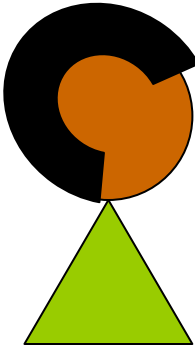
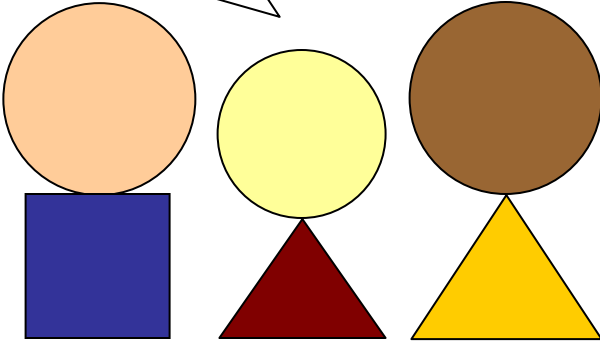
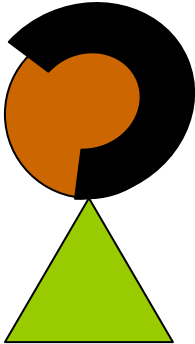

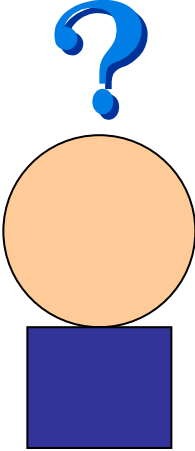
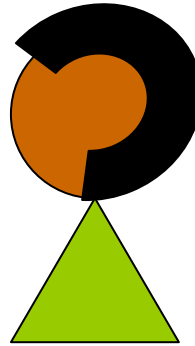
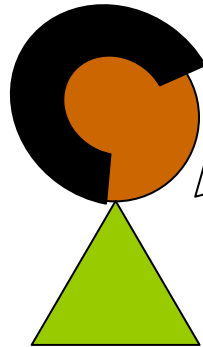
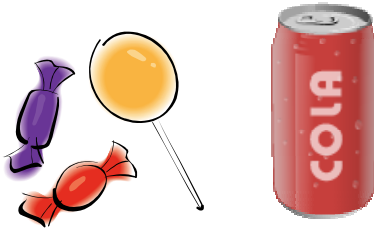


# Fun with Terrolyn... How to Code Food Expenses.

(52214, 53109, 53901, 54905, 55101, 55108)

 <p>Welcome to the first installment of "Fun with Terrolyn." Today, we will refresh everyone on what account code to use for food expenses.</p>	 <p>Oooh, we like food!!!</p>	 <p>Yes, but we need to clarify which account code to use for each type.</p>
 <p>All prepared meals that are <u>ordered and delivered</u> to your event are considered <b>CATERING (52214)</b>.</p>	 <p>What if the food is ordered for a business meeting? Why isn't it <b>55108 (FARE FOR IN-HOUSE BUSINESS MEETINGS)???</b></p>	 <p>Because <b>55108</b> is for non-catered foods that are used in business meetings or events...</p>

Examples of **55108** expenses are purchases such as... candy, snacks, sodas provided for students and guests of the University.

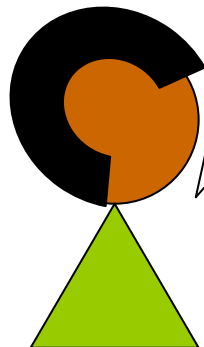
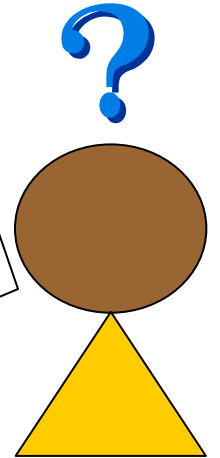


Don't forget that Community Coffee and bottled water has its own account code though!

It is **53901 (BOTTLE WATER/COFFEE SERVICE)**.

What if we bought the candy for an event to promote the College?

Isn't that **53109 (PROMOS/P/R-PUBLIC INFORMATION)???**



NOPE! Account code **53109** is only used when the item has a Bauer or UH logo on it. For example, regular latex balloons are not 53109 because there is no promotional message.

Regular colored balloons and other items purchased for a College event should be coded as **55101 (UNIV HOSTED SPECIAL EVENTS)**.



What if we went out to a restaurant for a business meeting?

