

***MOST FREQUENTLY USED ACCOUNTS LIST***

TYPE	ACCOUNT	DESCRIPTION
REVENUES	46500	E&G misc. revenue sources
	44000	Private gifts & grants for opr
OPERATING EXPENSES	61000	Items purchased for resale
	61900	Interdept cr sales & serv.
<i>SUPPLIES</i>	62000	General Supplies & Materials
	62500	Non-capitalized equipment
<i>PRINTING</i>	63000	Printing - off-campus service
	63100	Copying - off-campus service
	63500	Copy charge - central dup ctr
	63600	Copy charge - convenience copy
	63700	Paper/supplies chrg-copy ctr
<i>POSTAGE</i>	64000	Postage - off-campus service
	64100	Courier, delivery, shipping
	64500	Postage charge to depts.
	64600	UPS, FedEx, other charges
<i>TELECOM</i>	65000	Non-STO system tele charges
	65500	Basic phone service charges
	65600	LD phone service charges
	65700	Fax service charges
	65800	St. Olaf Telecom service charge
<i>INFORMATION</i>	66000	Compute soft, licenses, subscr
	66100	Compute non-cap equip supplies
	66400	Periodicals/subscrip/book/video
	66500	Advertising expenses
	66600	Photography
	66650	Public relation media services
<i>TRAVEL</i>	67000	Transportation fares - domestic
	67100	Mileage reimbursement -dom tr
	67200	Lodging & meals - domestic trav
	67400	Conference & registration fees
	67500	Gas, oil, vehicle serv/repairs
	67600	Hired, rented & leased vehicle
	67700	College vehicle charges
	67900	Other domestic travel expenses
	68200	Lodging & meals off-campus
<i>PROFESSIONAL SERVICES</i>	69000	Tuition fees paid other instit
	69500	Honorariums stipend nonemployee
	69600	Referees & other athletic serv
	69700	Royalties & similar fees paid
	69800	Misc acad & stdnt contract ser
	69900	Other acad & student prof serv
	71800	Misc. nonacad contract service
	71900	Other nonacad professional ser
<i>FOOD SERVICE</i>	72100	Meals on-campus
	72200	Catering-St. Olaf food service
	72500	Catering-other vendors
<i>OTHER</i>	76500	Taxes - Other
	76800	Licenses & permits
	78000	Donations
	78200	Memberships & dues
	78400	Laundry, dry cleaning
	78600	Gifts, flowers, hospitality
	78800	Local lodging - non-travel
	78900	Local meals off-campus-nontrav
	79900	Miscellaneous expenses
	83000	Grant Equipment > \$5000
<i>OTHER</i>	99400	Correcting intra-co transfer

Accounting Period Cheat sheet	
June	1
July	2
August	3
September	4
October	5
November	6
December	7
January	8
February	9
March	10
April	11
May	12