

Frequently Used Expense Account Code Reference List

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| <p><u>Contracted Services Accounts</u></p> <p>621xx Contracted Services 62102 Consult & Prof Services 62105 Janitorial Services 62107 Laundry 62134 Honorariums 62135 Consulting Services – Training 62160 Employee Background Checks 62165 Temporary Services 62186 Waste Disposal 62191 Printing</p> | <p><u>Supplies Accounts</u></p> <p>622xx Supplies < \$5,000 62203 Clothing & Personal Supplies 62204 Educational Supplies 62210 Minor Equipment 62214 Printing Supplies/Non-paper 62216 Gasoline 62225 Books and Reference Materials/Non- Library. 62226 Paper-Central Stores 62229 Shop Supplies & Tools 62233 Paper-Non State Provider</p> | <p><u>Supplies Accounts - Continued</u></p> <p>622xx Supplies 62236 Office Supplies/Central Stores 62238 Minor office equipment 62241 Office Supplies 62245 Computer Equipment<5000 62249 Minor Software 62266 Electrical Supplies 62267 Paper Products(Non-printing) 62280 Program Expense 62282 Ink (Toner) 62295 Janitorial Supplies</p> |
| <p><u>Communication Accounts</u></p> <p>623xx Communications 62304 Postage & Mailing</p> <p>62309 Local Advertising – Non Recruitment 62311 Advertising Radio – Non Recruitment 62316 Employment Ads – Out-of-State 62317 Employment Ads – In-State</p> | <p><u>Travel Accounts</u></p> <p>624xx Travel 62401 In State Personal Car Mileage 62405 In-State Other 62407 In-State Non Overnight Meal 62408 In-State Lodging 62412 Out of State Commercial Travel 62415 Out of State Other 62417 Out of State Meals 62418 Out of State Lodging</p> | <p><u>Rent Accounts</u></p> <p>625xx Rent 62505 Non Office Equipment Rent 62508 Educational & Recreational 62512 Storage 62515 Gas Cylinders 62517 Leased Equipment 62529 Rent Non State Buildings</p> |
| <p><u>Utilities Accounts</u></p> <p>626xx Utilities 62601 Electricity 62603 Natural Gas 62505 Water and Sewer 62506 Garbage & Trash Removal 62607 Propane 62608 Energy Savings</p> | <p><u>Repair & Maintenance</u></p> <p>627xx Repair & Maintenance 62701 Building and Grounds 62704 Office Equipment 62705 Shop Plant Industrial Equipment 62706 Vehicles – Passenger 62707 Vehicles – Non-Passenger 62745 Educational Equipment 62750 Maintenance Contracts</p> | <p><u>Other Expenses</u></p> <p>628xx Other Expenses 62801 Dues 62802 Subscriptions 62804 Taxes/Assessments/Etc. 62809 Ed. Training Costs 62810 Relocation 62815 Recruiting 62817 Meetings/Conference Costs 62822 Freight & Expenses 62823 Licenses 62826 Job Candidate Expense</p> |
| <p><u>Capital Equipment Accounts</u></p> <p>63xxx Capital Equipment > \$5,000 63107 Educational & Recreational 63112 Office 63113 Shop/Plant/Industrial 63125 Library Books</p> | <p><u>Please Note</u></p> <p>6xx99– Avoid using accounts ending in 99. They are used for Budget purposes only.</p> | |