

Item Name	Department/ Schedule	Account Name
Straws, Soft Drink	Food	Paper & Plastics
Styrofoam Cups	Food	Paper & Plastics
Subscriptions, Trade (Marketing)	Sales & Marketing	Dues & Subscriptions
Subscriptions, Trade (Non-Marketing)	A&G	Dues & Subscriptions
Sugar Caddy, Guestroom	Rooms	Operating Supplies
Sugar Holders	Food	China
Sugar Packets for Use by Guests in Rooms	Rooms	Guest Supplies
Suggestion Awards, Employees	A&G	Human Resources
Suits, Uniform	Mult. Depts.	Uniforms
Surge Protectors	Mult. Depts.	Operating Supplies
Sweetener Packets for Use by Guests in Rooms ..	Rooms	Guest Supplies
Swimming Pool/Spa Accessories	POM	Swimming Pool
Swimming Pool/Spa Chemicals	POM	Swimming Pool
Swimming Pool/Spa Maintenance	POM	Swimming Pool
Swimming Pool/Spa Repairs	POM	Swimming Pool
Swimsuit Bags for Use by Guests in Rooms	Rooms	Guest Supplies
Switchboard Repairs	Telecom.	Contract Services
Swizzle Sticks for Use by Guests in Rooms	Rooms	Guest Supplies
Table Cover Repair/Replacement	POM	Elec. & Mech.
Table Pads	Food	Operating Supplies
Table Pads, Guestroom	Rooms	Operating Supplies
Table Protectors, Guestroom	Rooms	Operating Supplies
Table Rental (Banquet Not Charged to Customer)	Food	Banquet Expense
Table Runners, Linen	Food	Linen
Table Skirts, Linen	Food	Linen
Table Tent Cards, Guestroom	Rooms	Operating Supplies
Table Tents	Food or Beverage .	Printing & Stationery
Table-Top Repair/Replacement—Glass	POM	Furniture & Equip.
Table Undercloth, Linen	Food	Linen
Tablecloths, Guestroom	Rooms	Operating Supplies
Tablecloths, Linen	Food	Linen
Tablecloths, Paper/Plastic	Food	Paper & Plastics
Tags, Baggage (Gratis)	Rooms	Guest Supplies
Tank Toilet Floats	POM	Plumbing
Tape	POM	Operating Supplies
Tape, Adhesive	Mult. Depts.	Operating Supplies
Tape, Carpet	POM	Floor Covering
Tape, Cellophane	Mult. Depts.	Operating Supplies
Tape Holder	Mult. Depts.	Operating Supplies
Tape, Masking	POM	Operating Supplies
Tape, Painter	POM	Painting & Decorating

Item Name	Department/ Schedule	Account Name
Tape Recorders	A&G	Operating Supplies
Tape, Scotch	Mult. Depts.	Printing & Stationery
Tape Transcribers	A&G	Operating Supplies
Taxes on Utilities (All Utilities)	Utility Costs	Utility Taxes
Taxi Fare	Mult. Depts.	Travel—Other
Tea Bags for Use by Guests in Rooms	Rooms	Guest Supplies
Teapots and Lids (All Materials)	Food	China
Teapots, Guestroom	Rooms	Operating Supplies
Technical Books, Employee Use	Mult. Depts.	Training
Technical Books, Maintenance	POM	Operating Supplies
Telecommunications Equipment Maintenance	A&G	Information Systems
Telephone Accessories, General	Mult. Depts.	Telecommunications
Telephone Charges	Mult. Depts.	Telecommunications
Telephone Cords	Telecom.	Operating Supplies
Telephone Directories for Departmental Use	Sales & Marketing	Operating Supplies
Telephone Directories for Guestrooms	Rooms	Operating Supplies
Telephone Directory Advertising	Sales & Marketing	Media
Telephone Directory Covers and Holders	Mult. Depts.	Operating Supplies
Telephone Face Plate	Telecom.	Operating Supplies
Telephone Hardware Lease (Non-Capital)	R/POT/I	Telecom. Equip.
Telephone Headsets	Telecom.	Operating Supplies
Telephone Local Trunk Costs	Telecom.	Cost of Local Calls
Telephone Long Distance Trunk Costs	Telecom.	Cost of Long Distance Calls
Telephone Message Cards	Rooms	Printing & Stationery
Telephone Message Pads	Rooms	Guest Supplies
Telephone Software Lease (Non-Capital)	R/POT/I	Telecom. Equip.
Telephone Switch Lease (Non-Capital)	R/POT/I	Telecom. Equip.
Television	Mult. Depts.	Operating Supplies
Television Remote	Rooms	Operating Supplies
Television Repairs	POM	Furniture & Equip.
Tent Rental for Parties/Banquets (Not Charged to Customer)	Food	Banquet Expense
Thread for Use by Guests in Rooms	Rooms	Guest Supplies
Throw, Guestroom	Rooms	Operating Supplies
Ties, Uniform	Mult. Depts.	Uniforms
Tile Cleaner	Mult. Depts.	Cleaning Supplies
Tile Repairs (Floor)	POM	Floor Covering
Tissue Box Covers, Guestroom	Rooms	Operating Supplies
Tissue for Use by Guests in Rooms	Rooms	Guest Supplies

Item Name	Department/ Schedule	Account Name
Tobacco Cost	Food	Misc. Cost of Other Rev.
Toilet Brushes	Mult. Depts.	Cleaning Supplies
Toilet Seat Covers	Rooms	Guest Supplies
Toilet Tissue	Rooms	Guest Supplies
Tolls, Highway	Mult. Depts.	Travel—Other
Toner (for Copier)	A&G	Operating Supplies
Tongs, Cooking	Food	Utensils
Tongs, Serving	Food	Flatware
Tonics, Health Club/Spa	Health Club/Spa	Health & Beauty Products
Tonics, Health Club/Spa (for Sale)	Health Club/Spa	Cost of Merch. Sales
Tools	POM	Engineering Supplies
Toothbrush Holders, Guestroom	Rooms	Operating Supplies
Toothbrushes for Use by Guests in Rooms	Rooms	Guest Supplies
Toothpaste for Use by Guests in Rooms	Rooms	Guest Supplies
Toothpicks	Food	Paper & Plastics
Toothpicks for Use by Guests in Rooms	Rooms	Guest Supplies
Topsoil for Golf Course	Golf/Pro Shop	Grounds M&L
Total Quality Management	A&G	Human Resources
Towelettes for Use by Guests in Rooms	Rooms	Guest Supplies
Towels, Bar	Beverage	Linen
Towels, Bar (Guestroom)	Rooms	Linen
Towels, Bath (All Sizes)	Rooms	Linen
Towels, Cleaning Rags	Mult. Depts.	Cleaning Supplies
Towels, Hand	Rooms	Linen
Towels, Health Club/Spa	Health Club/Spa	Linen
Towels, Paper	Mult. Depts.	Cleaning Supplies
Toys for Use by Guests in Rooms	Rooms	Operating Supplies
Trade Publications Subscriptions (Marketing)	Sales & Marketing	Dues & Subscriptions
Trade Publications Subscriptions (Non-Marketing)	A&G	Dues & Subscriptions
Trade Publications, Repair/Maintenance	POM	Dues & Subscriptions
Trade Show Booth Construction	Sales & Marketing	Trade Shows
Trade Show Promotional Items	Sales & Marketing	Trade Shows
Training Program Costs	Mult. Depts.	Training
Training, Travel	Mult. Depts.	Training
Transfer Fees, Licenses	Mult. Depts.	Licenses & Permits
Transportation Charged to Customer, Banquets	Food	Misc. Cost of Other Rev.
Transportation of Employees	A&G	Transportation
Trash Can Liners	Mult. Depts.	Operating Supplies
Trash Cans	Mult. Depts.	Operating Supplies

Item Name	Department/ Schedule	Account Name
Trash Compactor Lease (Non-Capital)	R/POT/I	Other Property & Equip.
Trash Receptacles	Mult. Depts.	Operating Supplies
Travel Expenses (Food/Beverage)	Mult. Depts.	Travel—Meals & Enter.
Travel Expenses (Non-Food/Beverage)	Mult. Depts.	Travel—Other
Travel Meals	Mult. Depts.	Travel—Meals & Enter.
Tray Jacks	Food	Operating Supplies
Tray Liners	Food	Operating Supplies
Trays (All Materials), Employee Cafeteria	Empl. Caf.	Operating Supplies
Trays, Guestroom	Rooms	Operating Supplies
Trays, Serving (All Materials)	Food	Operating Supplies
Tree Purchases	POM	Grounds M&L
Tree Removal & Trimming Service, Golf Course .	Golf/Pro Shop ...	Contract Services
Tree Rentals	POM	Grounds M&L
Trigger Sprayer Bottles	Mult. Depts.	Cleaning Supplies
Trousers, Uniform	Mult. Depts.	Uniforms
Truck Rental (Food Delivery)	Food	Equip. Rental
T-Shirts, Uniform	Mult. Depts.	Uniforms
Tubes, Pastry	Food	Utensils
Tumblers, Guestroom	Rooms	Operating Supplies
TV Guides, Guestroom	Rooms	Operating Supplies
Tweezers for Use by Guests in Rooms	Rooms	Guest Supplies
Two-Way Radios	Mult. Depts.	Telecommunications
Umbrellas	Mult. Depts.	Operating Supplies
Uncollectible Accounts Provision	A&G	Prov. for Doubtful Accts.
Underinsured Losses, Liability	R/POT/I	Liability
Underinsured Losses, Property	R/POT/I	Building & Contents
Uniforms, Cleaning	Mult. Depts.	Uniform Laundry
Uniforms, Cleaning Allowance	Mult. Depts.	Uniform Laundry
Uniforms, Repair	Mult. Depts.	Uniforms
Upholstery Cleaner	Mult. Depts.	Cleaning Supplies
Upholstery Repair	POM	Furniture & Equip.
Urinal Baskets	Mult. Depts.	Operating Supplies
Utensils, Employee Cafeteria	Empl. Caf.	Utensils
Utensils, Kitchen	Food	Utensils
Utensils, Serving	Food	Flatware
Vacuum Accessories	Mult. Depts.	Cleaning Supplies
Vacuum Belts	Mult. Depts.	Cleaning Supplies
Vacuum Cleaner Accessories	Mult. Depts.	Cleaning Supplies
Vacuum Cleaners	Mult. Depts.	Cleaning Supplies
Vacuum Filters	Mult. Depts.	Cleaning Supplies
Vacuums, Canister	Mult. Depts.	Cleaning Supplies

Item Name	Department/ Schedule	Account Name
Vacuums, Portable	Mult. Depts.	Cleaning Supplies
Vacuums, Upright	Mult. Depts.	Cleaning Supplies
Valences/Swags	POM	Building
Vases (Tabletop)	Food	Operating Supplies
VCR, Guestroom	Rooms	Cable/Satellite Television
Vegetables	Food	Cost of Food Sales
Vehicle Lease (Non-Capital)	R/POT/I	Other Property & Equip.
Venetian Blinds Repairs	POM	Building
Video Camera	Mult. Depts.	Operating Supplies
Video Check-Out Service	Rooms	Contract Services
Video Comment Card Service	Rooms	Contract Services
Videotapes, Training/Safety	Mult. Depts.	Training
Vinyl Wall Covering	POM	Painting & Decorating
VIP Guest Gifts	Mult. Depts.	Comp. Services & Gifts
Visual Planners	Mult. Depts.	Operating Supplies
Vouchers, Petty Cash	A&G	Printing & Stationery
Walks, Relocation of Guest Due to Lack of Room Availability	Rooms	Guest Relocation
Wallpaper	POM	Painting & Decorating
Want Ads (Help Wanted)	A&G	Human Resources
Wash Cloths	Rooms	Linen
Waste Baskets	Mult. Depts.	Operating Supplies
Waste Receptacles	Mult. Depts.	Operating Supplies
Waste, Garbage, Refuse, Rubbish, Ash Removal	POM	Waste Removal
Wastewater Surcharge	Utility Costs	Sewer
Water	Utility Costs	Water
Water and Drainage Systems Maintenance, Golf Course	Golf/Pro Shop ...	Irrigation
Water Conservation Cards	Rooms	Printing & Stationery
Water Controllers, Computerized Water Systems, Golf Course	Golf/Pro Shop ...	Irrigation
Water Pitchers, Guestroom	Rooms	Operating Supplies
Water Usage, Golf Course	Golf/Pro Shop ...	Water
Waxed Paper	Food	Paper & Plastics
Waxes	Mult. Depts.	Cleaning Supplies
Wax, Floor	Mult. Depts.	Cleaning Supplies
Web Site Development	Sales & Marketing	E-Commerce
Welcome Baskets, Guestroom	Rooms	Comp. Services & Gifts
Wet Floor Signs	Mult. Depts.	Operating Supplies
Wind Power	Utility Costs	Other Fuels

Item Name	Department/ Schedule	Account Name
Window Cleaning Services	Mult. Depts.	Contract Services
Window Locks	POM	Building
Window Shade Repairs	POM	Building
Wine	Beverage	Cost of Beverage Sales
Wine Cellar Supplies	Beverage	Operating Supplies
Wine Lists	Beverage	Menus & Beverage Lists
Wire Whips	Food	Utensils
Wireless Cards	A&G	Information Systems
Woolite Packets	Mult. Depts.	Cleaning Supplies
Wrapping Paper	Mult. Depts.	Operating Supplies
Writing Supplies	Mult. Depts.	Operating Supplies

Expense Dictionary

Section Two: Sorted by Department/Schedule and Account Name

Department/ Schedule	Account Name	Item Name
Mult. Depts.	Bonus & Incentives	Bonus Pay (Performance-Based)
Mult. Depts.	Bonus & Incentives	Incentive Pay (Performance-Based)
Mult. Depts.	Cleaning Supplies	Acids
Mult. Depts.	Cleaning Supplies	Air Freshener
Mult. Depts.	Cleaning Supplies	Alcohol (Cleaning)
Mult. Depts.	Cleaning Supplies	All-Purpose Cleaner
Mult. Depts.	Cleaning Supplies	Ammonia
Mult. Depts.	Cleaning Supplies	Artificial Plant Cleaner
Mult. Depts.	Cleaning Supplies	Bathroom Cleaner
Mult. Depts.	Cleaning Supplies	Bleach
Mult. Depts.	Cleaning Supplies	Bleach Packets
Mult. Depts.	Cleaning Supplies	Brooms
Mult. Depts.	Cleaning Supplies	Brushes
Mult. Depts.	Cleaning Supplies	Buckets, Mop
Mult. Depts.	Cleaning Supplies	Bug Traps
Mult. Depts.	Cleaning Supplies	Carpet Cleaner Chemical
Mult. Depts.	Cleaning Supplies	Carpet Cleaning Supplies
Mult. Depts.	Cleaning Supplies	Carpet Shampoo
Mult. Depts.	Cleaning Supplies	Carpet Shampoo Machines
Mult. Depts.	Cleaning Supplies	Carpet Sweepers
Mult. Depts.	Cleaning Supplies	Chamois
Mult. Depts.	Cleaning Supplies	Cleaning Chemicals
Mult. Depts.	Cleaning Supplies	Cleaning Cloths, Compounds, Fluids, Rags, Sponges
Mult. Depts.	Cleaning Supplies	Cleansers (Non-Dishwashing)
Mult. Depts.	Cleaning Supplies	Cleansing Powder
Mult. Depts.	Cleaning Supplies	Degreaser
Mult. Depts.	Cleaning Supplies	Disinfectants
Mult. Depts.	Cleaning Supplies	Dust Cloths
Mult. Depts.	Cleaning Supplies	Dust Mop
Mult. Depts.	Cleaning Supplies	Dusters
Mult. Depts.	Cleaning Supplies	Dusting Mitts
Mult. Depts.	Cleaning Supplies	Dustpan Brushes
Mult. Depts.	Cleaning Supplies	Dustpans
Mult. Depts.	Cleaning Supplies	Feather Duster
Mult. Depts.	Cleaning Supplies	Filters, Vacuum

Department/ Schedule	Account Name	Item Name
Mult. Depts.	Cleaning Supplies	Floor Polish
Mult. Depts.	Cleaning Supplies	Floor Soap
Mult. Depts.	Cleaning Supplies	Floor Wax
Mult. Depts.	Cleaning Supplies	Fly Strips
Mult. Depts.	Cleaning Supplies	Fly Swatters
Mult. Depts.	Cleaning Supplies	Furniture Polish
Mult. Depts.	Cleaning Supplies	Furniture Wax
Mult. Depts.	Cleaning Supplies	Glass Cleaner
Mult. Depts.	Cleaning Supplies	Gloves, Rubber
Mult. Depts.	Cleaning Supplies	Gum Remover
Mult. Depts.	Cleaning Supplies	Insecticides
Mult. Depts.	Cleaning Supplies	Lemon Oil
Mult. Depts.	Cleaning Supplies	Lint Brush
Mult. Depts.	Cleaning Supplies	Lint Remover
Mult. Depts.	Cleaning Supplies	Lye
Mult. Depts.	Cleaning Supplies	Mop Buckets
Mult. Depts.	Cleaning Supplies	Mop Handles
Mult. Depts.	Cleaning Supplies	Mop Wringers
Mult. Depts.	Cleaning Supplies	Mops
Mult. Depts.	Cleaning Supplies	Oxalic Acid
Mult. Depts.	Cleaning Supplies	Pails
Mult. Depts.	Cleaning Supplies	Plastic Spray Bottles
Mult. Depts.	Cleaning Supplies	Polish
Mult. Depts.	Cleaning Supplies	Rags, Cleaning
Mult. Depts.	Cleaning Supplies	Rubber Gloves
Mult. Depts.	Cleaning Supplies	Rug Cleaners
Mult. Depts.	Cleaning Supplies	Scrapers, Cleaning
Mult. Depts.	Cleaning Supplies	Scrub Brushes
Mult. Depts.	Cleaning Supplies	Shampoo, Carpet
Mult. Depts.	Cleaning Supplies	Soaps, Cleaning
Mult. Depts.	Cleaning Supplies	Sponges
Mult. Depts.	Cleaning Supplies	Spray Bottle
Mult. Depts.	Cleaning Supplies	Squeegees
Mult. Depts.	Cleaning Supplies	Stain Remover
Mult. Depts.	Cleaning Supplies	Stain Remover Packets
Mult. Depts.	Cleaning Supplies	Stain Spotter
Mult. Depts.	Cleaning Supplies	Stainless Steel Cleaner
Mult. Depts.	Cleaning Supplies	Tile Cleaner
Mult. Depts.	Cleaning Supplies	Toilet Brushes
Mult. Depts.	Cleaning Supplies	Towels, Cleaning Rags
Mult. Depts.	Cleaning Supplies	Towels, Paper

Department/ Schedule	Account Name	Item Name
Mult. Depts.	Cleaning Supplies	Trigger Sprayer Bottles
Mult. Depts.	Cleaning Supplies	Upholstery Cleaner
Mult. Depts.	Cleaning Supplies	Vacuum Accessories
Mult. Depts.	Cleaning Supplies	Vacuum Belts
Mult. Depts.	Cleaning Supplies	Vacuum Cleaner Accessories
Mult. Depts.	Cleaning Supplies	Vacuum Cleaners
Mult. Depts.	Cleaning Supplies	Vacuum Filters
Mult. Depts.	Cleaning Supplies	Vacuums—Canister, Portable, Upright
Mult. Depts.	Cleaning Supplies	Waxes
Mult. Depts.	Cleaning Supplies	Woolite Packets
Mult. Depts.	Comp. Services/Gifts ...	Amenities, Gifts
Mult. Depts.	Comp. Services/Gifts ...	Baskets, Wine (for Gratis Presentations)—Not Reusable
Mult. Depts.	Comp. Services/Gifts ...	Cheese Baskets, Gratis
Mult. Depts.	Comp. Services/Gifts ...	Complimentary Beverage
Mult. Depts.	Comp. Services/Gifts ...	Complimentary Food
Mult. Depts.	Comp. Services/Gifts ...	Complimentary Parking
Mult. Depts.	Comp. Services/Gifts ...	Fruit Baskets Gratis to Customers
Mult. Depts.	Comp. Services/Gifts ...	Gifts to Customers
Mult. Depts.	Comp. Services/Gifts ...	VIP Guest Gifts
Mult. Depts.	Contract Services	Carpet Cleaning Services
Mult. Depts.	Contract Services	Carpet/Rug Cleaning (Outside Service)
Mult. Depts.	Contract Services	Comment Card Processing (Outside Service)
Mult. Depts.	Contract Services	Consultant Fees
Mult. Depts.	Contract Services	Contract Cleaning—Awning, Floors, Fumigation, Windows
Mult. Depts.	Contract Services	Purchasing Service Fees
Mult. Depts.	Contract Services	Rug Cleaning Services
Mult. Depts.	Contract Services	Shopping Service
Mult. Depts.	Contract Services	Window Cleaning Services
Mult. Depts.	Corp. Office Reimb.	Management Company Expenses (Travel, Entertainment, etc.)
Mult. Depts.	Decorations	Cut Flowers
Mult. Depts.	Decorations	Decorations, Holiday and Special Occasion
Mult. Depts.	Decorations	Floral Arrangements
Mult. Depts.	Decorations	Flowers, Fresh and Artificial
Mult. Depts.	Dues & Subscriptions ...	Magazine Subscriptions
Mult. Depts.	Dues & Subscriptions ...	Membership Fees—Professional Organizations
Mult. Depts.	Employee Benefits	Payroll—401(k) Costs
Mult. Depts.	Employee Benefits	Payroll—Child Care, Employee

Department/ Schedule	Account Name	Item Name
Mult. Depts.	Employee Benefits	Payroll—Disability Pay
Mult. Depts.	Employee Benefits	Payroll—Health and Dental Insurance
Mult. Depts.	Employee Benefits	Payroll—Life Insurance
Mult. Depts.	Employee Benefits	Payroll—Long-Term Disability
Mult. Depts.	Employee Benefits	Payroll—Meals (Cost Allocation from Employee Cafeteria)
Mult. Depts.	Employee Benefits	Payroll—Pension Costs
Mult. Depts.	Employee Benefits	Payroll—Profit Sharing
Mult. Depts.	Employee Benefits	Payroll—Union Benefits (All)
Mult. Depts.	Employee Benefits	Payroll—Workers' Compensation Insurance
Mult. Depts.	Employee Benefits	Physician's Fees, Employees (Workers' Compensation)
Mult. Depts.	Equip. Rental	Beeper Rental
Mult. Depts.	Equip. Rental	Copier Rental/Lease
Mult. Depts.	Laundry & Dry Cleaning	Curtains, Dry Cleaning
Mult. Depts.	Laundry & Dry Cleaning	Draperies, Dry Cleaning
Mult. Depts.	Laundry & Dry Cleaning	Dry Cleaning Costs, Non-Guest (In-House Laundry)
Mult. Depts.	Laundry & Dry Cleaning	Dry Cleaning Services, Non-Guest (Outside Laundry)
Mult. Depts.	Laundry & Dry Cleaning	Laundry Costs, Non-Guest (In-House Laundry)
Mult. Depts.	Laundry & Dry Cleaning	Laundry Services, Non-Guest (Outside Laundry)
Mult. Depts.	Licenses & Permits	Inspection Fees for Licensing
Mult. Depts.	Licenses & Permits	Transfer Fees, Licenses
Mult. Depts.	Linen	Linen Rental
Mult. Depts.	Management Fees	Management Fee—Specific Department
Mult. Depts.	Miscellaneous	Fines (Health, Safety, etc.)
Mult. Depts.	Operating Supplies	Adapter Plug, Electrical
Mult. Depts.	Operating Supplies	Adding Machine Tape
Mult. Depts.	Operating Supplies	Adding Machines
Mult. Depts.	Operating Supplies	Adhesive Tape
Mult. Depts.	Operating Supplies	Air Deodorizing Accessories/Systems
Mult. Depts.	Operating Supplies	Answering Machines
Mult. Depts.	Operating Supplies	Anti-Fatigue Mats
Mult. Depts.	Operating Supplies	Artwork
Mult. Depts.	Operating Supplies	Ash Cans
Mult. Depts.	Operating Supplies	Ashtrays
Mult. Depts.	Operating Supplies	Band-Aids
Mult. Depts.	Operating Supplies	Baskets, Urinal
Mult. Depts.	Operating Supplies	Baskets, Waste Liners

Department/ Schedule	Account Name	Item Name
Mult. Depts.	Operating Supplies	Baskets, Wine (for Gratis Presentations)— Reusable
Mult. Depts.	Operating Supplies	Batteries
Mult. Depts.	Operating Supplies	Binder Clips
Mult. Depts.	Operating Supplies	Binders
Mult. Depts.	Operating Supplies	Book Matches (Guest)
Mult. Depts.	Operating Supplies	Calculators
Mult. Depts.	Operating Supplies	Calendars and Diaries
Mult. Depts.	Operating Supplies	Candles
Mult. Depts.	Operating Supplies	Candlesticks
Mult. Depts.	Operating Supplies	Cashier Envelopes
Mult. Depts.	Operating Supplies	Cashier Forms
Mult. Depts.	Operating Supplies	CD ROM, Writable
Mult. Depts.	Operating Supplies	Cellophane Tape
Mult. Depts.	Operating Supplies	Clipboards
Mult. Depts.	Operating Supplies	Coin Drawers
Mult. Depts.	Operating Supplies	Computer Discs
Mult. Depts.	Operating Supplies	Copier Paper
Mult. Depts.	Operating Supplies	Copier Toner
Mult. Depts.	Operating Supplies	CPR Kits
Mult. Depts.	Operating Supplies	Curtain Holdbacks
Mult. Depts.	Operating Supplies	Curtain Hooks
Mult. Depts.	Operating Supplies	Curtain Rods
Mult. Depts.	Operating Supplies	Curtain Stackbacks
Mult. Depts.	Operating Supplies	Curtains
Mult. Depts.	Operating Supplies	Data Binders and Accessories
Mult. Depts.	Operating Supplies	Data Systems and Storage Files
Mult. Depts.	Operating Supplies	Defibrillator
Mult. Depts.	Operating Supplies	Desk Accessories
Mult. Depts.	Operating Supplies	Desk Caddies
Mult. Depts.	Operating Supplies	Desk Pad and Holder
Mult. Depts.	Operating Supplies	Double-Stick Tape
Mult. Depts.	Operating Supplies	Drapery Baton
Mult. Depts.	Operating Supplies	Drapery Cords
Mult. Depts.	Operating Supplies	Drapery Liners
Mult. Depts.	Operating Supplies	Drapes
Mult. Depts.	Operating Supplies	Drapes, Blackout
Mult. Depts.	Operating Supplies	Duct Tape
Mult. Depts.	Operating Supplies	Electrical Adapters
Mult. Depts.	Operating Supplies	Employee Pins

Department/ Schedule	Account Name	Item Name
Mult. Depts.	Operating Supplies	Erasers
Mult. Depts.	Operating Supplies	Extension Cords
Mult. Depts.	Operating Supplies	Fans, Portable
Mult. Depts.	Operating Supplies	File Folders
Mult. Depts.	Operating Supplies	Film, Camera
Mult. Depts.	Operating Supplies	Fireplace Lighter
Mult. Depts.	Operating Supplies	Fireplace Screen
Mult. Depts.	Operating Supplies	Fireplace Tools
Mult. Depts.	Operating Supplies	Firewood
Mult. Depts.	Operating Supplies	First Aid Kits/Supplies
Mult. Depts.	Operating Supplies	Flags
Mult. Depts.	Operating Supplies	Flashlights
Mult. Depts.	Operating Supplies	Frames, Art
Mult. Depts.	Operating Supplies	Garbage Bags
Mult. Depts.	Operating Supplies	Garbage Can Liners
Mult. Depts.	Operating Supplies	Garbage Cans
Mult. Depts.	Operating Supplies	Gasoline—Motor Vehicles (Company and Employee Use)
Mult. Depts.	Operating Supplies	Glue
Mult. Depts.	Operating Supplies	Goldfish
Mult. Depts.	Operating Supplies	High Chairs
Mult. Depts.	Operating Supplies	Hole Punch
Mult. Depts.	Operating Supplies	Hooks, Coat
Mult. Depts.	Operating Supplies	Hooks, Door
Mult. Depts.	Operating Supplies	Ink
Mult. Depts.	Operating Supplies	Ink Cartridges
Mult. Depts.	Operating Supplies	Key Chain Coils
Mult. Depts.	Operating Supplies	Key Chain Reels
Mult. Depts.	Operating Supplies	Key Lock Box
Mult. Depts.	Operating Supplies	Key Rings
Mult. Depts.	Operating Supplies	Key Tags
Mult. Depts.	Operating Supplies	Keyboard Drawers
Mult. Depts.	Operating Supplies	Label Maker
Mult. Depts.	Operating Supplies	Label Maker Supplies
Mult. Depts.	Operating Supplies	Lampshades
Mult. Depts.	Operating Supplies	Liners, Drapery
Mult. Depts.	Operating Supplies	Log Books
Mult. Depts.	Operating Supplies	Marking Ink
Mult. Depts.	Operating Supplies	Matches, Customer Use
Mult. Depts.	Operating Supplies	Mats, Floor

Department/ Schedule	Account Name	Item Name
Mult. Depts.	Operating Supplies	Memo Pads
Mult. Depts.	Operating Supplies	Mini-Blinds
Mult. Depts.	Operating Supplies	Mouse, Computer
Mult. Depts.	Operating Supplies	Mouse Pads
Mult. Depts.	Operating Supplies	Name Badges
Mult. Depts.	Operating Supplies	Office Supplies, General
Mult. Depts.	Operating Supplies	Outlet Safety Plugs
Mult. Depts.	Operating Supplies	Packing Tape
Mult. Depts.	Operating Supplies	Pain Relievers
Mult. Depts.	Operating Supplies	Paper Clips
Mult. Depts.	Operating Supplies	Paper, Copier
Mult. Depts.	Operating Supplies	Paper Liners
Mult. Depts.	Operating Supplies	Parchment
Mult. Depts.	Operating Supplies	Paste
Mult. Depts.	Operating Supplies	Pencil Holders
Mult. Depts.	Operating Supplies	Pencil Sharpeners
Mult. Depts.	Operating Supplies	Pencils
Mult. Depts.	Operating Supplies	Pens
Mult. Depts.	Operating Supplies	Pins—Employee, Safety, Stick, Straight
Mult. Depts.	Operating Supplies	Placards
Mult. Depts.	Operating Supplies	Plants
Mult. Depts.	Operating Supplies	Portable Fans
Mult. Depts.	Operating Supplies	Portable Steam Cleaners
Mult. Depts.	Operating Supplies	Poster Board
Mult. Depts.	Operating Supplies	Post-it Notes
Mult. Depts.	Operating Supplies	Printer Supplies and Accessories
Mult. Depts.	Operating Supplies	Printing Calculator
Mult. Depts.	Operating Supplies	Q-Tips
Mult. Depts.	Operating Supplies	Record Books
Mult. Depts.	Operating Supplies	Recorders, Mini/Micro Cassette and Accessories
Mult. Depts.	Operating Supplies	Recycle Bins
Mult. Depts.	Operating Supplies	Reports
Mult. Depts.	Operating Supplies	Ribbons—Typewriter, Calculator, Cash Register
Mult. Depts.	Operating Supplies	Roller Shades
Mult. Depts.	Operating Supplies	Roman Shades
Mult. Depts.	Operating Supplies	Rubber Bands
Mult. Depts.	Operating Supplies	Rubber Cement
Mult. Depts.	Operating Supplies	Rubber Stamps
Mult. Depts.	Operating Supplies	Rugs, Throw
Mult. Depts.	Operating Supplies	Rulers
Mult. Depts.	Operating Supplies	Safety Glasses

Department/ Schedule	Account Name	Item Name
Mult. Depts.	Operating Supplies	Safety Pins
Mult. Depts.	Operating Supplies	Scissors
Mult. Depts.	Operating Supplies	Shelf Paper
Mult. Depts.	Operating Supplies	Shipping Supplies
Mult. Depts.	Operating Supplies	Shipping Tags
Mult. Depts.	Operating Supplies	Signs and Banners
Mult. Depts.	Operating Supplies	Smoking Urn Sand Stamp
Mult. Depts.	Operating Supplies	Stamp Pads
Mult. Depts.	Operating Supplies	Stamp Pads (Ink)
Mult. Depts.	Operating Supplies	Stamps, Rubber
Mult. Depts.	Operating Supplies	Staplers
Mult. Depts.	Operating Supplies	Staples
Mult. Depts.	Operating Supplies	Stencils
Mult. Depts.	Operating Supplies	Surge Protectors
Mult. Depts.	Operating Supplies	Tape, Adhesive
Mult. Depts.	Operating Supplies	Tape Holder
Mult. Depts.	Operating Supplies	Tape, Scotch
Mult. Depts.	Operating Supplies	Telephone Directory Covers and Holders
Mult. Depts.	Operating Supplies	Television
Mult. Depts.	Operating Supplies	Trash Can Liners
Mult. Depts.	Operating Supplies	Trash Cans/Receptacles
Mult. Depts.	Operating Supplies	Umbrellas
Mult. Depts.	Operating Supplies	Urinal Baskets
Mult. Depts.	Operating Supplies	Video Camera
Mult. Depts.	Operating Supplies	Visual Planners
Mult. Depts.	Operating Supplies	Waste Baskets
Mult. Depts.	Operating Supplies	Waste Receptacles
Mult. Depts.	Operating Supplies	Wastebaskets (Employee)
Mult. Depts.	Operating Supplies	Wet Floor Signs
Mult. Depts.	Operating Supplies	Wrapping Paper
Mult. Depts.	Operating Supplies	Writing Supplies
Mult. Depts.	Payroll Taxes	City Head Tax
Mult. Depts.	Payroll Taxes	Federal Unemployment Tax
Mult. Depts.	Payroll Taxes	FICA Tax
Mult. Depts.	Payroll Taxes	State Disability Insurance
Mult. Depts.	Payroll Taxes	State Unemployment Tax
Mult. Depts.	Printing & Stationery ...	Business Cards
Mult. Depts.	Printing & Stationery ...	Charge Vouchers
Mult. Depts.	Printing & Stationery ...	Check/Folio/Statement Presentation Folders
Mult. Depts.	Printing & Stationery ...	Comment Cards
Mult. Depts.	Printing & Stationery ...	Computer Forms—Commercial, Printed

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Department/ Schedule	Account Name	Item Name
Mult. Depts.	Printing & Stationery ...	Computer Printer Paper
Mult. Depts.	Printing & Stationery ...	Copying Service
Mult. Depts.	Printing & Stationery ...	Envelopes
Mult. Depts.	Printing & Stationery ...	Envelopes—Cashier
Mult. Depts.	Printing & Stationery ...	Floor Plans
Mult. Depts.	Printing & Stationery ...	Forms, General
Mult. Depts.	Printing & Stationery ...	Forms, Printed
Mult. Depts.	Printing & Stationery ...	Guest Comment Cards
Mult. Depts.	Printing & Stationery ...	Guest Questionnaire Forms
Mult. Depts.	Printing & Stationery ...	Guest Suggestion Forms
Mult. Depts.	Printing & Stationery ...	Parking Permit Cards
Mult. Depts.	Printing & Stationery ...	Parking Violation Stickers
Mult. Depts.	Printing & Stationery ...	Printed Forms
Mult. Depts.	Printing & Stationery ...	Printer Paper
Mult. Depts.	Printing & Stationery ...	Stationery
Mult. Depts.	Royalty Fees	Royalties for Use of Third-Party Brand Name
Mult. Depts.	Salaries & Wages	Hourly Wages
Mult. Depts.	Salaries & Wages	Leased Labor
Mult. Depts.	Salaries & Wages	Salaried Wages
Mult. Depts.	Supplemental Pay	Bonus Pay (Discretionary)
Mult. Depts.	Supplemental Pay	Holiday Pay
Mult. Depts.	Supplemental Pay	Incentive Pay (Discretionary)
Mult. Depts.	Supplemental Pay	Jury Duty Pay
Mult. Depts.	Supplemental Pay	Paid Time Off
Mult. Depts.	Supplemental Pay	Relocation Pay
Mult. Depts.	Supplemental Pay	Severance Pay
Mult. Depts.	Supplemental Pay	Sick Pay
Mult. Depts.	Supplemental Pay	Vacation Pay
Mult. Depts.	Telecom.	Cellular Phones/Supplies/Charges
Mult. Depts.	Telecom.	Internet Connection Fees
Mult. Depts.	Telecom.	Internet Telephone Charges (Staff)
Mult. Depts.	Telecom.	Line, Computer/Fax/Modem
Mult. Depts.	Telecom.	Local Call Cost (Departmental)
Mult. Depts.	Telecom.	Long Distance Call Cost (Departmental)
Mult. Depts.	Telecom.	Pager Rental
Mult. Depts.	Telecom.	Pagers
Mult. Depts.	Telecom.	Radio Communications
Mult. Depts.	Telecom.	Telephone Accessories, General
Mult. Depts.	Telecom.	Telephone Charges
Mult. Depts.	Telecom.	Two-Way Radios
Mult. Depts.	Training	Books, Technical

Department/ Schedule	Account Name	Item Name
Mult. Depts.	Training	Computer Training Manuals
Mult. Depts.	Training	Educational Activities for Employees
Mult. Depts.	Training	Educational Assistance
Mult. Depts.	Training	Educational Books/Pamphlets for Employees
Mult. Depts.	Training	Instructor Fees, Training
Mult. Depts.	Training	Manuals, Instructional/Training
Mult. Depts.	Training	Orientation Expenses
Mult. Depts.	Training	Pamphlets, Educational/Instructional (for Employees)
Mult. Depts.	Training	Publications, House (for Employees)
Mult. Depts.	Training	Safety Posters
Mult. Depts.	Training	Service Manuals (Employee)
Mult. Depts.	Training	Speaker Fees, Training
Mult. Depts.	Training	Training Program Costs
Mult. Depts.	Training	Training, Travel
Mult. Depts.	Training	Videotapes, Training/Safety
Mult. Depts.	Travel—Meals & Enter. ..	Entertainment, Outside—Employee
Mult. Depts.	Travel—Meals & Enter. ..	Meals, Business Expense
Mult. Depts.	Travel—Meals & Enter. ..	Meals and Entertainment, Outside
Mult. Depts.	Travel—Meals & Enter. ..	Travel Expenses (Food/Beverage)
Mult. Depts.	Travel—Meals & Enter. ..	Travel Meals
Mult. Depts.	Travel—Other	Airfare
Mult. Depts.	Travel—Other	Car Rental
Mult. Depts.	Travel—Other	Mileage Reimbursement
Mult. Depts.	Travel—Other	Room Charges, Travel
Mult. Depts.	Travel—Other	Taxi Fare
Mult. Depts.	Travel—Other	Tolls, Highway
Mult. Depts.	Travel—Other	Travel Expenses (Non-Food/Beverage)
Mult. Depts.	Uniform Laundry	Uniform Cleaning
Mult. Depts.	Uniform Laundry	Uniform Cleaning Allowance
Mult. Depts.	Uniforms	Aprons
Mult. Depts.	Uniforms	Blouses
Mult. Depts.	Uniforms	Boots
Mult. Depts.	Uniforms	Caps
Mult. Depts.	Uniforms	Coats
Mult. Depts.	Uniforms	Dresses
Mult. Depts.	Uniforms	Hats
Mult. Depts.	Uniforms	Jackets
Mult. Depts.	Uniforms	Jumpers
Mult. Depts.	Uniforms	Overalls

Department/ Schedule	Account Name	Item Name
Mult. Depts.	Uniforms	Pants
Mult. Depts.	Uniforms	Repairs, Uniforms
Mult. Depts.	Uniforms	Shirts
Mult. Depts.	Uniforms	Shoes
Mult. Depts.	Uniforms	Shorts
Mult. Depts.	Uniforms	Skirts
Mult. Depts.	Uniforms	Smocks
Mult. Depts.	Uniforms	Socks
Mult. Depts.	Uniforms	Suits
Mult. Depts.	Uniforms	Ties
Mult. Depts.	Uniforms	Trousers
Mult. Depts.	Uniforms	T-Shirts
Mult. Depts.	Uniforms	Uniforms Repair
A&G	Audit Charges	Audit Fees, Public Accountants
A&G	Audit Charges	Fees, Notary
A&G	Audit Charges	Internal Audit Expense
A&G	Audit Charges	Internal Audit Fees (Chain Properties)
A&G	Bank Charges	Bank Checks, Charges
A&G	Bank Charges	Exchange on Bank Checks and Currency
A&G	Cash Overages/Shortages	Cash Overages and Shortages
A&G	Cent. Acct. Charges	Accounting Fees—Centralized (Management Company)
A&G	Cent. Acct. Charges	Accounting Fees—Centralized (Owner)
A&G	Contract Services	Accountant's Fees (Replacing Hotel Employees)
A&G	Contract Services	Document Destruction Fees
A&G	Contract Services	Storage of Equipment/Records (Off-Site)
A&G	Corp. Office Reimb.	Owners Expenses (Travel, Entertainment, etc.)
A&G	Credit & Collection	Check Verification
A&G	Credit & Collection	Collection Fees
A&G	Credit & Collection	Credit Reports
A&G	Credit & Collection	Credit Service Expense
A&G	Credit & Collection	Fees, Attorney, for Collections
A&G	Credit & Collection	Fees, Collection
A&G	Credit & Collection	Legal Fees/Expenses for Collections
A&G	Credit & Collection	Notary Fees, Collection of Accounts
A&G	Credit Card Comm.	Credit Card Commissions
A&G	Donations	Charitable Contributions
A&G	Dues & Subscriptions ...	Dues—Hotel Associations (Non-Marketing)
A&G	Dues & Subscriptions ...	Dues—Professional Associations (Non-Marketing)

Department/ Schedule	Account Name	Item Name
A&G	Dues & Subscriptions ...	Hotel Association Dues (Non-Marketing)
A&G	Dues & Subscriptions ...	Magazines—Trade (Non-Marketing)
A&G	Dues & Subscriptions ...	Membership Dues—Associations (Non-Marketing)
A&G	Dues & Subscriptions ...	Professional Dues (Non-Marketing)
A&G	Dues & Subscriptions ...	Subscriptions—Trade (Non-Marketing)
A&G	Equip. Rental	Computer Rental (Temporary-Accounting, Human Resources)
A&G	Human Resources	Advertising—Recruiting
A&G	Human Resources	Awards—Employees
A&G	Human Resources	Christmas Gifts—Employees
A&G	Human Resources	Clinic—Employees
A&G	Human Resources	Drug Testing of Employees
A&G	Human Resources	Entertainment, Employee
A&G	Human Resources	Fees, Medical
A&G	Human Resources	Help Wanted Ads
A&G	Human Resources	Housing, Employee
A&G	Human Resources	Interview Expenses
A&G	Human Resources	Investigation of Employees
A&G	Human Resources	Lodging of Employees
A&G	Human Resources	Medical Supplies for Employees
A&G	Human Resources	Medical Supplies and Drugs for Employees
A&G	Human Resources	Newsletter—House (for Employees)
A&G	Human Resources	Personnel Forms, General
A&G	Human Resources	Physician's Fees—Employees (Non-Workers' Compensation)
A&G	Human Resources	Posters, Safety
A&G	Human Resources	Prizes, Employee
A&G	Human Resources	Reference Checking, Employee
A&G	Human Resources	Social Activities, Employees
A&G	Human Resources	Sports Activities and Equipment, Employees
A&G	Human Resources	Suggestion Awards, Employees
A&G	Human Resources	Total Quality Management
A&G	Human Resources	Want Ads (Help Wanted)
A&G	Information Systems	Computer Manuals, Commercial
A&G	Information Systems	Computer Manuals, Printed
A&G	Information Systems	Computer Monitors
A&G	Information Systems	Computer Network Maintenance
A&G	Information Systems	Computer Software—Commercial Applications
A&G	Information Systems	Computer Supplies and Accessories

Department/ Schedule	Account Name	Item Name
A&G	Information Systems	Data Cartridges and Tapes
A&G	Information Systems	Data Processing Supplies
A&G	Information Systems	Ethernet Cables
A&G	Information Systems	Keyboards, Computer
A&G	Information Systems	Laptop Computers
A&G	Information Systems	Modem Lines
A&G	Information Systems	Modems
A&G	Information Systems	PMS System Maintenance
A&G	Information Systems	POS System Maintenance
A&G	Information Systems	Software Application Upgrades
A&G	Information Systems	Telecommunications Equipment Maintenance
A&G	Information Systems	Wireless Cards
A&G	Legal Services	Court/Legal Fees—Other than Collections
A&G	Licenses & Permits	Business Licenses, General
A&G	Loss & Damage	Lost and Damaged Articles—Guest
A&G	Operating Supplies	Books, Technical
A&G	Operating Supplies	Cash Boxes
A&G	Operating Supplies	Cashier Envelopes
A&G	Operating Supplies	Check Writer Machines
A&G	Operating Supplies	Coin Handling Equipment
A&G	Operating Supplies	Coin Wrappers
A&G	Operating Supplies	Coin/Currency Bag Seals
A&G	Operating Supplies	Coin/Currency Equipment
A&G	Operating Supplies	Computer Books
A&G	Operating Supplies	Computer Printer Paper
A&G	Operating Supplies	Correction Fluid/Tape
A&G	Operating Supplies	CPU Stands
A&G	Operating Supplies	Currency Bill Straps
A&G	Operating Supplies	Desk Pads (Employee)
A&G	Operating Supplies	Diskettes
A&G	Operating Supplies	Fax Machine Supplies and Accessories
A&G	Operating Supplies	Film Purchase and Developing
A&G	Operating Supplies	Letters for Bulletin/Sign Boards
A&G	Operating Supplies	Machine Stands
A&G	Operating Supplies	Mail Bags
A&G	Operating Supplies	Mail Chute Rentals
A&G	Operating Supplies	Microfiche Supplies
A&G	Operating Supplies	Presentation Binders
A&G	Operating Supplies	Report Covers
A&G	Operating Supplies	Ring Binders
A&G	Operating Supplies	Storage Files

Department/ Schedule	Account Name	Item Name
A&G	Operating Supplies	Tape Recorders
A&G	Operating Supplies	Tape Transcribers
A&G	Operating Supplies	Toner for Copiers
A&G	Payroll Processing	Payroll Processing Fees
A&G	P&ODC	Express Delivery Charges
A&G	P&ODC	Express Mail/UPS (Non-Marketing)
A&G	P&ODC	Freight Charges (Non-Marketing)
A&G	P&ODC	Overnight Delivery (Non-Marketing)
A&G	P&ODC	Post Office Box Rental
A&G	P&ODC	Postage (Non-Marketing)
A&G	P&ODC	Postage Meter Rentals (Non-Marketing)
A&G	Printing & Stationery ...	Billing Statements/Invoices
A&G	Printing & Stationery ...	Binding System Accessories
A&G	Printing & Stationery ...	Checks, Bank
A&G	Printing & Stationery ...	Credit Application Forms
A&G	Printing & Stationery ...	Credit Card Invoices
A&G	Printing & Stationery ...	Daily Reports
A&G	Printing & Stationery ...	Forms, Payroll and Tax
A&G	Printing & Stationery ...	Lost and Found Reports
A&G	Printing & Stationery ...	Petty Cash Forms
A&G	Printing & Stationery ...	Vouchers, Petty Cash
A&G	Professional Fees	Accountant's Fees, Consulting
A&G	Professional Fees	Commissions, Rental Agents
A&G	Professional Fees	Consultant Fees, Professional
A&G	Professional Fees	Fees, Audit—Public Accountants
A&G	Professional Fees	Fees, Stock Transfer Agents
A&G	Professional Fees	Fees, Transfer
A&G	Professional Fees	Fees, Trustees (Handling Bond, etc.)
A&G	Professional Fees	Notary Fees
A&G	Professional Fees	Professional Fees
A&G	Professional Fees	Stock Transfer Agents, Fees
A&G	Prov. for Doubtful Accts.	Bad Debt Allowance
A&G	Prov. for Doubtful Accts.	Provision for Doubtful Accounts
A&G	Prov. for Doubtful Accts.	Uncollectible Accounts
A&G	Salaries & Wages	Payroll—Employee Functions
A&G	Security	Armored Transport Fee
A&G	Security	Cameras, Security
A&G	Security	Detective Service
A&G	Security	Protective Service
A&G	Security	Safe Deposit Box Rentals (Off-Site)
A&G	Security	Security—Contracted

Department/ Schedule	Account Name	Item Name
A&G	Settlement Costs	Claim/Litigation Settlement Costs, Contract Disputes
A&G	Settlement Costs	Claim/Litigation Settlement Costs, EEOC
A&G	Settlement Costs	Claim/Litigation Settlement Costs, Non-Insured
A&G	Training	Literature—Educational for Employees
A&G	Transportation	Auto Lease (Non-Capital) for General Manager
A&G	Transportation	Limousine—Employee Use
A&G	Transportation	Transportation of Employees
Beverage	Comp. Services/Gifts ...	Gratis Food—Bar
Beverage	Contract Services	Beer Coil Cleaning (Outside Service)
Beverage	Cost of Bev. Sales	Beer
Beverage	Cost of Bev. Sales	Liquor
Beverage	Cost of Bev. Sales	Mixers for Alcoholic Beverages
Beverage	Cost of Bev. Sales	Wine
Beverage	Glassware	Carafes
Beverage	Glassware	Glasses—Drinking (Alcoholic Beverage/ All Sizes and Materials)
Beverage	Glassware	Shot Glasses—Bar
Beverage	Licenses & Permits	Licenses—Beverage
Beverage	Licenses & Permits	Licenses—Cabaret
Beverage	Licenses & Permits	Licenses—Temporary Space Liquor
Beverage	Linen	Towels, Bar
Beverage	Menus & Bev. Lists	Beverage Lists
Beverage	Menus & Bev. Lists	Wine Lists
Beverage	Operating Supplies	Bar Mats
Beverage	Operating Supplies	Ice Buckets
Beverage	Operating Supplies	Mats, Rubber (Bar)
Beverage	Operating Supplies	Wine Cellar Supplies
Beverage	Paper & Plastics	Cocktail Picks
Beverage	Paper & Plastics	Napkins, Cocktail
Beverage	Paper & Plastics	Stir Sticks, Cocktail
Beverage	Paper & Plastics	Straws, Cocktail
Beverage	Utensils	Blenders, Bar
Beverage	Utensils	Bottle Openers
Beverage	Utensils	Corkscrews
Beverage	Utensils	Mixing Cans, Bar
Beverage	Utensils	Pour Spouts, Liquor
Beverage	Utensils	Shakers, Bar
Beverage	Utensils	Stirrers, Beverage
Beverage	Utensils	Stoppers, Bottle—Bar

Department/ Schedule	Account Name	Item Name
Beverage	Utensils	Strainer, Bar
Empl. Caf.	China	Aluminum Trays, Employee Cafeteria
Empl. Caf.	China	Bowls, Employee Cafeteria
Empl. Caf.	China	China, Employee Cafeteria
Empl. Caf.	China	Coffee Pots, Employee Cafeteria
Empl. Caf.	China	Plates (Except Paper/Plastic), Employee Cafeteria
Empl. Caf.	Cost of Food	Meals, Employees
Empl. Caf.	Dishwashing Supplies ..	Dishwashing Soaps and Rinsing Agents, Employee Cafeteria
Empl. Caf.	Flatware	Flatware, Silverware, Employee Cafeteria
Empl. Caf.	Glassware	Glassware, Employee Cafeteria
Empl. Caf.	Ice	Dry Ice, Employee Cafeteria
Empl. Caf.	Kitchen Fuel	Food Warmer Fuel, Employee Cafeteria
Empl. Caf.	Kitchen Fuel	Fuel for Cooking, Employee Cafeteria
Empl. Caf.	Linen	Linen, Employee Cafeteria
Empl. Caf.	Operating Supplies	Trays (All Materials), Employee Cafeteria
Empl. Caf.	Paper & Plastics	Aluminum Foil, Employee Cafeteria
Empl. Caf.	Paper & Plastics	Coffee Filters, Employee Cafeteria
Empl. Caf.	Paper & Plastics	Cups, Paper/Plastic, Employee Cafeteria
Empl. Caf.	Paper & Plastics	Paper Plates/Cups/Napkins/Tablecloths, Employee Cafeteria
Empl. Caf.	Paper & Plastics	Plastic Flatware, Employee Cafeteria
Empl. Caf.	Paper & Plastics	Plates, Paper/Plastic, Employee Cafeteria
Empl. Caf.	Utensils	Utensils, Employee Cafeteria
Food	Banquet Expense	Table Rental (Banquet Not Charged to Customer)
Food	China	Aluminum Trays
Food	China	Bowls, Mixing/Preparation (All Sizes and Materials)
Food	China	Bowls, Serving (All Sizes and Materials)
Food	China	Butter Dishes (All Materials)
Food	China	Casseroles
Food	China	China
Food	China	China Rental
Food	China	Coffee Pots—Glass, Plastic, Silver
Food	China	Creamers
Food	China	Crocks (All Materials)
Food	China	Cups/Saucers, Cappuccino
Food	China	Cups/Saucers, Coffee
Food	China	Cups/Saucers, Espresso

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Department/ Schedule	Account Name	Item Name
Food	China	Glass Bowls
Food	China	Glass Dishes
Food	China	Pitchers, Water
Food	China	Plates, All Sizes and Materials (Except Paper/ Plastic)
Food	China	Platters, Serving
Food	China	Ramekins (All Materials)
Food	China	Salad Bowls
Food	China	Salt and Pepper Shakers
Food	China	Sauce Boats (All Materials)
Food	China	Saucers, Coffee
Food	China	Souffle Dishes (All Materials)
Food	China	Sugar Holders
Food	China	Teapots and Lids (All Materials)
Food	Comp. Services/Gifts ..	Mints, Guest (Restaurant)
Food	Contract Services	Fumigators—Kitchen/Restaurant
Food	Contract Services	Kitchen Hood Cleaning
Food	Contract Services	Knife Sharpening
Food	Cost of Food Sales	Baked Goods
Food	Cost of Food Sales	Canned Food
Food	Cost of Food Sales	CO ₂ for Soft Drink Mix
Food	Cost of Food Sales	Coffee
Food	Cost of Food Sales	Dairy Products
Food	Cost of Food Sales	Dry Goods (Flour, Pasta, etc.)
Food	Cost of Food Sales	Eggs
Food	Cost of Food Sales	Employee Meal Food Cost Credit
Food	Cost of Food Sales	Fish
Food	Cost of Food Sales	Fruit
Food	Cost of Food Sales	Meat
Food	Cost of Food Sales	Soft Drink Syrup or Premix
Food	Cost of Food Sales	Vegetables
Food	Decorations	Flower Vases, Glass (Tabletop)
Food	Decorations	Flowers (Tabletop)
Food	Decorations	Flowers, Banquet Tables
Food	Decorations	Ice Carvings/Sculpture
Food	Dishwashing Supplies ..	Dishwashing Soaps/Detergents/Rinsing Agents
Food	Dishwashing Supplies ..	Flatware Cleaner
Food	Dishwashing Supplies ..	Scouring Pads
Food	Dishwashing Supplies ..	Scrapers, Dish
Food	Dishwashing Supplies ..	Silver Polish

Department/ Schedule	Account Name	Item Name
Food	Dishwashing Supplies ..	Sponges, Dishwashing
Food	Dishwashing Supplies ..	Steel Wool
Food	Equip. Rental	Truck Rental (Food Delivery)
Food	Flatware	Flatware (Includes Silver, Stainless)
Food	Flatware	Flatware Rental
Food	Flatware	Serving Utensils (Non-Kitchen)
Food	Flatware	Tongs, Serving (Non-Kitchen)
Food	Flatware	Utensils, Serving (Non-Kitchen)
Food	Glassware	Cups, Drinking (Non-Coffee/ All Sizes and Materials)
Food	Glassware	Glasses, Drinking (Non-Alcoholic/ All Sizes and Materials)
Food	Glassware	Glassware Rental
Food	Ice	Dry Ice
Food	Kitchen Fuel	Butane Fuel
Food	Kitchen Fuel	Charcoal, Cooking
Food	Kitchen Fuel	Food Warmer Fuel
Food	Kitchen Fuel	Fuel, Kitchen
Food	Kitchen Fuel	Gas, Cooking
Food	Kitchen Fuel	Propane, Cooking and Preparation
Food	Kitchen Fuel	Sterno—Food Warming
Food	Laundry & Dry Cleaning	Linen Cleaning (All Types)
Food	Linen	Linen Napkins
Food	Linen	Linen Rental (All Types)
Food	Linen	Linen Tablecloth
Food	Linen	Table Runners, Linen
Food	Linen	Table Skirts, Linen
Food	Linen	Table Undercloth, Linen
Food	Misc. Cost of Other Rev. .	Easels (Charged to Customer)
Food	Misc. Cost of Other Rev. .	Flip Charts (Charged to Customers)
Food	Misc. Cost of Other Rev. .	Freight and Shipping Charged to Banquet Customer
Food	Misc. Cost of Other Rev. .	Tobacco Cost
Food	Misc. Cost of Other Rev. .	Transportation Charged to Customer—Banquets
Food	Operating Supplies	Books—Outlet Reservations Log
Food	Operating Supplies	Cellophane Wrap
Food	Operating Supplies	Gas for Food Delivery Vehicle
Food	Operating Supplies	Glass Racks
Food	Operating Supplies	Hair Nets (Food Service Employee)
Food	Operating Supplies	Log Books, Outlet Reservations

Department/ Schedule	Account Name	Item Name
Food	Operating Supplies	Markers (Flip Chart)
Food	Operating Supplies	Reservation Books
Food	Operating Supplies	Rubber Boots, Kitchen
Food	Operating Supplies	Sneeze Guards
Food	Operating Supplies	Steak Markers
Food	Operating Supplies	Table Pads
Food	Operating Supplies	Tray Jacks
Food	Operating Supplies	Tray Liners
Food	Operating Supplies	Trays, Serving (All Materials)
Food	Operating Supplies	Vases (Tabletop)
Food	Paper & Plastics	Aluminum Foil
Food	Paper & Plastics	Bags, Paper Leftover
Food	Paper & Plastics	Boxes, Carry Out
Food	Paper & Plastics	Boxes, Pastry
Food	Paper & Plastics	Cardboard Boxes
Food	Paper & Plastics	Carry Out Containers
Food	Paper & Plastics	Chef Hats
Food	Paper & Plastics	Coffee Filters
Food	Paper & Plastics	Cups, Paper/Plastic
Food	Paper & Plastics	Doilies, Paper
Food	Paper & Plastics	Filter Paper
Food	Paper & Plastics	Foam Insulated Cups
Food	Paper & Plastics	Foil Wrapping
Food	Paper & Plastics	Liners, Paper
Food	Paper & Plastics	Paper Plates/Cups/Napkins/Tablecloths
Food	Paper & Plastics	Plastic Flatware
Food	Paper & Plastics	Plastic Food Storage Containers
Food	Paper & Plastics	Plastic Wrap
Food	Paper & Plastics	Plates, Paper/Plastic
Food	Paper & Plastics	Straws, Soft Drink
Food	Paper & Plastics	Styrofoam Cups
Food	Paper & Plastics	Tablecloths, Paper/Plastic
Food	Paper & Plastics	Toothpicks
Food	Paper & Plastics	Waxed Paper
Food	Utensils	Bags, Pastry
Food	Utensils	Beaters
Food	Utensils	Can Openers
Food	Utensils	Candle Holders, Tabletop
Food	Utensils	Chaffing Dishes
Food	Utensils	Coffee Urn
Food	Utensils	Colanders

Department/ Schedule	Account Name	Item Name
Food	Utensils	Cookie Cutters
Food	Utensils	Cooking Utensils
Food	Utensils	Cutting Boards
Food	Utensils	Food Processor
Food	Utensils	Forks, Kitchen
Food	Utensils	Ice Tongs
Food	Utensils	Knives, Kitchen
Food	Utensils	Ladles, Kitchen
Food	Utensils	Mixing Bowls
Food	Utensils	Molds
Food	Utensils	Openers, Can
Food	Utensils	Pans, Baking, Broiling, Frying
Food	Utensils	Plate Cover, Dome
Food	Utensils	Pocket Thermometers
Food	Utensils	Pots
Food	Utensils	Scissors, Kitchen
Food	Utensils	Spatulas, Kitchen
Food	Utensils	Spoons, Mixing
Food	Utensils	Tongs, Cooking
Food	Utensils	Tubes, Pastry
Food	Utensils	Utensils, Kitchen
Food	Utensils	Wire Whips
Food or Bev.	Audiovisual Cost	Audiovisual Equipment Rent (Charged to Customer)
Food or Bev.	China	Ash Trays, Aluminum, Glass
Food or Bev.	Comp. Services & Gifts ..	Customer Amenities (Newspapers, etc.)
Food or Bev.	Comp. Services & Gifts ..	Parking, Gratis—F&B Guest
Food or Bev.	Contract Services	Piano Tuning
Food or Bev.	Contract Services	Public Area Cleaning Service—Restaurant/ Banquet Foyers
Food or Bev.	Contract Services	Public Restroom Cleaning Service
Food or Bev.	Ice	Ice Consumption
Food or Bev.	Licenses & Permits	Health Permits
Food or Bev.	Licenses & Permits	Licenses, Checkrooms
Food or Bev.	Licenses & Permits	Licenses, Health Permit
Food or Bev.	Licenses & Permits	Licenses, Music Copyright
Food or Bev.	Licenses & Permits	Music Licenses
Food or Bev.	Menus & Bev. Lists	Menu Covers (Food or Beverage)
Food or Bev.	Menus & Bev. Lists	Menu Design (Food or Beverage)
Food or Bev.	Menus & Bev. Lists	Menu Printing (Food or Beverage)

Department/ Schedule	Account Name	Item Name
Food or Bev.	Misc. Cost of Other Rev. .	Cigar Cost
Food or Bev.	Misc. Cost of Other Rev. .	Electrical Hookup (Charged to Customer)
Food or Bev.	Music & Enter.	Meals, Musicians and Entertainers
Food or Bev.	Music & Enter.	Music—Live Musicians
Food or Bev.	Music & Enter.	Music—Mechanical
Food or Bev.	Music & Enter.	Piano Rental (Lounge/Restaurant Entertainment)
Food or Bev.	Music & Enter.	Room Costs, Musicians and Entertainers
Food or Bev.	Music & Enter.	Sheet Music
Food or Bev.	Operating Supplies	Check Presenters
Food or Bev.	Operating Supplies	Props, Banquets
Food or Bev.	Printing & Stationery ...	Guest Checks
Food or Bev.	Printing & Stationery ...	POS Supplies
Food or Bev.	Printing & Stationery ...	Table Tents
Golf/Pro Shop ...	Contract Services	Caddy Service
Golf/Pro Shop ...	Contract Services	Pest Control, Golf Course
Golf/Pro Shop ...	Contract Services	Tree Removal and Trimming Service, Golf Course
Golf/Pro Shop ...	Cost of Clothing Sales ...	Clothing, Golf (for Sale)
Golf/Pro Shop ...	Cost of Merch. Sales	Books, Golf (for Sale)
Golf/Pro Shop ...	Cost of Merch. Sales	Gloves, Golf (for Sale)
Golf/Pro Shop ...	Cost of Merch. Sales	Golf Bags (for Sale)
Golf/Pro Shop ...	Cost of Merch. Sales	Golf Balls (for Sale)
Golf/Pro Shop ...	Cost of Merch. Sales	Golf Clubs (for Sale)
Golf/Pro Shop ...	Cost of Merch. Sales	Magazines, Golf (for Sale)
Golf/Pro Shop ...	Cost of Merch. Sales	Pull-Carts, Golf (for Sale)
Golf/Pro Shop ...	Cost of Merch. Sales	Shoes, Golf (for Sale)
Golf/Pro Shop ...	Dues & Subscriptions ...	Magazines, Golf (for Staff Use)
Golf/Pro Shop ...	Equip. Rental	Golf Cart Rental
Golf/Pro Shop ...	Gasoline & Lubricants ..	Gasoline and Lubricants, Golf Cart
Golf/Pro Shop ...	Golf Cart Batteries/Elec.	Golf Cart Batteries
Golf/Pro Shop ...	Golf Cart R&M	Golf Cart Repairs and Maintenance
Golf/Pro Shop ...	Grounds M&L	Fences and Bridges Maintenance
Golf/Pro Shop ...	Grounds M&L	Fertilizers, Golf Course
Golf/Pro Shop ...	Grounds M&L	Flowers, Golf Course
Golf/Pro Shop ...	Grounds M&L	Insecticides, Golf Course
Golf/Pro Shop ...	Grounds M&L	Mowers, Tractors, and Trucks Maintenance
Golf/Pro Shop ...	Grounds M&L	Plants and Shrubs, Golf Course
Golf/Pro Shop ...	Grounds M&L	Repairs and Maintenance, Golf Cart Paths
Golf/Pro Shop ...	Grounds M&L	Reseeding Golf Course
Golf/Pro Shop ...	Grounds M&L	Sand, Cinders, and Top Dressing, Golf Course
Golf/Pro Shop ...	Grounds M&L	Seeds, Golf Course
Golf/Pro Shop ...	Grounds M&L	Signage, Golf Maintenance

Department/ Schedule	Account Name	Item Name
Golf/Pro Shop ...	Grounds M&L	Topsoil, Golf Course
Golf/Pro Shop ...	Irrigation	Water and Drainage Systems Maintenance
Golf/Pro Shop ...	Irrigation	Water Controllers and Computerized Water Systems
Golf/Pro Shop ...	Operating Supplies	Ball Washers, Golf Course
Golf/Pro Shop ...	Operating Supplies	Flag Pins, Golf
Golf/Pro Shop ...	Operating Supplies	Golf Bags (for Rental)
Golf/Pro Shop ...	Operating Supplies	Golf Balls (Practice Range)
Golf/Pro Shop ...	Operating Supplies	Golf Clubs (for Rental)
Golf/Pro Shop ...	Operating Supplies	Pull-Carts, Golf (for Rental)
Golf/Pro Shop ...	Operating Supplies	Shoes, Golf (for Rental)
Golf/Pro Shop ...	Printing & Stationery ...	Scorecards
Golf/Pro Shop ...	Professional Fees	Professional Services, Contract Golf Pro
Golf/Pro Shop ...	Professional Fees	Professional Services, Contract Groundskeepers
Golf/Pro Shop ...	Tournament Expenses ...	Banners, Golf Tournament
Golf/Pro Shop ...	Tournament Expenses ...	Cart Name Plates, Golf Tournament
Golf/Pro Shop ...	Tournament Expenses ...	Portable Sanitary Facilities, Golf Tournament
Golf/Pro Shop ...	Tournament Expenses ...	Prizes, Golf Tournament
Golf/Pro Shop ...	Tournament Expenses ...	Scoreboard Rental, Golf Tournament
Golf/Pro Shop ...	Tournament Expenses ...	Security, Golf Tournament
Golf/Pro Shop ...	Tournament Expenses ...	Software, Golf Tournament
Golf/Pro Shop ...	Water	Water Usage—Golf Course
Health Club/Spa .	Ambience	Music, Health Club/Spa
Health Club/Spa .	Athletic Supplies	Gym Equipment (Non-Capital)
Health Club/Spa .	Comp. Services/Gifts ...	Snacks, Health Club/Spa (Gratis)
Health Club/Spa .	Cost of Merch. Sales	Creams, Body/Face (for Sale)
Health Club/Spa .	Cost of Merch. Sales	Elixers (for Sale)
Health Club/Spa .	Cost of Merch. Sales	Lotions (for Sale)
Health Club/Spa .	Cost of Merch. Sales	Spa Products (for Sale)
Health Club/Spa .	Cost of Merch. Sales	Tonics (for Sale)
Health Club/Spa .	Health & Beauty Prod. ..	Creams, Body/Face
Health Club/Spa .	Health & Beauty Prod. ..	Elixers
Health Club/Spa .	Health & Beauty Prod. ..	Lotions
Health Club/Spa .	Health & Beauty Prod. ..	Spa Products
Health Club/Spa .	Health & Beauty Prod. ..	Tonics
Health Club/Spa .	Linen	Blankets
Health Club/Spa .	Linen	Face Cloths
Health Club/Spa .	Linen	Robes
Health Club/Spa .	Linen	Sheets
Health Club/Spa .	Linen	Slippers

Department/ Schedule	Account Name	Item Name
Health Club/Spa .	Linen	Towels
House Laundry ..	Cleaning Supplies	Detergent
House Laundry ..	Cleaning Supplies	Stain Remover
House Laundry ..	Laundry Supplies	Chemicals, Laundry
House Laundry ..	Laundry Supplies	Fabric Conditioner
House Laundry ..	Laundry Supplies	Fabric Softener
House Laundry ..	Laundry Supplies	Fabric Softener Packets
House Laundry ..	Laundry Supplies	Laundry Chemicals
House Laundry ..	Laundry Supplies	Laundry Soap
House Laundry ..	Laundry Supplies	Laundry Soap Packets
House Laundry ..	Laundry Supplies	Starch
House Laundry ..	Operating Supplies	Laundry Carts
House Laundry ..	Operating Supplies	Laundry Hampers
House Laundry ..	Operating Supplies	Laundry Tags
Mgt. Fees	Management Fees	Management Fee, Fixed
Mgt. Fees	Management Fees	Management Fee, Incentive
Mgt. Fees	Management Fees	Management Fee, Percentage of Revenue/Profit
Parking Garage ..	Cleaning Supplies	Cleaner, Concrete (Parking Garage)
Parking Garage ..	Contract Services	Customer Parking Paid to Third-Party
Parking Garage ..	Licenses & Permits	Garage Licenses
Parking Garage ..	Printing & Stationery ...	Parking Gate Tickets
Parking Garage ..	Rent	Rent—Temporary Parking Space
POM	Building	Awning Repairs
POM	Building	Blinds Repair
POM	Building	Building Repairs
POM	Building	Ceiling Repairs
POM	Building	Curtain Repairs
POM	Building	Drapery Repairs
POM	Building	Key Blanks and Keys
POM	Building	Lock Repairs/Service
POM	Building	Plaster Repairs
POM	Building	Repairs and Maintenance, Half-Way House/ Restrooms (Golf)
POM	Building	Repairs and Maintenance, Storage Areas (Golf)
POM	Building	Replacement of Window Glass
POM	Building	Screen Repairs
POM	Building	Shutter Repair
POM	Building	Signs, Directional
POM	Building	Stairway Repairs
POM	Building	Valences/Swags

Department/ Schedule	Account Name	Item Name
POM	Building	Venetian Blinds Repairs
POM	Building	Window Locks
POM	Building	Window Shade Repairs
POM	Contract Services	Extermination Services
POM	Contract Services	Fumigation
POM	Contract Services	Pest Control Services
POM	Contract Services	Plant Services (Watering, etc.)
POM	Elec. & Mech.	Auto/Truck Repair—Property Use
POM	Elec. & Mech.	Electric Sub-Meters Maintenance
POM	Elec. & Mech.	Electric Supplies
POM	Elec. & Mech.	Electrical Repairs
POM	Elec. & Mech.	Generator Repairs
POM	Elec. & Mech.	Light Fixture Repairs
POM	Elec. & Mech.	Maintenance Contracts—Electric Signs, Office Equipment
POM	Elec. & Mech.	Motor Repairs
POM	Elec. & Mech.	Public Address System Repairs
POM	Elec. & Mech.	Pump Repairs
POM	Elec. & Mech.	Sound System Repairs
POM	Elec. & Mech.	Table Cover Repair/Replacement
POM	Elevators & Escalators ..	Elevator and Escalator Repairs
POM	Elevators & Escalators ..	Maintenance Contracts, Elevators and Escalators
POM	Engineering Supplies ...	Pest Control Supplies (In-House Use)
POM	Engineering Supplies ...	Shovels
POM	Engineering Supplies ...	Tools
POM	Equip. Rental	Generator Rentals (Property Power Back-Up)
POM	Equip. Rental	Paint Sprayer Rental
POM	Equip. Rental	Platform Lift/Cherry Picker Rental
POM	Floor Covering	Adhesive, Stair Tread
POM	Floor Covering	Carpet Repairs
POM	Floor Covering	Floor Refinishing
POM	Floor Covering	Tape, Carpet
POM	Floor Covering	Tile Repairs (Floor)
POM	Furniture & Equip.	Bedsprings Repairs
POM	Furniture & Equip.	Furniture Refinishing
POM	Furniture & Equip.	Furniture Repairs
POM	Furniture & Equip.	Lamp Finials
POM	Furniture & Equip.	Lamp Repairs
POM	Furniture & Equip.	Mattress Repair
POM	Furniture & Equip.	Table-Top Repair/Replacement, Glass

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Department/ Schedule	Account Name	Item Name
POM	Furniture & Equip.	Television Repairs
POM	Furniture & Equip.	Upholstery Repairs
POM	Grounds M&L	Fertilizer
POM	Grounds M&L	Flower Purchases
POM	Grounds M&L	Irrigation System Repairs
POM	Grounds M&L	Landscaping Service (Indoor and Outdoor)
POM	Grounds M&L	Plant Purchases (Indoor and Outdoor)
POM	Grounds M&L	Plant Rentals
POM	Grounds M&L	Shovels, Snow
POM	Grounds M&L	Snow Removal Service
POM	Grounds M&L	Tree Purchases
POM	Grounds M&L	Tree Rentals
POM	HVAC Equip.	Air Conditioner Filters
POM	HVAC Equip.	Air Filters
POM	HVAC Equip.	Air-Cooling Systems Repairs
POM	HVAC Equip.	Boiler Repairs
POM	HVAC Equip.	Ceiling Fan Repairs
POM	HVAC Equip.	Central Plant Costs
POM	HVAC Equip.	Chemicals, Cooling Tower
POM	HVAC Equip.	Cooling System Repairs
POM	HVAC Equip.	Cooling Tower Repairs
POM	HVAC Equip.	Filters, Air Conditioning/Heating
POM	HVAC Equip.	Heat Pump Repairs
POM	HVAC Equip.	Heating System Repairs
POM	HVAC Equip.	Refrigeration Supplies (HVAC)
POM	Kitchen Equip.	Coffee Urn Repairs
POM	Kitchen Equip.	Dishwasher Repairs
POM	Kitchen Equip.	Kitchen Equipment Repairs
POM	Kitchen Equip.	Refrigerator Repairs, Kitchen
POM	Kitchen Equip.	Stock Pot Repairs
POM	Laundry Equip.	Laundry Dryer Repairs
POM	Laundry Equip.	Laundry Ironer Repairs
POM	Laundry Equip.	Laundry Sheet Folder Repairs
POM	Laundry Equip.	Laundry Washer Repairs
POM	Laundry Equip.	Mangle Belts
POM	Licenses & Permits	Inspection Fees—Boilers, Elevators, Escalators, Life/Safety
POM	Licenses & Permits	Licenses, Elevators
POM	Licenses & Permits	Licenses, Engineering
POM	Licenses & Permits	Licenses, Locksmith

Department/ Schedule	Account Name	Item Name
POM	Life/Safety	Accessibility Sign
POM	Life/Safety	ADA Compliance Items
POM	Life/Safety	Alarm Systems
POM	Life/Safety	Alert Device for Hearing-Impaired
POM	Life/Safety	Chemicals, Fire Extinguishers
POM	Life/Safety	Emergency Exit Signs
POM	Life/Safety	Exit Signs
POM	Life/Safety	Fire Alarm Service
POM	Life/Safety	Fire Axes
POM	Life/Safety	Fire Bucket Sand
POM	Life/Safety	Fire Extinguisher
POM	Life/Safety	Fire Extinguisher Chemicals
POM	Life/Safety	Hazardous Materials Remediation
POM	Life/Safety	Sand, Fire Buckets
POM	Life/Safety	Smoke Alarms
POM	Light Bulbs	Electric Bulbs
POM	Light Bulbs	Fluorescent Light Bulbs
POM	Operating Supplies	Auto Supplies Used by Properties
POM	Operating Supplies	Boiler Room Supplies
POM	Operating Supplies	Duct Tape
POM	Operating Supplies	Electrical Tape
POM	Operating Supplies	Manuals, Service (Instructional Materials)
POM	Operating Supplies	Mats, Floor
POM	Operating Supplies	Mats, Rubber
POM	Operating Supplies	Tape
POM	Operating Supplies	Technical Books, Maintenance
POM	Operating Supplies	Trade Publications, Repair/Maintenance
POM	Painting & Decorating ..	Paint
POM	Painting & Decorating ..	Paint Brushes/Rollers
POM	Painting & Decorating ..	Paint Thinner
POM	Painting & Decorating ..	Painting, Contracted
POM	Painting & Decorating ..	Tape, Painters
POM	Painting & Decorating ..	Vinyl Wall Covering
POM	Painting & Decorating ..	Wallpaper
POM	Plumbing	Drain System Repairs
POM	Plumbing	Plumbing Fixture Repairs
POM	Plumbing	Stoppers, Sink/Tub
POM	Plumbing	Tank, Toilet Floats
POM	Printing & Stationery ...	Maintenance Request Forms

Department/ Schedule	Account Name	Item Name
POM	Swimming Pool	Swimming Pool/Spa Accessories/Chemicals/ Maintenance
POM	Swimming Pool	Swimming Pool/Spa Repairs
POM	Waste Removal	Trash Container Charges
POM	Waste Removal	Waste, Garbage, Refuse, Rubbish, Ash Removal
R/POT/I	Building & Contents	Insurance Deductibles, Property
R/POT/I	Building & Contents	Insurance Expenses, Boiler Explosion
R/POT/I	Building & Contents	Insurance Expenses, Business Interruption
R/POT/I	Building & Contents	Insurance Expenses, Earthquake
R/POT/I	Building & Contents	Insurance Expenses, Fire
R/POT/I	Building & Contents	Insurance Expenses, Property
R/POT/I	Building & Contents	Insurance Expenses, Tornado
R/POT/I	Building & Contents	Insurance Expenses, Weather
R/POT/I	Building & Contents	Insurance Expenses, Building
R/POT/I	Building & Contents	Insurance Expenses, Furnishings and Equipment
R/POT/I	Building & Contents	Underinsured Losses, Property
R/POT/I	B/TO Taxes	Business Taxes—State/County/City
R/POT/I	B/TO Taxes	Gross Receipts Taxes Not Paid by Customers— State/County/City
R/POT/I	B/TO Taxes	Sales and Occupancy Taxes Not Paid by Customers
R/POT/I	IS Equip.	Call Accounting System Lease (Non-Capital)
R/POT/I	IS Equip.	Call Accounting System Software Lease (Non- Capital)
R/POT/I	IS Equip.	Computer Hardware Lease (Non-Capital)
R/POT/I	IS Equip.	Computer Software Lease (Non-Capital)
R/POT/I	IS Equip.	Personal Computer Lease (Non-Capital)
R/POT/I	IS Equip.	PMS Hardware Lease (Non-Capital)
R/POT/I	IS Equip.	PMS Software Lease (Non-Capital)
R/POT/I	IS Equip.	POS Hardware Lease (Non-Capital)
R/POT/I	IS Equip.	POS Software Lease (Non-Capital)
R/POT/I	Land & Buildings	Building Lease, Base
R/POT/I	Land & Buildings	Building Lease, Participating (Based on Operating Results)
R/POT/I	Land & Buildings	Land Lease
R/POT/I	Liability	Insurance Deductibles—Liability/Burglary, Theft, Umbrella
R/POT/I	Liability	Insurance Expenses, Burglary
R/POT/I	Liability	Insurance Expenses, Guest Liability
R/POT/I	Liability	Insurance Expenses, Liability

Department/ Schedule	Account Name	Item Name
R/POT/I.....	Liability	Insurance Expenses, Theft
R/POT/I.....	Liability	Insurance Expenses, Umbrella
R/POT/I.....	Liability	Underinsured Losses, Liability
R/POT/I.....	Other Property & Equip.	Copier Lease (Non-Capital)
R/POT/I.....	Other Property & Equip.	Trash Compactor Lease (Non-Capital)
R/POT/I.....	Other Property & Equip.	Vehicle Lease (Non-Capital)
R/POT/I.....	Personal Property Taxes .	Personal Property Tax Refunds (Contra)—State/ County/City
R/POT/I.....	Personal Property Taxes .	Personal Property Taxes—State/County/City
R/POT/I.....	Real Estate Taxes	Attorney's Fees/Expenses, Real Estate Taxes
R/POT/I.....	Real Estate Taxes	Consultant Fees—Property Taxes
R/POT/I.....	Real Estate Taxes	Legal Fees/Expenses—Real Estate Taxes
R/POT/I.....	Real Estate Taxes	Real Property Tax Refunds (Contra)—State/ County/City
R/POT/I.....	Real Estate Taxes	Real Property Taxes—State/County/City
R/POT/I.....	Telecom. Equip.	Telephone Hardware Lease (Non-Capital)
R/POT/I.....	Telecom. Equip.	Telephone Software Lease (Non-Capital)
R/POT/I.....	Telecom. Equip.	Telephone Switch Lease (Non-Capital)
Rooms	Cable/Satellite TV	Cable Television Service
Rooms	Cable/Satellite TV	HBO
Rooms	Cable/Satellite TV	Satellite Television Service
Rooms	Cable/Satellite TV	VCR, Guestroom
Rooms	Cleaning Supplies	Carpet Cleaner Equipment
Rooms	Cleaning Supplies	Deodorizers
Rooms	Cleaning Supplies	Soap and Soap Dishes, Guestroom
Rooms	Cleaning Supplies	Soap Scum Remover, Guestroom
Rooms	Commissions	Commissions, Travel Agent (Food and Beverage)
Rooms	Commissions	Commissions, Travel Agent (Rooms)
Rooms	Comms./Rebates—Group	Commissions, Meeting Planners
Rooms	Comp. Services/Gifts ...	Welcome Baskets, Guestroom
Rooms	Contract Services	In-Room Guest Account Services (Check-Out)
Rooms	Contract Services	Public Area Cleaning Service, Lobby/Guestroom Corridors
Rooms	Contract Services	Video Check-Out Service
Rooms	Contract Services	Video Comment Card Service
Rooms	Guest Relocation	Guest Relocation Due to Lack of Room Availability
Rooms	Guest Supplies	Aftershave Lotion
Rooms	Guest Supplies	Amenities, Guest
Rooms	Guest Supplies	Amenity Baskets/Containers (Not Reusable)

Department/ Schedule	Account Name	Item Name
Rooms	Guest Supplies	Antacid (for Use by Guests in Rooms)
Rooms	Guest Supplies	Aspirin (for Use by Guests in Rooms)
Rooms	Guest Supplies	Baggage Tags, Gratis
Rooms	Guest Supplies	Bath Gel
Rooms	Guest Supplies	Bath Salts
Rooms	Guest Supplies	Bath Sheets
Rooms	Guest Supplies	Bath Soap
Rooms	Guest Supplies	Bath Tissue
Rooms	Guest Supplies	Bathing Cap
Rooms	Guest Supplies	Bathing Suits, Disposable
Rooms	Guest Supplies	Body Lotion
Rooms	Guest Supplies	Bottled Water, Gratis in Rooms
Rooms	Guest Supplies	Buttons (for Use by Guests in Rooms)
Rooms	Guest Supplies	Candy (Gratis)
Rooms	Guest Supplies	Coffee Filters
Rooms	Guest Supplies	Coffee (for Use by Guests in Rooms)
Rooms	Guest Supplies	Combs
Rooms	Guest Supplies	Conditioner, Hair
Rooms	Guest Supplies	Cookie Wrappings, Guestroom
Rooms	Guest Supplies	Cookies, Guestroom
Rooms	Guest Supplies	Cosmetics
Rooms	Guest Supplies	Creamer Packets
Rooms	Guest Supplies	Creams, Body/Face (Guestroom)
Rooms	Guest Supplies	Cups, Paper/Plastic/Disposable (Guestroom)
Rooms	Guest Supplies	Dental Floss
Rooms	Guest Supplies	Dental Kit
Rooms	Guest Supplies	Deodorant
Rooms	Guest Supplies	Detergent for Use by Guests in Rooms
Rooms	Guest Supplies	Dish Soap for Use by Guests in Rooms
Rooms	Guest Supplies	Dishwasher Soap for Use by Guests in Rooms
Rooms	Guest Supplies	Dry-Cleaning Bag for Use by Guests in Rooms
Rooms	Guest Supplies	Emery Boards
Rooms	Guest Supplies	Espresso Pods for Use by Guests in Rooms
Rooms	Guest Supplies	Facial Tissue
Rooms	Guest Supplies	Fans, Paper (for Use by Guests in Rooms)
Rooms	Guest Supplies	Filters, Coffee
Rooms	Guest Supplies	Fingernail File
Rooms	Guest Supplies	Fire-Starter Packets for Use by Guests in Rooms
Rooms	Guest Supplies	Hair Nets
Rooms	Guest Supplies	Hair Pins
Rooms	Guest Supplies	Hair Spray

Department/ Schedule	Account Name	Item Name
Rooms	Guest Supplies	Hairbrushes
Rooms	Guest Supplies	Hand Lotion
Rooms	Guest Supplies	Hand Sanitizer
Rooms	Guest Supplies	Hand Soap for Use by Guests in Rooms
Rooms	Guest Supplies	Hot Chocolate Packets for Use by Guests in Rooms
Rooms	Guest Supplies	Laundry Bag (Disposable) for Use by Guests in Rooms
Rooms	Guest Supplies	Liquid Soap for Use by Guests in Rooms
Rooms	Guest Supplies	Luggage Tags for Use by Guests in Rooms
Rooms	Guest Supplies	Magazines for Use by Guests in Rooms
Rooms	Guest Supplies	Makeup Remover for Use by Guests in Rooms
Rooms	Guest Supplies	Mouthwash for Use by Guests in Rooms
Rooms	Guest Supplies	Nail Polish Remover for Use by Guests in Rooms
Rooms	Guest Supplies	Newspaper Bags for Use by Guests in Rooms
Rooms	Guest Supplies	Newspapers for Use by Guests in Rooms
Rooms	Guest Supplies	Pens for Use by Guests in Rooms
Rooms	Guest Supplies	Pillow Mints
Rooms	Guest Supplies	Playing Cards for Use by Guests in Rooms
Rooms	Guest Supplies	Post Cards for Use by Guests in Rooms
Rooms	Guest Supplies	Razors for Use by Guests in Rooms
Rooms	Guest Supplies	Sanitary Pads/Tampons
Rooms	Guest Supplies	Serving Spoons for Use by Guests in Rooms
Rooms	Guest Supplies	Sewing Kits for Use by Guests in Rooms
Rooms	Guest Supplies	Shampoo for Use by Guests in Rooms
Rooms	Guest Supplies	Shaving Cream/Gel for Use by Guests in Rooms
Rooms	Guest Supplies	Shoe Brushes for Use by Guests in Rooms
Rooms	Guest Supplies	Shoe Mitt for Use by Guests in Rooms
Rooms	Guest Supplies	Shoe Polish for Use by Guests in Rooms
Rooms	Guest Supplies	Shower Caps for Use by Guests in Rooms
Rooms	Guest Supplies	Silverware for Use by Guests in Rooms
Rooms	Guest Supplies	Soda for Use by Guests in Rooms
Rooms	Guest Supplies	Stationery for Use by Guests in Rooms
Rooms	Guest Supplies	Stir Sticks for Use by Guests in Rooms
Rooms	Guest Supplies	Sugar Packets
Rooms	Guest Supplies	Sweetener Packets for Use by Guests in Rooms
Rooms	Guest Supplies	Swimsuit Bags for Use by Guests in Rooms
Rooms	Guest Supplies	Swizzle Sticks for Use by Guests in Rooms
Rooms	Guest Supplies	Tags, Baggage (Gratis)
Rooms	Guest Supplies	Tea Bags for Use by Guests in Rooms

Department/ Schedule	Account Name	Item Name
Rooms	Guest Supplies	Telephone Message Pads
Rooms	Guest Supplies	Thread for Use by Guests in Rooms
Rooms	Guest Supplies	Tissue for Use by Guests in Rooms
Rooms	Guest Supplies	Toilet Seat Covers
Rooms	Guest Supplies	Toilet Tissue
Rooms	Guest Supplies	Toothbrush for Use by Guests in Rooms
Rooms	Guest Supplies	Toothpaste for Use by Guests in Rooms
Rooms	Guest Supplies	Toothpicks for Use by Guests in Rooms
Rooms	Guest Supplies	Towelettes for Use by Guests in Rooms
Rooms	Guest Supplies	Tweezers for Use by Guests in Rooms
Rooms	Guest Transportation ..	Airport Van Maintenance
Rooms	Guest Transportation ..	Car Washing (Rooms Vans, Carts, Limos)
Rooms	Guest Transportation ..	Fuel Costs, Auto/Car (Guest Transport)
Rooms	Guest Transportation ..	Guest Transportation Service Contracts
Rooms	Guest Transportation ..	Limousine Services, Guest (No Charge)
Rooms	Linen	Bath Towels (All Sizes)
Rooms	Linen	Bathmats
Rooms	Linen	Bathroom Throw Rugs
Rooms	Linen	Bed Pads
Rooms	Linen	Bed Ruffles
Rooms	Linen	Bed Skirts
Rooms	Linen	Bedspreads
Rooms	Linen	Blanket Covers
Rooms	Linen	Blankets, Guestroom
Rooms	Linen	Bumpers, Bed
Rooms	Linen	Bumpers, Crib
Rooms	Linen	Bunting
Rooms	Linen	Comforters
Rooms	Linen	Duvet Covers
Rooms	Linen	Duvets
Rooms	Linen	Hand Towels
Rooms	Linen	Mattress Cover
Rooms	Linen	Mattress Pad
Rooms	Linen	Pillow Cases
Rooms	Linen	Pillow Shams
Rooms	Linen	Pillows—Decorative, Down, Foam, Neck, Polyester, Throw
Rooms	Linen	Quilt
Rooms	Linen	Robes
Rooms	Linen	Rubber Sheets

Department/ Schedule	Account Name	Item Name
Rooms	Linen	Rugs, Bathroom
Rooms	Linen	Shams
Rooms	Linen	Sheets, Fitted/Flat
Rooms	Linen	Towels—Bath (All Sizes), Guestroom Bar, Hand
Rooms	Linen	Wash Cloths
Rooms	Operating Supplies	Afghans, Guestroom
Rooms	Operating Supplies	Amenity Baskets/Containers (Reusable)
Rooms	Operating Supplies	Aquarium Supplies, Guestroom or Lobby
Rooms	Operating Supplies	Aquarium, Guestroom or Lobby
Rooms	Operating Supplies	Bags, Beverage Glass Covers, Guestroom
Rooms	Operating Supplies	Baskets, Amenity
Rooms	Operating Supplies	Bathroom Scale
Rooms	Operating Supplies	Bathtub Safety Mats
Rooms	Operating Supplies	Bathtub Safety Strips
Rooms	Operating Supplies	Blackout Drapes
Rooms	Operating Supplies	Books, In-Room Guest Reading
Rooms	Operating Supplies	Bottle Openers, Guestroom
Rooms	Operating Supplies	Bottle Warmers
Rooms	Operating Supplies	Braille Signs
Rooms	Operating Supplies	Can Openers
Rooms	Operating Supplies	Candy Dishes, Guestroom (Gratis Candy for Customers)
Rooms	Operating Supplies	Canopies, Bed
Rooms	Operating Supplies	Cappuccino Machines
Rooms	Operating Supplies	Carafes, Guestroom
Rooms	Operating Supplies	Carts, Laundry
Rooms	Operating Supplies	Carts, Housekeeper
Rooms	Operating Supplies	China, Guestroom
Rooms	Operating Supplies	Clock Radios, Guestroom
Rooms	Operating Supplies	Clock/DVD Players, Guestroom
Rooms	Operating Supplies	Clocks, Guestroom
Rooms	Operating Supplies	Closet Rod
Rooms	Operating Supplies	Closet Sachets
Rooms	Operating Supplies	Clothes Brushes
Rooms	Operating Supplies	Coasters
Rooms	Operating Supplies	Coffee Mugs
Rooms	Operating Supplies	Coffee Pots
Rooms	Operating Supplies	Computer Monitors, Guestrooms
Rooms	Operating Supplies	Containers, Amenity
Rooms	Operating Supplies	Cords

Department/ Schedule	Account Name	Item Name
Rooms	Operating Supplies	Cords, Drapery
Rooms	Operating Supplies	Corkscrews
Rooms	Operating Supplies	Cots
Rooms	Operating Supplies	Cotton Balls
Rooms	Operating Supplies	Covers, Toilet Seat
Rooms	Operating Supplies	Crib Bumper Pads
Rooms	Operating Supplies	Crib Covers
Rooms	Operating Supplies	Crib Mattresses
Rooms	Operating Supplies	Cribs
Rooms	Operating Supplies	Cups, China (Guestroom)
Rooms	Operating Supplies	Dish Drainer, Guestroom
Rooms	Operating Supplies	Dishcloth, Guestroom
Rooms	Operating Supplies	Dishes for Use by Guests in Rooms
Rooms	Operating Supplies	Dispensers, Bath Tissue
Rooms	Operating Supplies	Dispensers, Lotion/Soap
Rooms	Operating Supplies	Do Not Disturb Cards
Rooms	Operating Supplies	Doilies, Guestroom
Rooms	Operating Supplies	Door Viewer
Rooms	Operating Supplies	Doormats
Rooms	Operating Supplies	Doorstop
Rooms	Operating Supplies	Dryers, Hair
Rooms	Operating Supplies	DVD Players, Guestrooms
Rooms	Operating Supplies	Emergency Exit Instruction Card
Rooms	Operating Supplies	Espresso Maker, Guestroom
Rooms	Operating Supplies	Facial Tissue Box Cover
Rooms	Operating Supplies	Flatware for Use by Guests in Rooms
Rooms	Operating Supplies	Gideon Bibles
Rooms	Operating Supplies	Glass Bags
Rooms	Operating Supplies	Glass Covers
Rooms	Operating Supplies	Glassware (All Types) for Use by Guests in Rooms
Rooms	Operating Supplies	Hair Dryers
Rooms	Operating Supplies	Hangers—Padded, Pant, Skirt, Suit
Rooms	Operating Supplies	Housekeeper Carts
Rooms	Operating Supplies	Humidifier
Rooms	Operating Supplies	Ice Bucket Liners
Rooms	Operating Supplies	Ice Buckets
Rooms	Operating Supplies	Ice Tongs
Rooms	Operating Supplies	Inflatable Beds
Rooms	Operating Supplies	Innkeepers Liability Card Frames

Department/ Schedule	Account Name	Item Name
Rooms	Operating Supplies	Ironing Board
Rooms	Operating Supplies	Ironing Board Cover
Rooms	Operating Supplies	Ironing Board Holder
Rooms	Operating Supplies	Irons
Rooms	Operating Supplies	Key Cards
Rooms	Operating Supplies	Keys, Safe Deposit Box
Rooms	Operating Supplies	Laundry Bags (Cloth) for Use by Guests in Rooms
Rooms	Operating Supplies	Luggage Racks
Rooms	Operating Supplies	Make-Up Mirror
Rooms	Operating Supplies	Mattress, Crib
Rooms	Operating Supplies	Mattress Protectors
Rooms	Operating Supplies	Microwave, Guestroom
Rooms	Operating Supplies	Mouse Traps
Rooms	Operating Supplies	Mugs, Coffee, for Use by Guests in Rooms
Rooms	Operating Supplies	Napkins (Paper/Cloth) for Use by Guests in Rooms
Rooms	Operating Supplies	Night Lights
Rooms	Operating Supplies	Paper Towel Holder, Guestroom
Rooms	Operating Supplies	Paper Towels, Guestroom
Rooms	Operating Supplies	Paper Tray Liners, Guestroom
Rooms	Operating Supplies	Phone Books, Guestroom
Rooms	Operating Supplies	Pitchers, Guestrooms
Rooms	Operating Supplies	Placemats, Guestrooms
Rooms	Operating Supplies	Playpens
Rooms	Operating Supplies	Plungers, Toilet
Rooms	Operating Supplies	Potholder Mitt, Guestroom
Rooms	Operating Supplies	Potholder, Guestroom
Rooms	Operating Supplies	Presto Logs, Guestroom
Rooms	Operating Supplies	Quilt Rack
Rooms	Operating Supplies	Radios, Guestroom
Rooms	Operating Supplies	Rollaway Beds
Rooms	Operating Supplies	Rubber Tub Mat
Rooms	Operating Supplies	Safety Deposit Box Keys
Rooms	Operating Supplies	Shaving Mirror, Guestroom
Rooms	Operating Supplies	Sheers
Rooms	Operating Supplies	Shower Curtain
Rooms	Operating Supplies	Shower Curtain Liners
Rooms	Operating Supplies	Shower Curtain Rings
Rooms	Operating Supplies	Shower Slippers

Department/ Schedule	Account Name	Item Name
Rooms	Operating Supplies	Slippers for Use by Guests in Rooms
Rooms	Operating Supplies	Speakers, Guestroom
Rooms	Operating Supplies	Spoons for Use by Guests in Rooms
Rooms	Operating Supplies	Stationery Portfolio
Rooms	Operating Supplies	Strainers, Guestroom
Rooms	Operating Supplies	Sugar Caddy, Guestroom
Rooms	Operating Supplies	Table Pads, Guestroom
Rooms	Operating Supplies	Table Protectors, Guestroom
Rooms	Operating Supplies	Table Tent Cards, Guestroom
Rooms	Operating Supplies	Tablecloths, Guestroom
Rooms	Operating Supplies	Teapots, Guestroom
Rooms	Operating Supplies	Telephone Directories, Guestroom
Rooms	Operating Supplies	Television Remote
Rooms	Operating Supplies	Throw, Guestroom
Rooms	Operating Supplies	Tissue Box Covers, Guestroom
Rooms	Operating Supplies	Toothbrush Holders, Guestroom
Rooms	Operating Supplies	Toys for Use by Guests in Rooms
Rooms	Operating Supplies	Trays, Guestroom
Rooms	Operating Supplies	Tumblers, Guestroom
Rooms	Operating Supplies	TV Guides, Guestroom
Rooms	Operating Supplies	Water Pitchers, Guestroom
Rooms	Printing & Stationery ...	Cable Guide Cover
Rooms	Printing & Stationery ...	Check-In Folders
Rooms	Printing & Stationery ...	Check-Out Folders
Rooms	Printing & Stationery ...	Check-Out Notices
Rooms	Printing & Stationery ...	Folios
Rooms	Printing & Stationery ...	Guest Guide
Rooms	Printing & Stationery ...	Hotel Maps
Rooms	Printing & Stationery ...	Housekeeping Reports
Rooms	Printing & Stationery ...	Innkeepers Liability Cards
Rooms	Printing & Stationery ...	Maps
Rooms	Printing & Stationery ...	Room Attendant Reports
Rooms	Printing & Stationery ...	Room Directories
Rooms	Printing & Stationery ...	Room Directory Binders
Rooms	Printing & Stationery ...	Room Rack Forms
Rooms	Printing & Stationery ...	Room Service Breakfast Card
Rooms	Printing & Stationery ...	Safe Deposit Record Cards
Rooms	Printing & Stationery ...	Telephone Message Cards
Rooms	Printing & Stationery ...	Water Conservation Cards
Rooms	Reservations	Internet Web Page Reservations
Rooms	Reservations	Reservation Fees (Chain Assessment)

Department/ Schedule	Account Name	Item Name
Rooms	Reservations	Reservation Fees (GDS)
Rooms	Reservations	Reservation Telephone Expense
Rooms	Reservations	Reservation Web Site Building and Maintenance
Rooms	Reservations	Stamps, Reservations
Sales/Marketing .	Agency fees	Advertising Agency Fees
Sales/Marketing .	Collateral Material	Collateral Selling
Sales/Marketing .	Contract Services	Clipping Services
Sales/Marketing .	Contract Services	Meeting Planner Surveys (Outside Service)
Sales/Marketing .	Contract Services	Representation Firms, Convention
Sales/Marketing .	Corp. Office Reimb.	Corporate Sales/Marketing Support
Sales/Marketing .	Direct Mail	Address List Maintenance/Purchase/Rental
Sales/Marketing .	Direct Mail	Database Marketing Expense
Sales/Marketing .	Direct Mail	Mailing Lists
Sales/Marketing .	Direct Mail	Newsletters
Sales/Marketing .	Direct Mail	Postage for Promotional Mailings
Sales/Marketing .	Dues & Subscriptions ...	Association Dues—Marketing Employees
Sales/Marketing .	Dues & Subscriptions ...	Convention Bureau
Sales/Marketing .	Dues & Subscriptions ...	Dues, Hotel Associations (Marketing)
Sales/Marketing .	Dues & Subscriptions ...	Dues, Professional Associations (Marketing)
Sales/Marketing .	Dues & Subscriptions ...	Hotel Association Dues (Marketing)
Sales/Marketing .	Dues & Subscriptions ...	Hotel Sales and Marketing Association Dues
Sales/Marketing .	Dues & Subscriptions ...	Magazines, Trade (Marketing)
Sales/Marketing .	Dues & Subscriptions ...	Membership Dues, Associations (Marketing)
Sales/Marketing .	Dues & Subscriptions ...	Professional Dues (Marketing)
Sales/Marketing .	Dues & Subscriptions ...	Subscriptions, Trade (Marketing)
Sales/Marketing .	Dues & Subscriptions ...	Trade Publication Subscriptions (Marketing)
Sales/Marketing .	E-Commerce	Web Site Development
Sales/Marketing .	Fam Trips	Familiarization (FAM) Tour Expenses
Sales/Marketing .	Franch./Aff. Advertising	Cooperative Marketing Costs, National/Regional
Sales/Marketing .	Franchise Fees	Franchise Fee (Chain Royalty)
Sales/Marketing .	In-House Graphics	POS Promotional Materials
Sales/Marketing .	Loyalty Progs./Aff. Fees	Frequent Flyer Programs
Sales/Marketing .	Loyalty Progs./Aff. Fees	Frequent Guest Programs
Sales/Marketing .	Loyalty Progs./Aff. Fees	Guest Loyalty Programs
Sales/Marketing .	Loyalty Progs./Aff. Fees	Referral Programs
Sales/Marketing .	Media	Advertising—Direct Mail
Sales/Marketing .	Media	Advertising—Directories
Sales/Marketing .	Media	Advertising—Internet
Sales/Marketing .	Media	Advertising—Magazines
Sales/Marketing .	Media	Advertising—Newspapers
Sales/Marketing .	Media	Advertising—Publications

Department/ Schedule	Account Name	Item Name
Sales/Marketing .	Media	Advertising—Radio and TV
Sales/Marketing .	Media	Barter/ Contra Agreement
Sales/Marketing .	Media	Brochures, Sales/Marketing
Sales/Marketing .	Media	Directory Advertising
Sales/Marketing .	Media	In-House Video—Welcome Channel
Sales/Marketing .	Media	Internet Advertising
Sales/Marketing .	Media	Magazine Advertising
Sales/Marketing .	Media	Media—Magazines
Sales/Marketing .	Media	Media—Newspapers
Sales/Marketing .	Media	Media—Other
Sales/Marketing .	Media	Media—TV
Sales/Marketing .	Media	Production—Magazines
Sales/Marketing .	Media	Production—Newspapers
Sales/Marketing .	Media	Production—Other
Sales/Marketing .	Media	Production—TV
Sales/Marketing .	Media	Telephone Directory Advertising
Sales/Marketing .	Operating Supplies	Telephone Directories for Departmental Use
Sales/Marketing .	Outdoor	Advertising—Outdoor
Sales/Marketing .	Outdoor	Billboards
Sales/Marketing .	Outdoor	Outdoor Advertising
Sales/Marketing .	Outside Sales Rep.	Marketing Service Fees
Sales/Marketing .	Outside Sales Rep.	Public Relations Service Fees
Sales/Marketing .	Outside Sales Rep.	Service Bureau Maintenance
Sales/Marketing .	Outside Services	Consultant Fees, Market Research
Sales/Marketing .	Outside Services	Customer Research/Survey—Outside Service
Sales/Marketing .	Outside Services	Direct Mail Expenses—Outside Service
Sales/Marketing .	P&ODC	Overnight Delivery (Marketing)
Sales/Marketing .	P&ODC	Freight Charges (Marketing)
Sales/Marketing .	P&ODC	Postage (Marketing)
Sales/Marketing .	P&ODC	Postage Meter Rentals (Marketing)
Sales/Marketing .	Promotion	Promotional Vouchers
Sales/Marketing .	Telecommunications	Registered Cable/Telex Address
Sales/Marketing .	Trade Shows	Booths at Trade Shows
Sales/Marketing .	Trade Shows	Trade Show Booth Construction
Sales/Marketing .	Trade Shows	Trade Show Promotional Items
Sales/Marketing .	Travel—Meals & Enter. ..	Meals—Entertainment
Telecom.	Contract Services	Music on Hold Service
Telecom.	Contract Services	Switchboard Repairs
Telecom.	Cost of Local Calls	Local Call Usage Expense
Telecom.	Cost of Local Calls	Telephone Local Trunk Costs
Telecom.	Cost of Long Dist. Calls .	Long Distance Call Usage Expense

Department/ Schedule	Account Name	Item Name
Telecom.	Cost of Long Dist. Calls .	Telephone Long Distance Trunk Costs
Telecom.	Costs of Internet Service .	Internet Access Costs
Telecom.	Operating Supplies	Telephone Cords
Telecom.	Operating Supplies	Telephone Face Plate
Telecom.	Operating Supplies	Telephone Headsets
Utilities	Electricity	Electricity
Utilities	Gas	Gas (for Utility Use)
Utilities	Oil	Oil (for Utility Use)
Utilities	Other Fuels	Geothermal Power
Utilities	Other Fuels	Propane (for Utility Use)
Utilities	Other Fuels	Solar Power
Utilities	Other Fuels	Wind Power
Utilities	Sewer	Sewer
Utilities	Sewer	Wastewater Surcharge
Utilities	Steam	Steam (for Utility Use)
Utilities	Utility Taxes	Taxes on Utilities (All Utilities)
Utilities	Water	Cogeneration of Water
Utilities	Water	Desalinization of Water
Utilities	Water	Water