

Supplies & Materials (201)

1. Supplies Material:

- **Cleaning Supplies:**
This class includes costs of readily expendable items, such as tissue, bin, etc.

- **Educational Supplies :**
This category includes payment for supplies and materials used in classrooms and laboratories for instructional, research, and examination purposes such as chemical, films, slides, tapes, transparencies and non-library publications.

- **Fairs and Exhibitions :**
This class includes costs of fairs and exhibitions supplies.

- **Kitchen and Food Supplies :**
This class includes costs of readily expendable items, such as tea, coffee, milk, etc.

- **Others :**
This class includes payments for purchases of supplies, materials, and commodities consumable within one year or less, consumed by physical units, or whose use results in a significant impairment of physical condition or appearance. It includes all articles and substances in a natural or manufactured used for current operating purposes. This class includes payment for the following categories and should exclude purchases of tangible items capitalized in third chapter.

2. Garment and Textiles:

Uniform Supplies :

This class includes costs of clothing, uniforms furnished to employees, lab uniform, bedding, and sewing supplies and materials.

3. Seeds, Trees and Plants:

Seeds and Trees for Education :

This class includes costs of agricultural supplies and materials in the form of feed, seed, fertilizer, insecticide, fodder, and forage.

4. Sport Activities Expenditure:

Sport Material Supplies:

This class includes costs of sports materials supplies such as ball, t-shirts, etc.

5. Prizes, Medals and Gifts:

Prizes:

This class includes costs of expendable items, such as medals, trophy, etc.

6. Others:

- Office Supplies:

This class includes payments for supplies and materials used in the operation of university offices.

- Stationary:

This class includes costs of readily expendable items, such as paper, pencils, folders, university forms, letterheads, envelopes, paper clips, etc.

Maintenance (202)**1. Maintenance of Machine and Equipment:**

This class includes payments for material maintenance such as electromechanical (Machinery & equipment & AC & Chillers) maintenance, lab & scientific equipment maintenance, computer maintenance and vessel maintenance.

2. Fuel, Oil and Motion Power:

Motor Vehicle and Vessel Supplies:

This class includes payments for supplies and materials used in operation, maintenance, and repair of owned and leased motor vehicles. It includes costs of fuels, oils, lubricants, fluids, tires, batteries, belts, hose, etc., and minor accessories.

3. Maintenance:

Furniture and building:

This class includes payments for contractual services, including labor and materials, to repair, maintain, overhaul, rebuild, renew, and restore owned and leased facilities and resources, such as buildings, equipment, motor vehicles, furniture, computers, roads and walks excluding projects financed in capital improvement budgets.

4. Others:**Repair Supplies:**

This class includes payments for supplies and materials used by a service shop in construction, maintenance, repairs, movable and immovable furniture and equipment. It includes costs of carpentry, electrical, electronic, mechanical, plumbing, and structural supplies, materials, and tools.

Utilities/ Mail/ Freight/ Services (203)**1. Contract Services:**

This class includes fees paid for laundry, cleaning, pest control, security, hospitality, agricultural and electrical services

2. Referee Fees:

This class includes payment to referee for authorizing a scientific research.

3. Communication and Utilities:

This class includes payments for transmitting verbal, written, and recorded messages, correspondence, data, and information. It includes costs of telephone services, telegrams, FAX transmissions, electricity and water.

4. Freight and Mail:

This class includes payments for services to transport, move, and deliver materials, and resources owned, leased, or used by the university. It includes costs of postage, messenger and courier services.

Consultants & Visiting Professors/ Overload/ Training/ Research (204)**1. Consultant Fees:**

This class includes payment to professional specialists for consultative and advisory services provided to the university.

2. Air Ticket for Consultant:

This class includes payment for consultant air ticket in accordance with both university policy and the consulting agreement.

3. Accommodation for Consultant:

This class includes payment for consultant accommodation in accordance with both university policy and the consulting agreement.

4. Visiting Professor Fees:

This class includes payment for visiting professor (non-university employees) for contracted professional services.

5. Air Ticket for Visiting Professor:

This class includes payment for visiting professor air ticket in accordance with the visiting professor contract.

6. Accommodation for Visiting Professor:

This class includes payment for visiting professor accommodation in accordance with the visiting professor contract.

7. Overload Salary:

This class includes payment for academic personal services for non-government employees.

8. Bonus for Scientific Magazines:

This class includes payment to scientific magazines committees for releasing a new issue.

9. Research:

This class includes payment for internal research grants approved by management.

Rentals (205)

1. Rental Towards Participation in fairs and Exhibitions:

Including subscription fees in new agencies.

2. Rental (service contracts):

This class includes payments for rental of real property, equipment and transportation.

Insurance (206)**1. Insurance (Service Contract):**

This class includes payments of premiums for insurance. It includes costs of fire and extended coverage insurance and automobile liability insurance and Health Insurance.

Books/ Subscription/ Software (207)**1. Software:**

This class includes payment for obtaining yearly software licenses.

2. Subscriptions:

This class includes payments for subscriptions in local and international professional institutions; it also includes payment for subscriptions in local and foreign newspapers and periodicals.

3. Students Books:

This class includes payment for local and international organizations for student books.

4. Library Books:

This class includes payment for local and international organizations for library books.

Publication/ Printing/ Advertising (208)**1. Publication, Printing and advertising:**

This class includes payments for advertisements and announcements; it also includes payment for printing, publication, binding, etc.

Student Related Expenses (209)**1. Student Activities:**

This class includes payment for students training, student sports travel, awards for sports activities, Student cultural travel, awards for cultural activities, student religious travel, awards for religious activities, and other activities.

Financial Aids (210)**1. Student Salaries:**

This class includes payment for monthly student salaries and air ticket for scholarship students.

Staff development (211)**1. Official Assignment Compensation:**

This class includes payment for a flat unaccountable daily allowance for accommodations, meals and incidental expenses in accordance with university policy for employees representing Qatar University in international and regional gatherings/conferences.

2. Air Ticket for Official Assignment:

This class includes payment for official assignment air ticket in accordance with university policy.

3. Employees Training Compensation:

This class includes payment for a flat unaccountable daily allowance for accommodations, meals and incidental expenses in accordance with university policy for employees training.

4. Air Ticket for Training:

This class includes payment for training air ticket in accordance with university policy.

5. Training Fees:

This class includes payment for training cost to external trainers.

Other (212)**1. Others:**

This class includes payment for current expenditures not identified by above classes and categories.

Hospitality (213)**1. Hospitality & Accommodation:**

This class includes payment for lecturers and job recruits accommodation, hosting conferences, etc.

Equipment (301)

1. Furniture & Fixture
2. Machinery & Equipment
3. Illustrative & Educational Equipment
4. Computers & Accessories
5. Electronic & Household
6. Office Equipment
7. Motor Vehicle
8. Air Conditioners and Chillers