

UT STUDENT ORGANIZATION ACCOUNT CODE DESCRIPTIONS

ACCOUNT CODE	ACCOUNT CODE NAME	DESCRIPTION
71107	ENTERTAINMENT CONTRACTOR	Monetary payments for entertainment services at University held functions, - payments to entertainers, Professional DJ's, inflatables, etc.
71113	HONORARIA	Monetary payments for educational or cultural speakers, facilitators, workshop presenters etc.
71125	EQUIPMENT RENTALS	Tables, chairs, tents, golf cart rentals, generators, 2 way radios, etc.
72102	OFFICE SUPPLIES	Can only request if you have an office in the Student Union: Basic office neccessities - paper clips, pens, tape etc
72104	COMPUTER SUPPLIES	Only applicable if you have a UT provided computer: Computer paper, printer cartridges
72105	FILMS,SLIDES, RECORDS	Purchase film, processing costs etc.
72202	OFFICE EQUIPMENT	Office Equipment that costs under \$5,000: calculators, label maker, etc
72203	COMPUTER EQUIPMENT	Must also be approved by UT Information Technology Dept: Computers, printers, etc that cost under \$5,000
72999	OTHER SUPPLIES	Any supply not listed above that is not for an office or computer
73203	STUDENT TRAVEL,CONFERENCES	National/regional conferences, registration fees, hotel, transportation.
73402	SPONSORED EVENTS	Most flexible line item: event supplies, food, decorations, disposable utensils etc for events held on campus
73403	AWARDS & BANQUETS	Plaques, tropies, etc for award events held on campus
74102	SUBSCRIPTIONS	Can only request if you have an office in Student Union, Magazines specific to your organization, website domain renewals. Software subscriptions for UT owned computers
74103	DUES	Institutional National or regional dues - does not cover individual memberships
74106	PHOTOCOPIES / PRINTING	Fyers, handbills, letterhead, printed envelopes, etc thru UT services
74107	ADVERTISING	advertising promoting your events in newspapers and radio - per prior approval (flyers should be requested under the "photocopies" line item above)
74202	TELEPHONE- EQUIPMENT / INSTALLATION	Can only request if your org has an office within the Student Union: Telephone installation and monthly fee for each extension for student org office in Student Union
74203	TELEPHONE -LONG DISTANCE CALLS	Can only request if your org has an office within the Student Union: All long distance calls for UT phones
74204	TELEPHONE - LOCAL CALLS	Can only request if your org has an office within the Student Union: All local calls-Toledo area- UT phones
74302	POSTAGE	Mailing letters off campus through University Services: Cost of postal fees- this is not to purchase stamps for your org
75202	ROOM / FACILITY RENTALS	Charge for room/facility rentals (Includes UT facilities such as Stu Rec Center, Savage Arena, etc)
77102	INSURANCE	General liability or event insurance or premiums for university owned equipment (if applicable)