# Commonly Used Account Numbers

## Operational Expenses
- **701511** Office Supplies
- **701555** Postage
- **701750** Subscriptions
- **701751** Dues & Memberships

## Event Expenses
- **701527** Event Supplies
- **701759** Prizes/Awards – Need SSN & Signature
- **702403** Food (groceries, take-out, catering)
- **702452** Entertainment Tickets and Other Related Expenses
- **703004** Bands/Entertainers
- **703008** Labor Cost for Police During Events
- **701731** Lease – Bus

## Trip and Travel Expenses
- **702051** Airfare
- **702101** Bus/Van Rental
- **702151** Auto Rental
- **702201** Mileage Reimbursement – Your Own Vehicle
- **702251** Lodging Costs
- **702301** Meals (eating at an establishment off-campus)
- **702403** Food (groceries, take-out, catering)
- **702351** Other Travel – Tips, Cab Fare, etc.
- **702402** Conference Registration

## Promotion and Advertising Expenses
- **701551** Printing
- **701552** High Volume Copying – FedEx Office
- **701604** Advertising Costs/Promo
- **701758** Apparel – T-shirts

## Profits and Fundraising
- **507359** General Revenue

## Donations
- **701760** Donation (making a donation)
- **503011** Donation (accepting a donation)

## Facilities and Equipment Expenses
- **701713** Equipment Rental
- **701716** Facilities Rental