

**Technical Communication
(Now Human Centered Design & Engineering)**

CHART OF ACCOUNTS

PROJECT CODES	TASK CODES	OPTION CODES
Major Projects: <ul style="list-style-type: none"> • STC Student Chapter - STCSTC • Open House - OPENHO • TC521 Class – TC521C • Student Travel on Endowment Fund - STTRAV • Faculty Meeting - FACMTG • Faculty Retreat - FACRET • Xerox – 1XEROX • Promotional (Posters, Brochures, etc) – 1PROMO • Other Printing - 1PRINT • Post Communications - POSTCM • Graduation Ceremony - GRADUA • Faculty Search - FACSEA • Non-STF Computing – NONSTF • Jennifer Turns (Start up funds) – TURSUF • Beth Kolko (Start up funds) - KOLSUF 	Non-STF Computing <ul style="list-style-type: none"> • Computers - COM 	<i>Option codes will not be used</i>

DEFAULT CODES BY ORGANIZATION CODE*

- Project Code Default: 99999X
- Task Code Default: 999
- Option Code Default: 999

*Default Codes by budget number may be assigned at a later date