

Frequently Used General Ledger Accounts - Expenses

Meals and Travel

Domestic Travel, Lodging, Meals:

61500	Travel - College Business
61506	Travel - Recruiting
61505	Travel - Class/Team
61513	Travel - Professional Development
61502	Mileage
65212	Vehicle Fuel
61700	Entertainment--Other
61512	Meals & Snacks - Off Campus
61701	Meals & Snacks - On Campus

International Travel:

61503	Travel, lodging, meals - International
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Professional and Related Resources

61514	Registration Fees - Domestic
61515	Registration Fees - International
69130	Memberships and Dues
66040	Books & Related Material
69110	Subscriptions

Rentals and Licensing

64310	Rental--Equipment
64315	Rental--Vehicles
64360	Rental--Other
69137	Copyright/License Fee
62163	Service/Software License

GoGETTmarket: Campus Services

61701	eCatering, ePickups (Meals on campus)
61500	eRide (Travel/Transportation)
69181	eSafety (Campus Dept. Services)
65004	ePosters (Supplies - on campus)
65004	ePrint & Duplicating (Print Shop - Ricoh)

Supplies, Equipment and Other Exp

66000	Equipment & Furniture
66061	Software-Desktop
69700	Awards & Prizes
62716	Fellowship Payment (<i>limited usage</i>)
65000	Supplies & Materials - General Office
65003	Supplies & Materials - Instructional
65009	Supplies & Materials - Program
65005	Supplies & Materials - Bookstore
65001	Other Supplies

Communication and Printing

60100	Post Office Charges
60120	Air & Ground
60200	Telephone
60420	Printing & Duplicating - Off Campus
65004	Printing & Duplicating - On Campus

Service Fees

64200	Repairs & Maintenance
62160	Professional Service Fees
62162	Technical Consulting Fees
62100	Honoraria/Lecturers
69181	Campus Department Services
64110	Other Services

Employee and Student Payments

53003	Staff Wages - Casual
53005	Staff Overtime
54001	Student Wages

A more complete list of general ledger accounts with descriptions is available at Financial Services/Accounting webpage.

Financial Services

Office Information

Located on the first and second floors of Pennsylvania Hall

Office	PA Hall Floor	Extension	Box	Email Address
Accounting	1st	6224, 6242, 6297	437	accounting@gettysburg.edu
Accounts Payable	2nd	6290, 6201	2454	accountspayable@gettysburg.edu
Cashiering	1st	6221	437	cashier@gettysburg.edu ecommerce@gettysburg.edu
Payroll	2nd	6216, 6201	2458	payroll@gettysburg.edu
Procurement	1st	6225	409	pcard@gettysburg.edu emarket@gettysburg.edu
Student Accounts	1st	6220	437	studentaccounts@gettysburg.edu
Student Loans	1st	6203	2444	studentloans@gettysburg.edu

Office Resources

The most current information regarding the College's financial practices, policies, procedures, forms, online training, and other resources is located on the Financial Services website.

www.gettysburg.edu/financial_services