

APPENDIX A - OP ACCOUNTS

The **first two digits** represent the Higher Education Function Code, examples include:

Instruction (INST)	40	Maintenance of Physical Plant (MOPP)	64
Teaching Hospital (TEHS)	42	Institutional Support (INSP)	66 or 72
Academic Support (ACAD)	43	Student Services (STAC)	68
Research (ORES)	44-59	Auxiliary Enterprises (AUX)	76
Libraries (LIBR)	60	Student Financial Aid-undergrad (FINA)	77-78
University Extension (UNEX)	61	Student Financial Aid-grad (FINA)	79
Public Service (PBSV)	62	Agency Accounts (PROV)	80

The **second two digits** represent your School or College, for example:

Grad School of Management	01	Ag & Environmental Sciences	03-04
Biological Sciences	10	Engineering	24-27
Law	36	Letters and Science	40-42
Medicine	48-49	Veterinary Medicine	72-74
Campuswide Programs	76-77	Institutes	87
Summer Session	99		

The **third two digits** represent your department. For example, 25 represents the department of Electrical and Computer Engineering.

Example account: Using the examples above, we can see that the complete OP account number for an instruction account for the College of Engineering, department of Electrical & Computer Engineering, would be 402425.

Note: There are cases in which the pattern of university operations makes it impossible to use the second and third two-digit portions of the OP account in the manner described above for the school or college and department.