

Accounts Cheat Sheet

Commonly Used Account Numbers

The Chart of Accounts can be tricky to use because of the amount of accounts at your disposal. The DOSA Finance Department has developed a cheat sheet to make the process of finding what account you need much easier. Below you'll see two columns; on the left is a description of the type of expense and on the right is the corresponding account number. You can download this [document](#) and add to or subtract from it, for types of expenses that are most common to your work. If you have any questions, don't hesitate to contact the DOSA Finance Department at finsupport@case.edu.

| Type of Expense | Account Number | Type of Expense | Account Number |
|--|----------------|---|----------------|
| All AGY Income and Expenses | 203290 | Bon Appétit | 534300 |
| | | Recurring Membership Dues/Renewals | 534400 |
| Gifts (Coming from External Resources) | 405510 | Moving Expenses (Individual) | 534500 |
| Miscellaneous Income | 406050 | | |
| Internal Support (Receiving) | 450099 | Telephone | 535100 |
| | | Postage | 535300 |
| Office Supplies | 531100 | FedEx (Freight) Charges | 535450 |
| Minor Equipment (under \$5000) | 531260 | | |
| Advertising & External Printing | 531300 | Equipment Rental (Outside of CWRU) | 537100 |
| Honoraria (Guest Speakers) | 531310 | Building Rental (Outside of CWRU) | 537200 |
| Food | 531400 | Equipment Leases (Outside of CWRU) | 537400 |
| Copier Charges (Cost Per Copy Program) | 531420 | | |
| Books and Periodicals | 531700 | Maintenance Requests | 543700 |
| Computer Software | 531800 | | |
| | | Internal Support (Giving) | 550099 |
| Room Rental Charge | 532450 | | |
| Copier (Using another department's copier) | 532610 | Software Licensing Agreements | 555900 |
| | | Student Stipends (Fellowships) | 571300 |
| Temporary Help (Kelly Services) | 533100 | Prizes and Awards (Students and Non-Students) | 573100 |
| Professional Consulting | 533200 | Room Rental Income | 582130 |
| Security Expenses and Campus Police | 533500 | Alcoholic Beverages | 599020 |
| | | Donations to Organizations (Outside of CWRU) | 599120 |
| Visitor Travel | 534100 | Initial Membership Cost | 599220 |
| Case Employee Travel | 534200 | Programmatic Support (from or to) | 599270 |
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