

Cost Center Naming Standards

Introduction

All cost centers require a Long Description and a Short Description. Long Descriptions are limited to 30 characters and Short Descriptions are limited to 10 characters.

The **Cost Center Description Table** defines naming standards of some common cost center categories.

Some cost center categories require use of specific short descriptions depending on the fund code or description of the fee used to fund the cost center. These categories are listed in the **Short Descriptions Based on Fund Code** section.

Cost Center Description Table

Cost Center Type	Prefix	Description	Suffix	Long Description	Short Description
Academic Excellence Scholarship	AES	Subject	Fiscal Year (FYYY)	AES - Stipends FY12	AES
Auxiliary Fees	N/A	Name of Program or Fee	Fee	Parking and Traffic Fee	Aux Fee
Campus Enhancement Funds	Campus Enh	Title Provided by Donor	N/A	Campus Enh - Moller	Camp Enh
Chair	Chair	Title Provided by Donor	N/A	Chair - Moller	Chair
Clark	Clark	Title Provided by Donor	N/A	Clark - Choudhary	Clark
Clarkie	Clarkie	Title Provided by Donor	N/A	Clarkie - McIntyre	Clarkie
Cost Share	CSH	Grant Name Associated with Cost Share	Grant CC Associated with Cost Share	CSH SMART Bandag 32258083	Project ID
Designated Fees	N/A	Name of Program or Fee	Fee	CPA Review Course Fee	Name or Abbreviation of Fee
Discretionary	N/A	Purpose	Discretionary	President's Discretionary	Discretion
Distinguished Chair	D Chair	Title Provided by Donor	N/A	D Chair - Moller	D Chair
Distinguished Professorship	D Prof	Title Provided by Donor	N/A	D Prof - Moller	School Abbrev. D Prof (BBS D Prof)

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Cost Center Type	Prefix	Description	Suffix	Long Description	Short Description
Distinguished University Chair	DU Chair	Title Provided by Donor	N/A	DU Chair - Moller	DU Chair
Endowment Distribution	N/A	Mirror Principle Endowment Description	N/A	Principle Endowment Description	Mirror Principle Endowment
Excellence Education Fund	EEF	Subject	N/A	EEF - University Research	EEF
Faculty Fellowship	F Fellow	Faculty	N/A	F Fellow - Moller	School Abbrev. F Fell (BBS F Fell)
Faculty Salary	School Abbrev. FS	Department/Term	Term	ECS FS - EE Academic	FS Term (FS Acad)
Financial Aid	Fin Aid	Description of Financial Aid	N/A	Fin Aid - Texas Grants	School Abbrev. Fin Aid (BBS Fin Aid)
Financial Reporting	FinRpt	Fund Code - Function Description of Function	Eq for Equipment if applicable	FinRpt2990-101 Instruction	Fin Report
Gifts	GFT	Description of Gift (Donor or Company)	N/A	GFT - Stella Moon Memorial	School Abbrev. GFT (BBS GFT)
Gifts for Scholarship/Fellowship	GFT Scholar or GFT Fellow	Description of Gift (Donor or Company)	N/A	GFT Scholar - Stella Moon Memorial	School Abbrev. GFT S or F (BBS GFT S)
Gifts for Operating	GFT Op	Description of Gift (Donor or Company)	N/A	GFT Op - O'Donnell - Operating	School Abbrev. GFT O (NSM GFT O)
Gifts in Kind	GIK	Description of Gift (Donor or company)	N/A	GIK - Donor or Company	School Abbrev. GIK (BBS GIK)
Gift Operating Fund	GOF	Description of Gift (Donor or Company)	N/A	GOF - MSE Scholarships	School Abbrev. GOF (ECS GOF)

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Grants	Name of Sponsor	Grant Name	N/A	NIH - Description of Grant	Project ID
Indirect Cost Recovery	ICR	Department or Subject	N/A	ICR - A&H	ICR School Abbrev. (ICR A&H)
Institutional (CC created to track university-wide cost)	Department Name Abbreviated	Department Name	Institutional	AFR - Institutional	Institutnl
Operating (CC created to fund department specific cost)	Department Name Abbreviated	Department Name	Operating	CBH - Operating	Operating
Opportunity Funds	Opp Fund	Title Provided by Donor	N/A	Opp Fund - Title Provided by Donor	School Abbrev. Opp Fd (BBS Opp Fd)
Plant	N/A	Description of Project	N/A	Berkner Laboratory Renovations	Project ID (DAL584)
Professorship	Prof	Prof	N/A	Prof - Moller	School Abbrev. Prof (BBS Prof)
Replacement Cost Center	Replaced by CC	Old Cost Center Number	N/A	Replaced by CC 37150012	Replaced
Research Development	Rsch Dev	Subject	N/A	Rsch Dev - C&G office	Rsch Dev
Research Enhancement	Rsch Enh	Faculty Last Name Only if Not Enough Space	First Name - Initial if Not Enough Space	Rsch Enh - Chandra R	School Abbrev. Rsh Eh (BBS Rsh Eh)
Research Initiative	Rsch Init	Faculty Last Name Only if Not Enough Space	First Name - Initial if Not Enough Space	Rsch Init - Jackie Nelson	School Abbrev. Rsh In (BBS Rsh In)
Research Support	Rsch Supp	Faculty Last Name Only if Not Enough Space	First Name - Initial if Not Enough Space	Rsch Supp - Chandra R	School Abbrev. Rsh Su (BBS Rsh Su)
Scholarship/Fellowship	Scholar or Fellow	Title Provided by Donor	N/A	Scholar - Moller	School Abbrev.

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Cost Center Type	Prefix	Description	Suffix	Long Description	Short Description
					S or F (BBS S or BBS F)
STARS	STARS	Faculty Name: First Initial, Last Name	N/A	STARS - T. Griffith	Project ID (Project 1027)
Start Up	Startup	Department, Faculty: First Initial, Last Name	N/A	Startup - ME T. Griffith	School Abbrev. Startup (ECS Strtrup)
Student Fees (managed by Student Affairs)	Student Service Fee Abbreviation	Name of Program or Fee	Fee	Ath Fee - Athletic Program	Fee Short Description (Ath Fee)
Teaching Assistant	Department Name Abbreviated	TA	Academic YR or Sum Semester	ECS - TA FY15	School Abbrev. TA (ECS TA)
Teaching Assistant Tuition & Fees	Department Name Abbreviated	TA Tuition and Fees	N/A	ATEC - TA Tuition and Fees	School Abbrev. TA (ATEC TA)
TRIP or TRIP Match	Trip or Trip Match	Subject	N/A	Trip - Sparrow Social Cognition	TRIP or TRIP MATCH
Waivers/Exemptions	Exempt or Waiver	Subject	N/A	Exempt - Hazelwood Spouse	Exemption or Waiver

Short Descriptions Based on Fund Code

The short descriptions should be used based on the fund code or description of the fee when creating a cost center.

Fund	Description	Short Description
2120	F1 Research Development Fund	Rsch Dev
3099	Credit Card Clearing	Credit Crd
3100	Records Processing Fee	Rec P Fee
3101	Utility Fee	UtilityFee
3102	Advising Fee	Adv Fee
3103	GR Advising Fee	GR Adv Fee
3104	Special Advising Fee - BBS	S Adv Fee
3105	Library Services Fee	LibSvc Fee
3107	Information Technology Fee	IT Fee
3108	Instructional Infrastructure	Infrast
3109	Student Business Service	StuBus Svc

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3110	Mandatory Course Fees	M Cor Fee
3112	UG Advising Fee 1 1	UG Adv Fee
3117	Information Tech Fee 1 1	IT Fee
3200	Application Fee	App Fee
3201	Application Fee Foreign	F App Fee
3208	Physical Instruction Fee	PI Fee
3209	Student Teaching Fee	ST Fee
3210	Field Trip Fee	F Trip Fee
3214	Intl Special Service Fee	ISS Fee
3218	Convenience Fee	Conv Fee
3219	Late Graduation Fee	LT GR Fee
3220	Non-Mandatory Course Fee	NM Cor Fee
3237	Bursar Fee	Bursar Fee
3240	Chec Distance Learning Fee GR	Chec Fee
3247	Study Abroad Fee	SA Fee
3251	Application Fee Foreign 1 1	F App Fee
3399	Temporary Funding	Temp Fund
3401	GLEMBA Fee	GLEMBA Fee
3402	AMME Fee	AMME Fee
3403	Coaching Fee	Coach Fee
3404	Project Management Fee	PM Fee
3405	AIM CPA Fee	AIMCPA Fee
3407	AIM NTU Fee	AIMNTU Fee
3408	Exec Ed Program Fee	ExEd Fee
3410	ASUG Fees	ASUG Fee
3411	JSOM Placement Fee	JSOM Fee
3470	ECS Ind Prac Program Fee	EIPP Fee
3590	Presidents Discretionary Fund	Discretion
3910	External Sales	Ext Sales
3920	Service Centers	Svc Center
4000	Athletic Fee	Ath Fee
4001	Student Services Building Fee	SSB Fee
4002	Transportation Fee	Transp Fee
4003	Student Services Fee	SS Fee
4004	Medical Services Fee	Med Fee
4005	Recreational Facility Fee	Rec F Fee
4006	Student Union Fee	SU Fee
4007	Student Services Building Fee	SSB Fee
4008	Student Services Fee KM	SS Fee
4011	Recreational Facility Fee 1 1	Rec F Fee
4300	Interlibrary Loan Fee	IL Fee
4301	Parking Fee/Fines	Park Fee
4640	Living And Learning Center	Live Learn
4650	Food Service	Food Svc
4660	Housing	Housing
4661	University Park Rental	Univ Prk
4904	Other	Aux Other
7900	Land	Land

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7901	Buildings	Buildings
7902	Facilities and Improvements	Improvemnt
7908	Infrastructure Fee	Infra Fee
8000	Loan	Loan
9000	Agency	Agency
N/A	Arts and Performance Fee	A & P Fee
N/A	Audit Fee	Audit Fee
N/A	Bursar Late Fee	Bur LT Fee
N/A	In-absentia Fee	Inabsentia
N/A	Insurance Fee	Insur Fee
N/A	Laboratory Fee	Lab Fee
N/A	Payroll Penalties and Fees	PayrollFee
N/A	PhD RA Tuition and Fee	PHD RA Fee
N/A	Three Peat Fee	3 Peat Fee
N/A	Travel Fee	Travel Fee