



Job Aid: Review of Uniform Guidance Monitored Budgets

Purpose: This document presents the Accounts and budget lines Sponsored Programs reviews and monitors pursuant to the Uniform Guidance (UG).

Budget Account Category and Description - Expense Accounts Included				Examples of Proposal Budget Lines Included	Examples of Proposal Budget Lines Excluded
911100 - ADMINISTRATIVE SALARIES (UG Monitored)					
510200	Professional - Exempt			Administrative Assistant/ Associate Director, Manager Accountant, Financial Clerk/Analyst, etc.	<i>Programmer, Analyst Research Associate Project Director, Professor GSRA, etc.</i>
510210	Professional A - Non-exempt				
515000	P&A Temp-O.T., Shift & On Call				
515200	Premium Pay-P&A				
520380	Profess And Admin - Temporary				
543300	Overtime 1.5				
543350	Overtime 1.0				
586300	Technology Equip Allowance				

911200 - CLERICAL SALARIES (UG Monitored)					
521520	Office - Temporary			Secretary, Research Secretary, Office Assistant, etc.	
525320	Office Temp-O.T., Shift & On Call				
544500	Clerical - Overtime				
556300	Professional B - Non-exempt				
558400	Office-Premium Pay				



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911800 - GENERAL SUPPLIES & OTHER (UG Monitored)					
502300	Prize Gifts & Svc Awards-Emps	614584	Clothing and Apparel	Printers, Monitors, Computers, Computer Hardware, Tablets, iPad, Paper, Toner, Cartridges, Pens, Pencils, Books, Journals, Notebooks, Magazines, Binders, Folders, Stationery, Prizes, Gifts, Awards, etc.	<i>Printing, Advertising, Lab supplies, Duplication/ Copying, Page Costs, Research Publication Costs, etc.</i>
581800	Prize/Award Trf Tax-Exempt Org	614756	Paper Products		
599500	Payroll Deduct-Lump Sum Adv	614840	Laundry		
610875	Furniture	614900	Linen		
612050	Computer Supplies	614917	Smallwares		
614390	Computers - Under \$5,000	614924	Flowers & Decorations		
614420	Non-Capital Equipment	614930	Memberships & Dues		
614422	Appliances (less than \$5,000)	615200	Pub/Subscription/Print Matter		
614440	Office Supplies	615560	Misc Supplies and Other		
614510	Photo Cop, Fax Mach & Printers	615561	Lump Sum Advance		
614573	Prize Gifts & Svc Awds-Non Emps	616040	Stationery Item		
912000 - POSTAGE (UG Monitored)					
615020	Postage/Mailing			Postage, stamps, Mailing, etc.	<i>Shipping and Handling, UPS, Federal Express, DHL, USPS Priority (w/ Tracking #), Freight Charges, etc.</i>
912100 - TELEPHONE (UG Monitored)					
611000	Telephones & Accessories	611300	Local Phone Calls	Telephone line charges, Local calls, Cell phones, pagers, etc.	<i>Telephone Communication/ Telecommunication, Toll Charges, Long Distance Phone Calls, Conference calls, etc.</i>
611005	Telephone Network Fees	611400	Remote Local ITCOM		
611010	Telephone Admin Fees	611450	Service Requests ITCOM		
611020	Telecom Installation Fees	611475	Voice Services ITCOM		
611025	Telephone Auth. Code Fees	611500	Local Charges ITCOM		
611100	Telephone Equipment Rental	611550	Equip, Line, Feature Rntl ITCOM		
611150	Cellular Phone	611650	Centrex Equip, Line, Feature Rtl		
611200	Pagers	611700	Telecom Svc (Not Includg ITCOM)		

Questions: Please contact your Sponsored Programs Customer Service Coordinator (<https://finance.umich.edu/programs/roles-responsibilities/customer-service>).



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912590 - HOSTING/CONFERENCE/ENTERTAINMENT (UG Monitored)					
614572	Entertainers & Bands	614754	Eggs/Butter/Cheese	Hosting, Conferences, Food, Refreshments, etc.	<i>Travel-Meals, Registration fees, etc.</i>
614579	Productions	614755	Bakery		
614580	Refreshments	614757	Produce		
614582	Special Event	614758	Beverages		
614583	Tickets	614759	Food Staples		
614660	Conferences	614760	Food & Beverages		
614710	Participant – M (Various Programs)	614920	Setup		
614711	Participant – L (Various Programs)	623000	Payments to Michigan Union		
614714	Participant – O (Various Programs)	623015	Payments to Michigan League		
614740	Bakery Non-Store	623020	Payments to University Housing		
614750	Food	623030	Payments to Pierpont Commons		
614751	Frozen Food	623045	Payments to University Club		
614752	Meat	623812	Hosting		
614753	Dairy				