



Associated Students, Inc.

# Account Sheet

| Expense Account# | Expense Name  |
|------------------|---|
| 660910           | Awards, Gifts and Donations   |
| 660009           | Conference Fees / Training-Staff Development  |
| 660952           | Event - Decorator Supplies & Services <i>(event decorations)</i>                                      |
| 660947           | Event – Entertainment <i>(DJ's, bands, MC)</i>  |
| 660951           | Event-Equipment & Supplies Rental <i>(sound, inflatables, lighting, stage, fencing)</i>               |
| 660963           | Event-Other Supplies <i>(misc. event supplies not falling under any other category)</i>               |
| 660948           | Event-Speaker Fees  |
| 660946           | Event-Technical Services & Rental   |
| 660950           | Food & Beverage <i>(use if food/beverage is available to ENTIRE campus community)</i>                 |
| 616002           | IT Equipment & AV Equipment   |
| 660017           | Marketing, Promotion & Giveaways <i>(use if event is available to ENTIRE campus community)</i>        |
| 660809           | Memberships and Dues  |
| 660001           | Postage   |
| 660002           | Printing <i>(flyers, posters, brochures)</i>  |
| 660833           | Rent  |
| 608005           | Subscriptions   |
| 660822           | Supplies – Office supplies & paper  |
| 660003           | Supplies - Other  |
| 606001           | Travel - In State   |
| 606002           | Travel - Out of State   |
| 660837           | Hospitality <i>(meals, prizes, giveaways, awards, gifts when purchased for club/org members only)</i> |
| 660848           | Facility work orders  |