

Commonly Used Account Codes For Expenses

Account Code	Description
71000	Supplies
71002	Clothing
71003	Food
72001	Printing
72002	Duplicating
72003	Advertising
72100	Rent
72101	Hotel Expense In Town
72102	Repair and Service
72103	Professional Fees
72108	Program/Workshop Fees
72109	Other Fees
72110	Agency Fund Withdrawal
72111	Inter College Transfers
72113	Dues, Subs, License Fees
72114	Recruiting Expense
73000	Postage
73007	Freight & Express
74000	Travel
74001	Student Travel
74002	Athletic Team Transportation
74003	Athletic Team Meals
74004	Mileage Reimbursement

******If using Capital Account Codes, additional forms may be needed.
Please contact Sherri Hartley at 271-5917 or hartley@missouriwestern.edu**

Capital Account Codes commonly used \$1,000 or greater **

76004	Furniture, Fixtures & Equip > Item must be over a \$1,000 individually.
76008	Computer Software > We have to own it. If @ anytime the software expires or th specific time frame this would not be a tagable item.
76099	Taggable Equip Under \$1,000 > All computers regardless of cost under \$1,000 > Anthing that can store sensitive information (ie; IPAD)

du

ere is a