

FREQUENTLY USED EXPENSE ACCOUNT NUMBERS (AND THE RECOMMENDED WAY TO USE THEM)

This is not the entire list of account numbers available. That can be found on our website: www.andrews.edu/finrec/resources/index.html

Please review this short list to understand how these account numbers should be used. Consider putting budget in accounts where you will incur described expense. The Finance Department uses/assigns the appropriate account when reviewing submitted paperwork (credit card statements, IDC's, check/expense report requests, invoice payments)

COMMONLY USED ACCOUNT NUMBERS

ACCT#	ACCT TITLE	USE
9189	SHARED SALARIES	Used in IDC's for transferring in/out salaries between departments
9289	SHARED (HOURLY) WAGES	Used in IDC's for transferring in/out hourly wages between departments
9350	PROFESSIONAL DEVELOP/LICENSURE	Professional license renewal required for current job; Convention/workshop costs for professional develop; Non-degree instructional courses
9356	PROFESSIONAL MEMBERSHIPS	Membership for an Individual in your dept. If registering Department for membership, use 9712.
9360	DOCTORAL REIMBURSEMENT	DO NOT USE - use other 936x accounts. (Finance transfers exp into this account from 11-9010 cost center)
9420	CONVENTION COSTS	Discontinued starting May 1, 2021. Convention costs to be accounted for in 9350
9430	OTHER TRAVEL	Travel exp for your department personnel (for guest travel, use either 9613 or 9783; for student use 9435 or 9456)
9435	STUDENT TRANS	May be used for student or class-related travel (for field trips use 9524)
9456	STUDENT ACTIVITIES	Spent on CURRENT students - meals/activities/gifts/parties
9507	LAB EXPENSE	Purchase of expendable supplies for lab - generally used up within a year
9510	GENERAL SUPPLIES	Purchase of EXPENDABLE item(s) generally used up within a year (i.e. office supplies)
9522	WORKSHOP EXPENSE	Expenses incurred in hosting a workshop; for exp while attending a workshop, use 9350 or 9430
9523	GENL CONVENTION EXP	Expenses incurred in hosting a convention; for exp while attending a conv, use 9350
*9524	FIELD TRIP EXPENSES *	Exp incurred for class-related field trip (include entrance fees/meals/transportation) * NEW ACCOUNT *
9525	GEN RETREAT EXP	Exp incurred for a department retreat (include facility rental/lodging/meals/transportation)
9612	GUEST TEACHER EXP	Payment for services to Guest Teacher. May also include all expenses such as travel/lodging/meals
9613	CONTRACT SERVICES	All honorariums; payments for services to someone outside of University. This includes custom ordered items.
9665	WEB SERVICES	Non-tangible on-line purchases (music, data storage, etc.); incl subscription to on-line sites for specified time period
9711	BUSINESS MEETING EXPENSE	Can also be used for meals or business lunch w/your staff - see policy for necessary documentation
9722	SOCIAL ACTIVITIES	Social (non-business) activities or gifts; generally for staff or student-workers within your department
9729	MISCELLANEOUS EXPENSE	Exp incurred that doesn't easily fall in other categories
9735	FACULTY-STAFF RECRUITMENT	Exp (meals/travel/lodging) incurred in recruiting new employee
9783	RECRUITING	Meals or other exp for POTENTIAL student (for current student, use 9456) - for Advertising Exp use 9784
9790	ENTERTAINMENT EXPENSE	Business entertainment/gifts for individual OUTSIDE of your department
9851	EQUIPMENT UNDER 2500	Non-expendable items such as office machines/furniture items/décor/small tools, etc
9880	RECOVERED COSTS	Reimb to your dept received from OUTSIDE the University
9881	OTHER TRANSFERS	Transfer TO/FROM your department to/from another University dept