SANTA BARBARA COMMUNITY COLLEGE DISTRICT - STUDENT FINANCE

ACCOUNT NUMBERS - REFERENCE LIST

XXXXXX	-	XXXX	-	XXXXXX	-	XXXXXX	-	XXXXXX	*Acronym:*
Fund	-	**Organization ♦**	-	**Account**	-	**Program**	-	**Activity ♦**	*FOAPAL (thread)*

The following is a reference list of Account Numbers for which to identify and assign incurred expenditures.
- ♦ *District or Categorical Funds - Specify the Organization and Program numbers.*
- ♦ *Trust or Auxiliary Fund - Do not assign an Organitzation or Program.*
- ♦ *Only selected Funds and Accounts have Activity Codes; see your Budget Manager for instruction.*

ACCOUNT NUMBER	ACCOUNT NAME	DESCRIPTION & EXAMPLE
431000	Instructional Supplies	Instruction Books for Students, Supplies for and used by Students
434000	Bookbinding	Archiving, i.e. Journalism for the Channels Newspaper
437000	Commencement	Commencement Expense, i.e. Diplomas, Certificates, Commencement Breakfast,Receptions
451000	Non Instructional Supplies	Expenses that are not Student-Oriented, i.e. Office Supplies, Team Uniforms
451200	Non Instructional Printing and Duplicating	Printing of forms, programs, letters to students
453000	Subscriptions	Periodicals, newsletters
461000	Field Trips	i.e. Geology Field Trip Expenses, Marine Tech Diving, SCA Field Trips, EOPS and Running Start Field Trips
462000	Student Travel Expenses	Payments for entry fees, registration and any related travel expenses for students, meal advances for athletic away games
511000	Consultants	i.e. Noon Entertainers, Referees, Professional Musicians, D.J., Workshop Presentations, One-time Classes, Vendors who prepare artwork for brochures, programs *Notation: These individuals are not District Employees and are paid via 1099-MISC, which requires H/R consultant paperwork processing prior to incurring expense.*
522000	Travel and Conference	Employee Travel
521000	Mileage	Reimbursement for use of personal vehicle mileage for (non-conference) travel
528000	Meeting Expenses	Meals, Refreshment etc., associated with a meeting, either on and/or Off Campus, i.e. Earth Science Student Dinner Meeting at Coast Geology
531000	Membership	Organizational Memberships pertaining to Department needs
555000	Laundry & Cleaning	Laundering services, i.e. Garvin Theatre Dry Cleaning
562000	Other Contracts	i.e. ACS Loan
562001	Bank Charges	Bank Credit Card Charges
563400	Other Rentals	Use of Off Campus Facilities for Events
564000	Repairs	Repair services, excluding purchase of new parts
584000	Postage	FedEx, USPS
585000	Advertising and Marketing	i.e. Newspapers Ad, Magazine Ads, Radio Ads
585004	Publicity (Donations)	Donations to charitable organizations, i.e. Doctors Without Boards, Red Cross Donations; i.e. District Trust Account Donations to i.e. Club Accounts
585005	Campus Events	Payments for deposits and payments for banquets; reimbursements for receptions, supply expenses, (i.e. reception expenses from Presidents Hospitality Account- snack for athletic events, etc.).i.e. Garvin Theatre expenes for intermission refreshments; Student Senate for Arts and Craft Faire Meal Vouchers
630000	Books	Purchase of new books
644800	Replacement of Equipment	Replacement of old, outdated equipment
731000	Transfer to Other Funds	A charge from one fund that would be revenue to another. i.e. Transfer from Student Senate Account #71 to an #81 Club Account
753300	Fund 75 Scholarship Expenses	Emergency Grants that are in addition to the normal Financial Aid Check Run
760000	Other Student Aid	All Funds: Other Student Aid, i.e. Student Awards; Aid to benefit a Students Need
FOR ACCOUNTING OFFICE USE ONLY		
882000	Foundation Revenue	For All Foundation Deposits - All Funds
889000	Revenue Enrollment Fees	Refunds to Students/Vendors, i.e. Entry Fees from PE, for non-attendance.
898010	Revenue Transfer from Other Funds	i.e. Transfer from Student Senate Account #71 to an #81 Club Account i.e. A charge from one fund tht would be revenue to another fund.