

Northeastern University
Student Activities Business Office
Account Code Listing

Revenue	
Only Use for Cash Account Deposits or Transfers	
50299	Refund
50425	Tax Deductible Gifts (must be processed by Dev. Ofc.)
50438	Fundraising
50439	Advertising
50453	Conference/Seminars
50466	Membership Fees
50484	Subscription Fees
50487	Dues
50490	Sales Income
50491	Donation (non-tax deductible)
50492	Co-Sponsorship
50494	Program/Event
50603	Book Sales
50700	Other Sources (misc.)
50931	Revenue Transfer

Capital Equipment	
Criteria: Unit Cost > \$500, Life > 2 Year	
73001	Cap. Equip. - Office (chair, desk)
73004	Cap. Equip. - Audio Visual
73005	Cap. Equip. - Computers
73066	Computer Software
73007	Cap. Equip. - Athletics

Travel	
73021	Travel - Airfare
73022	Travel - Train
73023	Travel - Bus
73025	Travel - Auto Mileage (check w/SABO for current rate)
73026	Travel - Auto/Van Rental
73027	Travel - Lodging (hotel costs)
73030	Travel - Miscellaneous (gas, tolls, etc.)

Telephone	
73041	Tel. - Toll Charges (long distance)
73042	Tel. - Instrument Charges (monthly charge for Telephone)
73043	Tel. - Message Units (local off-campus, and 411 charges)

Other Expenses	
73049	Postage/Freight
73051	Postage (stamps)
73052	Bulk Mail
73053	Federal Express
73070	Freight Charges

Supply	
73110	Books (intended for group's reference)
73201	Subscriptions (renewable magazines, newspapers, etc.)
73202	Music and Records
73203	Video Cassettes
73204	Film (for camera)
73301	Miscellaneous Supplies (pens, paper, decorations, etc.)
73303	Computer Supplies
73305	Audio Visual Supplies
73306	Medical Supplies
73307	Athletic Supplies
73325	Training Supplies

Promotional	
73410	Advertising
73420	Printing (flyers, brochures, etc.) not done at Reprographics
73425	Printing - Reprographics
73460	Photocopying Charges

Maintenance	
Cost to repair or maintain equipment	
73810	Office Equip. Maint. (photocopier servicing, etc.)
73811	Typewriter Maint.
73830	A/V Equip. Maint.
73840	Computer Maint. (printer repair)
73850	Athletic Equip. Maint.

Entertainment	
74010	Movie and Video Program (rentals for event)
74020	Concerts (musical performances)
74030	Other Entertainment (DJ's, baseball games, etc.)
74710	Speaker Fees (payment to a lecturer)
74032	Film Rentals (film reel rental)
75160	Other Rentals (Blackman, sound equipment, etc.)

74210	Membership Dues
74310	Conference/Seminar Registration Fees
74320	Food (anything one can eat/drink)
74031	Awards (gift certificates, plaques, etc.)
73205	Set Design
74800	Consultants
76825	Laundry Service (cleaning of uniforms)
78001	Special Services (lesson fees, etc.)
78490	Miscellaneous (donations, etc.)
79610	Cash Box Advance

Note: Pool object codes (the object codes highlighted in grey) are for budgeting purposes only. Expenses should not be applied against Pool object codes.