.g., food services, Housing, Health Center)
  • Admissions and Registrars offices
  • Student activities, newspapers, athletics, organizations, remedial instruction, counseling & career guidance, & student aid administration
  • Entities that exists to furnish goods or services to students, faculty or staff and that charge a fee directly related to the goods or services.
50000 Physical Plant Operation & Maintenance
   500xx Physical Plant Operations
   550xx Alterations & Remodeling
   - Services and maintenance related to grounds and facilities.

60000 Institutional Management & Support
   60xxx Institutional Management
   - Central executive-level activities concerned with managing the entire institution (e.g., President & Provost Offices)
   - Fiscal operations (e.g., BAO, ORM)
   - Administrative data processing (e.g., Computing Center)
   - Space management
   - Employee personnel and records (e.g., HR)
   - Activities that provide procurement, storerooms, safety, security, printing & transportation services (e.g., Department of Public Safety)
   - Community and alumni relations, development and fund raising (e.g., University Advancement)

82000 Financial Aid
   82xxx Scholarships & Fellowships
   85xxx Student Loans
   - Expenditures for scholarships and fellowships to students from current funds, restricted or unrestricted.
   - Trainee stipends, prizes and awards (but not trainee stipends given to students not enrolled in formal course work—should be charged to instruction/research/public service)

99000 Fiduciary Management Services
   991xx Service Departments (e.g., Printing, Telecomm).
   993xx Agency Fund Management
   996xx Prepaid Operations
   99900 Clearing Operations
   - Areas that provide services to other university departments within the institution and are self-sustaining.
   - Funds of students, staff, faculty, alumni and other organizations for which the institution is acting as fiscal agent