

MANHATTAN COLLEGE
BANNER EXPENSE ACCOUNT CODES

<u>ACCT #</u>	<u>ACCOUNT TITLE</u>
	<u>Travel Expenses</u>
7011	Travel Transportation
7012	Travel Meals
7013	Field Trips
7017	Travel Lodging
7018	Meals- Business/Meetings
7025	Conference/Seminar Registration Fees
	<u>Supplies</u>
7056	Copy Paper
7057	Other - Supplies
7060	Lab Supplies
7061	Instruction Supplies
7062	Course Program Supplies
7063	LiturgY Supplies
	<u>Physical Plant Supplies</u>
7014	Gasoline
7066	Paint Supplies
7067	Carpentry Supplies
7068	Lock & Keys Supplies
7069	Electrical Supplies
7070	HVAC Supplies
7072	Maintenance Supplies
	<u>Commencement Supplies</u>
7076	Diploma Stock/holders
7077	Caps & Gowns
	<u>Other Supplies</u>
7080	Laundry Supplies
7081	Medical Supplies
7082	Cleaning Supplies
	<u>Communication & Information</u>
7152	Telephone
7153	Cellular Telephone
7155	Telephone & Computer Writing
7156	Cable Television
7157	Postage
7158	Overnight Mail
7159	Advertising
7160	Book & Periodical Subscriptions
7161	Dues & Memberships
7162	Information Retrieval
7166	Photo/Video Expenses
7168	Telecom Serv Arg./Maintenance
7169	Telecom Lease
7170	T-1 & Internet Access

<u>ACCT #</u>	<u>ACCOUNT TITLE</u>
	<u>Printing & Duplicating</u>
7201	Printing & Copying
7202	Office Copier Lease
7203	Office Copier Supplies/Maintenance
7204	Printer Supplies (Toner/Cartridge)
	<u>Lectures, Speakers & Honoraria</u>
7251	Lecturers & Speakers
7252	Honorarium
	<u>Insurance</u>
7256	Commercial Package
7257	Crime
7258	Auto
7259	Umbrella
7260	General Liability
7261	Educators Legal Liability
7262	Limited Professional Liability
7263	Travel Coverage
7265	Insurance – Other
	<u>Professional Services</u>
7253	Legal
7254	Auditing
7255	Professional Fundraising: <u>College Advancement use only</u>
7270	Consulting
7275	Library Information Services
7277	Software License Renewal
7278	Architect Fees
7279	Appraisal Fees
7280	Surveying Costs
7281	Miscellaneous Service Contract
7282	Armored Car Service
7283	ADT Security Services
7284	Training
7285	Security Checks
7287	Other Professional Fees
	<u>Custodial & Other Facilities Services</u>
7301	Automobile Repair
7302	Auto Leases
7303	Equipment Maintenance & Repair
7304	Elevator Repairs
7305	Elevator Service Contract
7306	Food Service Gourmet Dining
7307	Sodexo Cleaning Service
7308	Exterminating
7309	Chemical Waste Disposal
7310	Maintenance Contractors
7311	Kitchen Equip. Service Contractors
7312	Kitchen Equipment Repair
7313	Air Conditioning Service Contract
7314	Fire Alarm Service Maintenance

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BANNER EXPENSE ACCOUNT CODES

Utilities

7355 Heating Oil
7360 Gas
7365 Electricity
7375 Water and Sewer

Rental / Lease

7401 Equipment Rental
7402 Equipment Lease
7403 Property Rental

Other Expenses

7516 Note Takers
7518 Flowers
7520 Marketing Materials
7522 Gifts and Contributions
7523 Event Tickets
7524 Awards
7525 Recycling
7527 Fees & Permits
7528 Violation / Fines
7532 Miscellaneous Expenses
7534 Freight Charges
7536 Artwork
7537 Signs
7538 Water
7540 Entertainment
7541 Gratuities
7542 Food & Beverage –NON Gourmet Dining
7562 College Fairs
7563 Uniforms
7564 T-Shirts
7601 Vaccination Cost

Capital & Equipment Expenditures

7801 Land
7803 CIP
7805 Building Improvements
7807 Demolition

7811 Furniture & Fixtures Under \$5,000
7812 Furniture & Fixtures Over \$5,000

7815 Automobiles

7821 Equipment Under \$5,000
7822 Equipment Over \$5,000

7826 Computer Equip. Under \$5,000
7827 Computer Equip. Over \$5,000

7828 Computer Software
7830 SCT