

Commonly Used Expense Account Codes

If you have any questions regarding account code usage for the VEF application, please contact Valerie Paulson (vpaulson@depaul.edu).
For a comprehensive list of Account Codes go to http://financialaffairs.depaul.edu/forms/faguide_resources.html.

Account	Account Name	Description and/or Examples of Usage
Supplies		
554900	Supplies - Departmental	General office supplies. This includes purchases of small office equipment under \$200 (individually), water bottle supply, etc.
Travel, Entertainment and Meals		
555200	Travel - Domestic	Employee transportation, meals, hotel and incidental expenses incurred while traveling domestically for University business
555220	Travel - International	Employee transportation, meals, hotel and incidental expenses incurred while traveling internationally for University business
553500	Entertainment	Entertainment expenses for employees, students, outside guests or a combination thereof. Examples include business lunches, non-Chartwells catering, department meetings and banquets for guest events. Record tickets for tables to charitable events to 554605 External Contributions and tickets and tables to other events and shows to 553710 - Tickets. Record Chartwells catering to 557194 - Internal Catering Chargeback.
Professional Service		
553400	Professional Services	Services such as performances, architecture and engineering consulting services, moving services, shredding service, laundry and plant care, sightseeing guides, travel agency services, various management fees and external security services.
553402	Pro. Serv. - Technology	Web design and other technology consulting services
554930	Pro. Serv. - Printing & Design	Special event printing ordered through external or internal printing services. Record stationery/envelopes to 554900 - Supplies.
531050	Honorariums	Payments given for one-time services when the payment of fees is not legally or traditionally required. Payments are generally considered to be a token of appreciation for a service provided. See University Honorarium policy for more information.
Technology		
553240	Tech Equip. - Other Depts.	Department technology equipment over \$200 individually (e.g., desktop computers, laptops, copiers, scanners, printers, landline and wireless phones, as well as IT-related equipment rental such as projectors and A/V equipment). This account also includes monthly usage and service charges for wireless devices. Record departmental equipment less than \$200 to 554900 - Supplies Departmental.
552506	Tech. - Software & Online Res.	Software licensing agreements, usage, cloud services and web hosting fees. Record online subscriptions to 552840 - Subscriptions.
Furniture and Equipment (non-Technology)		
552500	Equipment	Non-technology equipment purchases over \$200 (e.g., Athletic, science and lighting equipment) and related repairs. Record office supplies and equipment less than \$200 to 554900 - Supplies and department computer and telephone equipment over \$200 to 553240 - Technology Equipment.
552501	Furniture & Fixture	Office furniture and fixtures over \$200 individually (e.g., lamps, chairs and bookcases). Record items less than \$200 to 554900 - Supplies.
552530	Equipment Rental	Non-technology equipment rental (e.g., camera dolly, golf cart, music and other equipment). Record technology related equipment to 553240 - Technology Equipment.
Other		
552210	Space Rental	Room and venue rental (e.g., multi-month off-site rental, one-time venue rentals and Athletics' game venue rentals).
553170	Postage & Shipping	External postage, shipping charges and outside sorting services. Record internal postage chargeback to 557192 - Internal Postage Chargeback.
553190	Photocopier Costs	External photocopy and scanning usage only. Record other printing services to 554930 - Printing Special. Record equipment purchases to 553240 - Technology Equipment. Record internal copier usage chargebacks to 557190 - Internal Copy Chargebacks.
553591	Survey Participant Comp	External survey and study participant payments
554910	Edu. Classroom Materials	Educational materials and books purchased for classroom instruction (non-technology).
Internal Chargeback Accounts		
557190	Internal Copy Chargeback	Internal copy center charges (CCC, COPADD, COPSCN), distribution services charges (DDS) and faculty and staff copy card charges (COP).
557191	Internal Printing Chargeback	Internal printing services chargeback entry (PRT).
557192	Internal Postage Chargeback	Internal faculty and staff mail and postage chargeback entry (MLS).
557193	Internal Telephone Chargeback	Internal telephone equipment & dorm usage chargeback entry (TELCHG).
557194	Internal Catering Chargeback	Internal Chartwells catering charges (CATLC, CATLPC).
557195	Other Internal Chargebacks	Internal poster chargeback (POSTER), motor vehicle background checks (MVBC), etc.
Use by Certain Departments Only		
553490	Meeting Expense - GT	Grant use only
Salary/Benefits		
511180	Misc. Faculty Additional Pay	One-time payments to faculty for special projects, awards, etc. (Must also include funds in the benefits line of the application. Benefits calculated at 10%)
531580	One-time Payment	One-time payments to staff and part-time faculty (Must also include funds in the benefits line of the application. Benefits calculated at 10%)
521650	Student Service	Student service regular pay