

Summary Chart of Accounts

Account Code	Description	Notes
5290	Campus Employment (Formerly Work Study)	Campus Employment is budgeted by department
5800	Student Wages	Hours worked during breaks and/or Summer
6110	Office Supplies	Post-it notes, flowers for the office, paperclips, pens, plaques, trophies, etc.
6120	Copy Paper	
6140	Office Furniture/Equipment and Repairs	Chairs, adding machines, repair of office/department equipment
6150	Stationery	Paper items with the AC logo
6170	Snacks and Beverages (formerly Coffee and Snacks)	Donuts, candy, beverages, etc. for department meetings.
6210	Classroom Supplies	Supplies for the classroom
6220	Classroom Furniture/Equipment and Repairs	Chairs, tables, laptops, repair of classroom equipment
6260	Guest/Professional Speakers	All costs associated with the speaker's event, including travel, lodging, meals, etc.
6320	Postage/Shipping	USPS, FedEx, UPS, etc.
6410	Advertisements	Marketing for department related events
6420	Recruiting Ads	Searches for open/new positions
6550	Internet	WiFi for iPads, Internet for campus housing
6610	Professional Membership Fees	
6620	Professional Subscription Fees	
6630	Software/Annual Support/License Renewal	New software, annual maintenance for software, etc.
6705	Conference/Seminar Fees	All 6700 accounts are for travel related expenses - Travel that is done while on College business (CE conferences, team travel, course field trips, etc.). If travel costs are incurred by a guest to campus/professional speaker, such costs should be coded to account code 6260.
6710	Entry Fees	
6720	Flight Expense	
6730	Car Rental	
6740	Hotel	
6750	Meals	
6760	Mileage Reimbursement	
6766	Fuel/Maintenance Charges	
6770	Parking and Toll	
6777	Professional Funds - Academics	
7187	Entertainment	Dinner with candidates/guest speakers, Food for department/campus events (Christmast Party, State of the College, President's Dinner, etc.)
7190	Gifts/Awards/Prizes	Gift Cards, cash awards, prizes, etc. (May be taxable earnings to the recipient. For info go to http://adrian.edu/campus-life/business-office/payroll/policies-and-forms/ and click on the document named "Taxable and Non-Taxable Fringe Benefits.)
7199	Miscellaneous	<i>Truly exceptional</i> one-time per year, miscellaneous items.

7215	Student Meal Plans - Breaks	For students who work over the Summer and for whom the department wishes to provide meals.
7480	Student Bookstore Voucher	Departments that wish to provide a bookstore voucher, to a student(s), for textbooks.
8110	Contracted Services	3rd party services, rentals (equipment, tent, etc.), entertainers, etc.