

# Commonly Used Account Codes

	Account #	Account Title	Description
<b>Income</b>	<b>52103</b>	<b>Banquet and Seminar Receipts</b>	<b>revenue from banquet ticket sales</b>
	52203	Other Goods and Services Sold	deposits of other goods/services
	52801	Advertising Revenue	deposits of advertisind revenue from off-campus sources
	52811	Bus Pass Fees	deposit of collected bus pass fees
	<b>52814</b>	<b>Publications and Pamphlets Sold</b>	<b>sales from campus publications (yearbook, journals,etc...)</b>
	52826	Other Income	other types of deposits
	53301	Ticket Sales and Gate Receipts	deposits from STUB ticket sales
	53305	Concession Sales	deposits from sales of food items
<b>Expenses</b>	<b>60178</b>	<b>Misc Instructional and Honoraria</b>	<b>honorariums for people/orgs</b>
	64101	Regular Student Labor	honorariums for students or bonuses for ASSP employees
	70455	Other Contract Professional Service	service proformed on a contact basis
	71101	Educational Material and Supplies	training materials and supplies
	<b>71201</b>	<b>General Supplies</b>	<b>supplies only! no food items</b>
	71202	Paper Supplies	paper, envelopes, etc...
	71207	Computer Supplies	supplies for computer
	<b>72101</b>	<b>Printing - Off-Campus</b>	<b>off campus printing only! (not campus printing)</b>
	72102	Graphics - Off-Campus	off campus design work, t-shirt screening, etc...
	72103	Photocopy - Off-Campus	off-campus copies
	73101	Postage	postage costs, shipping and stamps
	74100	Travel Advances	used on Expense Advance Form only!
	74301	Air Transportation	airfair costs only
	74302	Ground Transportation	use for fuel, bus tickets, parking, or train tickets
	<b>74304</b>	<b>Conference Fee</b>	<b>use for the cost of conference fees</b>
	74408	Lodging and Meals	off campus lodging and meals (including resturant meals)
	<b>74502</b>	<b>On-Campus Meals and Refreshments</b>	<b>on campus purchases (C-Store, Falcon Landing, etc...)</b>
	<b>74503</b>	<b>Entertainment and Hospitality</b>	<b>snacks/groceries purchased off campus- do not use for meals</b>
	74510	Visa Procard Charges	p-card purchases
	<b>76103</b>	<b>Complimentary Gifts and Awards</b>	<b>off campus purchases of gift cards, awards, or prizes</b>
	<b>76111</b>	<b>Professional Memberships and Dues</b>	<b>memberships/club fees due to off campus organization</b>
	76403	Bus Passes	purchases of bus passes
	<b>76406</b>	<b>Rental Equipment</b>	<b>copier lease or event equipment rented</b>
	76407	Rental - Film	film rental
	76408	Rental - Space	rental of rooms or banquet halls
	78101	Educational Equipment	purchases of equipment for educational/training
	78103	Furniture and Furnishings	purchases of furniture and/or furnishing
	78116	Computer Equipment	purchases of computer equipment (printers, monitors, etc...)
78119	Office Equipment	purchases of other office equipment (fax, shredder, etc...)	
<b>Inter-Departmental</b>	80101	ID Charge - Bookstore	costs of items purchased at bookstore
	<b>80115</b>	<b>ID Charge - Plant Services</b>	<b>costs for plant services goods/services</b>
	80144	ID Charge - Motor Pool	costs for use of motor pool vans/trucks
	<b>80146</b>	<b>ID Charge - Central Copying</b>	<b>costs of printing/copies through SPU CCS printing</b>
	80149	ID Sales - Meter	blue-slip mailings through SPU mailing services
	80166	ID Other	other inter-departmental charges
	80175	ID Charge - Upper Gwinn	costs for upper qwinn - billed by sodexo