

## Commonly Used Accounts & Descriptions

**1-5125 Contracted Labor:** Charge to this account the contracted cost of personnel hired through independent employment contractors to perform SUSSI duties but who are not on SUSSI payroll.

**1-6099 Wearing Apparel:** Charge to this account the cost of all clothing including accessories (belts, ties, etc.) clothing material, footwear, sewing materials (buttons, thimbles, tapes, braids, etc.) and yard goods for wearing apparel, (uniforms, coveralls, boots, etc.)

**1-6100 Office Supplies:** Charge to this account the cost of all supplies and minor equipment which are consumed or used in the day-to-day operation of an office. Examples of items to be charged to this account would be blank paper, writing materials, envelopes, letterhead, rubber stamps, office forms, binders, waste baskets, printing supplies and items of office equipment.

**1-6101 Supplies & Equipment:** Charge to this account all other costs of supplies and minor equipment.

**1-6201 Transportation:** Charge to this account the cost of rental/lease of motorized vehicles for teams or large groups, which includes charter buses and vans.

**Programming:** Charge to this account the cost of providing regular/recurring programs to **ALL** students of Shippensburg University.

**1-63001 Programming Wearing Apparel:** Charge to this account the cost of all programming clothing including accessories (belts, ties, etc.) clothing material, footwear, sewing materials (buttons, thimbles, tapes, braids, etc.) and yard goods for wearing apparel, (uniforms, coveralls, boots, etc.)

**1-63002 Programming Supplies & Equipment:** Charge to this account the cost of programming supplies and minor equipment.

**1-63003 Programming Movies & Films:** Charge to this account the cost of programming movies & films.

**1-63004 Programming Facilities Rental:** Charge to this account the payment of rent for buildings and structures for programming.

**1-63005 Programming Special Food Service/Catering:** Charge to this account the cost of programming guest meals, banquets, dinners, etc.

**1-63006 Programming Foods:** Charge to this account the cost of programming food and beverage.

**1-63007 Programming Advertising:** Charge to this account the cost of space on billboards, in newspapers, magazines and other publications, time on radio and television, motion pictures, film strips and mass media promotional tapes, and all advertising agency fees for programming.

**1-63008 Programming Equipment Rental:** Charge to this account the cost of renting equipment for programming.

**1-63009 Programming Prizes:** Charge to this account the cost of programming prizes.

**1-63010 Programming Contracted Labor:** Charge to this account the contracted cost of personnel hired through independent employment contractors to perform programming duties.

**1-63011 Programming Dues & Fees:** Charge to this account the costs for all membership dues paid to professional organizations and associations, fees paid for subscriptions and entry fees for programming.

**1-6301 Internal Programming:** Charge to this account the cost of providing programs to members of student groups.

**1-6319 Movies & Films:** Charge to this account the cost of movies & films.

**1-6334 Facilities Rental:** Charge to this account the payment of rent for buildings and structures.

**1-6400 Special Food Service/Catering:** Charge to this account the cost of guest meals, banquets, dinners, etc.

**1-6401 Food:** Charge to this account the cost of food and beverage.

**1-6403 Officials:** Charge to this account the cost for officials used for athletic events or any other competitive event.

**1-6417 Printing & Publications:** Charge to this account the cost of all printing, engraving, duplication, binding, blueprinting, photographic and similar services performed by outside agencies. Also charge to this account the cost of books and other publications.

**1-6420 Advertising:** Charge to this account the cost of space on billboards, in newspapers, magazines and other publications, time on radio and television, motion pictures, film strips and mass media promotional tapes, and all advertising agency fees.

**1-6502 Dues & Fees:** Charge to this account the costs for all membership dues paid to professional organizations and associations, fees paid for subscriptions and entry fees.

**1-6507 Conference & Seminars:** Charge to this account the contracted costs involved in conferences or meetings, to include registration fees, space rental, and meals that are part of the conference.

**1-6516 Copyrights & Royalties:** Charge to this account the cost of copyrights and royalties paid to use music and cable services.

**1-6525 Software:** Charge to this account costs for proprietary software (including fees), i.e., operating systems, language processors data base management, communication handlers, and other specialized software products.

\*The full list of Description of Accounts can be found online at <https://www.ship.edu/life/clubs-organizations/ssi/forms/>. Select Appendix 01 – Description of Accounts.