

WARTBURG COLLEGE

**List of Object Codes used most often by departments
September 2010**

NOTE: The following is not a complete listing of all object codes, but rather, a list of the most common object codes used by many different departments.

OBJECT

<u>OBJECT CODE</u>	<u>EXPENSE NAME</u>	<u>GENERAL DESCRIPTION</u>
700	Student Wages	Wages paid to student workers - charged through student payroll

OBJECT

<u>OBJECT CODE</u>	<u>EXPENSE NAME</u>	<u>GENERAL DESCRIPTION</u>
701	Speakers, Concerts, & Lectures	Fees for performance, honorariums, and related travel expenses
702	Officials and Judges	Fees for officiating or judging any contest or competition
703	Service agreements and Contracts	Fees for any service agreement or contract arranged in advance
710	Supplies	Supplies used by faculty or staff
712	Printing and Copying	Charges from Print Shop or outside services
713	Postage, Shipping, & Freight	Cost of mailing or sending documents
714	Advertising	Any advertising (e.g. recruiting, hiring, etc.)
730	Events - travel, meals & lodging	Includes athletic, music, alumni outfly events, etc.
731	Recruiting - travel, meals & lodging	Expenses for student recruitment efforts (Admissions and coaches)
732	Fundraising - travel, meals & lodging	Expenses for fundraising efforts (Development Office)
733	Professional Development/Training	Expenses for any type of training, including registration & travel
734	Service Trips - travel, meals & lodging	Expenses for Service Trips
735	Student Intern observ. - travel & meals	Travel expenses to observe interns and for intern meals
736	Non-faculty coaching travel	Travel for non-faculty coaches, normally for tournaments
737	Misc. travel, meals & lodging	Travel and related expenses that can't be classified elsewhere
738	Potential Employee Recruiting	Travel and related expenses for candidates for jobs
740	Travel Advance	Initial travel advances which will be reduced to 0 after the travel
741	Out of session meals & housing	Meals for students for school events while school is NOT in session
742	In session meals & housing	Meals for students & coaches for school events during school year
743	Charter Buses	Rental of chartered buses for various events
750	Entry Fees	Fees charged to participate in school events or competitions
751	Dues and Memberships	Any appropriate memberships supported by the College
752	Subscriptions & Reference Materials	Subscriptions to publications
770	Legal Fees	Attorney's fees and related expenses
772	Consultant and Professional fees	Architects, engineers, etc. and related expenses
790	Miscellaneous Expense	Any expense which doesn't fit elsewhere
799	Pass Through Account	Purchases that will be reimbursed with some collection of money
800	Telephone Charges	Any phone charges (line charges and long distance charges)
840	Equipment Rental	Equipment lease or rental; also safe deposit, green fees, etc.