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