

## Current Listing & Descriptions of Accounts

**1-5125 Contracted Labor:** Charge to this account the contracted cost of personnel hired through independent employment contractors to perform Sussi duties but who are not on Sussi payroll.

**1-6099 Wearing Apparel:** Charge to this account the cost of all clothing including accessories (belts, ties, etc.) clothing material, footwear, sewing materials (buttons, thimbles, tapes, braids, etc.) and yard goods for wearing apparel, (uniforms, coveralls, boots, etc.)

**1-6100 Office Supplies:** Charge to this account the cost of all supplies and minor equipment which are consumed or used in the day-to-day operation of an office. Examples of items to be charged to this account would be blank paper, writing materials, envelopes, letterhead, rubber stamps, office forms, binders, waste baskets, printing supplies and items of office equipment.

**1-6101 Supplies & Equipment:** Charge to this account all other costs of supplies and minor equipment.

**Scouting & Recruiting:** Charge to this account all costs relating to scouting & recruiting new students in respect to athletics or new student group members.

**1-61021 S&R General Travel:** Charge to this account the cost of or reimbursement for transportation (including mileage allowance for use of private vehicles), meals, lodging, communication expenses, and other necessary expenses for individuals incurred while traveling on official scouting and recruiting business.

**1-61022 S&R Foods:** Charge to this account the cost of scouting and recruiting food and beverage.

**1-61023 S&R Lodging:** Charge to this account the cost of hotels and lodging for scouting and recruiting.

**1-61024 S&R Dues & Fees:** Charge to this account the costs for all membership dues paid to professional organizations and associations, fees paid for subscriptions and entry fees while scouting and recruiting.

**1-6103 Telephone:** Charge to this account recurring monthly costs for telephone equipment and line rental. This also includes the monthly access charge for cellular phones. Partial monthly charges for new/changed service should also be charged to this account.

**1-6108 Postage & Shipping:** Charge to this account the cost of purchasing postal services which include stamps, metered mail, permits in lieu of postage, registered mail, stamped post cards, envelopes and rental of post office boxes. Also charge to this account all shipping and "freight out" costs.

**1-6201 Transportation:** Charge to this account the cost of rental/lease of motorized vehicles for teams or large groups, which includes charter buses and vans.

**1-6203 General Travel:** Charge to this account the cost of or reimbursement for transportation (including mileage allowance for use of private vehicles), meals, lodging, communication expenses, and other necessary expenses for individuals incurred while traveling on official Sussi business.

**Programming:** Charge to this account the cost of providing regular/recurring programs to **ALL** students of Shippensburg University.

**1-63001 Programming Wearing Apparel:** Charge to this account the cost of all programming clothing including accessories (belts, ties, etc.) clothing material, footwear, sewing materials (buttons, thimbles, tapes, braids, etc.) and yard goods for wearing apparel, (uniforms, coveralls, boots, etc.)

**1-63002 Programming Supplies & Equipment:** Charge to this account the cost of programming supplies and minor equipment.

**1-63003 Programming Movies & Films:** Charge to this account the cost of programming movies & films.

**1-63004 Programming Facilities Rental:** Charge to this account the payment of rent for buildings and structures for programming.

**1-63005 Programming Special Food Service/Catering:** Charge to this account the cost of programming guest meals, banquets, dinners, etc.

**1-63006 Programming Foods:** Charge to this account the cost of programming food and beverage.

**1-63007 Programming Advertising:** Charge to this account the cost of space on billboards, in newspapers, magazines and other publications, time on radio and television, motion pictures, film strips and mass media promotional tapes, and all advertising agency fees for programming.

**1-63008 Programming Equipment Rental:** Charge to this account the cost of renting equipment for programming.

**1-63009 Programming Prizes:** Charge to this account the cost of programming prizes.

**1-63010 Programming Contracted Labor:** Charge to this account the contracted cost of personnel hired through independent employment contractors to perform programming duties.

**1-63011 Programming Dues & Fees:** Charge to this account the costs for all membership dues paid to professional organizations and associations, fees paid for subscriptions and entry fees for programming.

**1-6301 Internal Programming:** Charge to this account the cost of providing programs to members of student groups.

**1-6302 Scholarships:** Charge to this account the cost of providing scholarships to Shippensburg University students.

**1-6316 Special Events:** Charge to this account the cost of providing a special/non-recurring program to **ALL** students of Shippensburg University.

**1-6318 Speakers:** Charge to this account the cost of contracts with outside speakers or honoraria paid to speakers.

**1-6319 Movies & Films:** Charge to this account the cost of movies & films.

**1-6334 Facilities Rental:** Charge to this account the payment of rent for buildings and structures.

**1-6335 Land Lease:** Charge to this account the payment of rent for land.

**1-6400 Special Food Service/Catering:** Charge to this account the cost of guest meals, banquets, dinners, etc.

**1-6402 Lodging:** Charge to this account the cost of hotels and lodging for teams or large groups of people.

**1-6401 Food:** Charge to this account the cost of food and beverage.

**1-6403 Officials:** Charge to this account the cost for officials used for athletic events or any other competitive event.

**1-6405 Commercial Insurance:** Charge to this account the cost for commercial insurance.

**1-6406 Accident Insurance:** Charge to this account the cost for accident insurance.

**1-6408 Liability Insurance:** Charge to this account the cost for liability insurance.

**1-6410 Repairs & Maintenance:** Charge to this account the cost of all contracted repairs and maintenance to buildings, grounds, roads, fixed and movable equipment, furniture and the costs of outside maintenance and repairs to motorized equipment.

**1-6411 Repairs & Maintenance – Bookstore:** Charge to this account the cost of all contracted repairs and maintenance to the Bookstore.

**1-6417 Printing & Publications:** Charge to this account the cost of all printing, engraving, duplication, binding, blueprinting, photographic and similar services performed by outside agencies. Also charge to this account the cost of books and other publications.

**1-6420 Advertising:** Charge to this account the cost of space on billboards, in newspapers, magazines and other publications, time on radio and television, motion pictures, film strips and mass media promotional tapes, and all advertising agency fees.

**1-6502 Dues & Fees:** Charge to this account the costs for all membership dues paid to professional organizations and associations, fees paid for subscriptions and entry fees.

**1-6504 Athletics Films/Taping:** Charge to this account the cost for athletic films and taping.

**1-6507 Conference & Seminars:** Charge to this account the contracted costs involved in conferences or meetings, to include registration fees, space rental, and meals that are part of the conference.

**1-6516 Copyrights & Royalties:** Charge to this account the cost of copyrights and royalties paid to use music and cable services.

**1-6525 Software:** Charge to this account costs for proprietary software (including fees), i.e., operating systems, language processors data base management, communication handlers, and other specialized software products.

**1-6550 Accounting Fees:** Charge to this account all account fees and services to include audit fees and tax preparation fees.

**1-6551 Legal Fees:** Charge to this account all legal fees and legal services to include notary fees, court costs, witness fees, recording services, transcripts of testimony, stenographic services, recording of deeds, prothonotary services, etc.

**1-6554 Other Professional Fees:** Charge to this account the cost of professional services that cannot be charged to any other specific commitment item.

**1-6560 Laundry Service:** Charge to this account the cost of the contract to provide laundry service to Shippensburg University students.

**1-6698 Equipment Rental:** Charge to this account the cost of renting equipment.

**1-6704 Miscellaneous:** Charge to this account the cost of any other item or service that cannot be charged to any other specific commitment item.