

Saint Martin's University
Commonly Used Object Accounts

Object Account	Object Title	Description
6110	ADVERTISING	online or newspaper, includes faculty/staff recruitment ads
6145	AWARDS	plaques, trophies, year-end scholar's day awards
6250	COMPUTER SOFTWARE	New software and continuing software maintenance agreements
6274	CONTRACT LABOR - OTHER PERS SVCS	outside individuals hired to perform a service or entertainment; not routine maintenance of buildings or grounds
6380	DUES & MEMBERSHIPS	required by the University or for individuals to keep University-approved certifications current
6430	EQUIPMENT	under \$2500 in value, file cabinets, chairs, computers, non-expendables; small tools; lab equipment
6455	FEES & PERMITS (Licenses & Renewals)	building fees/permits, gambling/liquor licenses
6461	FOOD SERVICE	Bon Appetit charges for University-sponsored internal and external events
6500	GASOLINE	gasoline for all University-owned motor vehicles and equipment
6560	LAUNDRY EXPENSE	Athletics; uniform cleaning (Cintas; G & K)
6740	MISCELLANEOUS CHARGES	should be rarely used; the Chart of Accounts should be broad enough to cover most items
7110	PERIODICALS & SUBSCRIPTIONS	magazine and newspaper subscriptions
7140	POSTAGE	outside mail services - UPS, FEDEX
7143	MAIL PROCESSING CHARGES	Admissions - Immedia; APEX
7200	PRINTING (outside companies)	brochures, letterhead, banners, business cards, name tags
7260	PROMOTION	Give-aways: notepads, pens, shirts
7320	RENTALS - SHORT TERM	refillable gas tanks; lifts; porta potties; northwest event decorators; inflatables
7330	REPAIRS & MAINTENANCE	costs associated with a repair to existing buildings, grounds, the motor pool or equipment
7333	REPAIRS & MAINTENANCE - KITCHEN	costs associated with a repair to kitchen equipment used by Bon Appetit
7650	SPECIAL EVENTS	events that involve the community outside of the University or events that span across the University community, does not include Bon Appetit charges

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7701	SUPPLIES-ATHLETICS	Balls, nets; athletic training supplies
7702	SUPPLIES-CUSTODIAL	cleaning supplies to be used within 1 year; includes mops, brooms, buckets
7703	SUPPLIES-GROUNDS MAINTENANCE	building and grounds maintenance supplies to be consumed within 1 year
7705	SUPPLIES-OFFICE	supplies to be consumed within 1 year; pens, paper, file folders, etc.
7706	SUPPLIES-TEACHING	supplies to be consumed within 1 year needed to support the academic program
7820	TRAINING - EDUCATION	classes or training courses on-line or in person
7891	TRAVEL-MILEAGE	mileage only - not gas
7892	TRAVEL-MEALS, FARES, LODGING	airfare, parking tolls, lodging, food, entertainment; business meetings food
7893	TRAVEL-VEHICLE RENTALS	car/van rentals and gas to fill rental vehicles
7894	TRAVEL-CONFERENCE FEES	conference registration
7895	RECRUITMENT	meals, mileage, airfare, vehicle rentals and lodging for student athlete recruitment
7920	UNIFORMS	purchases of new uniforms for athletics, security, custodial and maintenance staff