

ANDERSON UNIVERSITY  
 BUSINESS OFFICE  
 EXPENSES

<u>OLD</u> <u>LINE</u> <u>ITEM</u>	<u>NEW</u> <u>ACCOUNT</u>	<u>INSTEAD OF:</u>
7001	7070	ADMINISTRATIVE/PROFESSIONAL

7020 7200 GENERAL EXPENSE (inactive as of 06/01/08)

<u>OLD</u> <u>LINE</u> <u>ITEM</u>	<u>NEW</u> <u>ACCOUN</u> <u>I</u>	<u>USE THIS:</u>	<u>NOTES</u>
7001	7070	RENAMED: OTHER EMPLOYEE COMPENSATION: FAC/STAFF	Use for employee compensation not related to salary/wages.
7001	7829	ADMINISTRATIVE/PROFESSIONAL (NON-EMPLOYEE COMPENSATION)	Use for payments to persons for contracted work, athletic referee's, honoraria, etc.
7099	7700	MISCELLANEOUS EXPENSES	For expenses that do not fit the following categories:
7049	7201	POSTAGE	Use for postage and shipping (internal and external).
7048	7204	PRINTING	Use for internal copies and printing (recoveries).
7108	7206	INSTRUCTIONAL MATERIALS	Use for CET recoveries.
	7209	OFFICE SUPPLIES	Use for office supplies.
7042	7351	REPAIR AND REPLACEMENT	Use for PPD projects, recoveries, etc.
7058	7400	TRAVEL	Use for expenses related to travel transportation (including AAA memberships), lodging, meals and per diem.
7118	7401	PROFESSIONAL DEVELOPMENT	Use for expenses related to attending conferences, conventions, and meetings. Do not use for travel as captured in account 7400.
7022	7600	ADVERTISING	Use for advertising, publicity and promotion.
7027	7601	PUBLICITY & PROMOTION	Use for advertising, publicity and promotion.
7053	7602	CATALOGS/BROCHURES	Use for catalogs and brochures. Do not use for internal printing or for postage/mailing.
7076	7603	PRINTING AND PUBLICATIONS	Use for publications and external printing. Do not use for internal printing or for postage/mailing.
7037	7640	TELEPHONE	Use for telephone, primarily long distance expenses
	7641	CELLPHONE	Use for cellphone expenses.
	7643	INTERNET	Use for internet expenses.
	7766	MEALS AND ENTERTAINMENT (NON-TRAVEL RELATED)	Use for meals and entertainment not related to travel captured in 7400. Also use for Anderson Dining Service recoveries.
7023	7800	DUES AND SUBSCRIPTIONS	Use for employee subscriptions and professional dues.