



P2P Newsletter

Important Update on Instructional Equipment Account Codes

The Chancellor's Office has announced that account codes 619002 and 619802 previously used to track Instructional Equipment purchases will be inactivated effective July 1, 2025. The CO has determined that this specific tracking is no longer necessary for state reporting.

To support this transition and avoid any encumbered balances from rolling over into the next fiscal year (FY25/26), Accounting will deactivate these accounts early, effective June 9, 2025.

What You Need to Know:

- Account codes 619002 and 619802 will be inactivated as of June 9, 2025.
- FY24/25 expenses already posted to these accounts will still be allowed.
- Procurement will update any open Purchase Orders (POs) currently using these account codes to reflect the new coding requirements.
- No action is needed on your part for existing POs we'll take care of the updates for you.

What to Use Going Forward:

Please begin using the following account codes immediately for equipment-related purchases:

- 619001 – Equipment under \$5,000
- 619801 – Equipment \$5,000 and over

For further assistance, submit a ticket via ServiceNow: <https://csu.service-now.com/csubuy>

Thank you,

CSUB Procurement & Contract Services