

Rose-Hulman Institute of Technology

Commonly Used Account Codes

Supply & Expenses

<u>Description</u>	<u>FOAPAL Acct. Code</u>
Cell Phones/Pagers	6121
Contract Services	6167
Dues and Memberships	6116
Equipment Rental	6192
Equipment Repairs	6410
Facility Rental	6191
Freight and Express Mail	6135
Gifts/Employee Appreciation	6873
Instructional Supplies	6320
Laboratory Supplies	6330
Moving Expense Allowance	5945
Office Supplies	6310
Postage	6131
Printing and Duplicating	6140
Professional Development	6223
Professional Fees - Other	6159
Publicity and Advertising	6113
Software	6398
Subscriptions	6114
Telephone	6122
Telephone - Long-Distance	6125

Travel/Entertainment/Meetings

<u>Description</u>	<u>FOAPAL Acct. Code</u>
Auto: Personal Mileage, Rental Vehicle, Taxis, Tolls, Parking, Rental Fuel	6242
Breakfast/Lunch/Dinner	6243
Business Meeting Meals	6231
Lodging - Hotel & Tax including tips	6240
Other Business Meeting Expenses	6236
Other Miscellaneous Travel Fees	6244
Telephone	6244
Transportation (Airline, etc.)	6241

Furniture/Equipment

<u>Description</u>	<u>FOAPAL Acct. Code</u>
Equipment - Less than \$2,500	7845
Equipment - >=\$2,500 and < \$5,000	7840
Equipment - >=\$5,000	7940
Furniture - Less than \$5,000	7825
Furniture - \$5,000 or more	7925
Vehicles	7945