

**Western Association for College
Admission Counseling**

Transmittal Form-Payment/Deposit

Submitted by: _____ Date: _____ Contact Phone #: _____

COMMITTEE CODES

ACCOUNT CODES

- Administrative (**ADM**)
- Admissions Practice (**AP**)
- College Fairs (**CF**)
- Conference (**CONF**)
- Diversity, Equity, & Access (**DEA**)
 - Institute for Cont. Leadership (ICL)
 - DEA Grant Program (**GRANT**)
- Executive Board (**EXB**)
- Future Conference Site (**FCS**)
- Nominations & Credential (**NC**)
- Government Relations (**GRAC**)
- Inter-Association (**IA**)
- Membership (**MEM**)
- Nevada Ad Hoc (**NEV**)
- Professional Development (**PD**)
- Publications/Public Relations (**PUB**)
- Technology/Research (**TECH**)

- EXPENSE**
- 6002 · Wages
 - 6010 · Payroll Taxes
 - 6015 · Workers Comp
 - 6020 · Bank Fees
 - 6030 · Credit Card Fees
 - 6210 · Scholarships
 - 6220 · Awards & gifts
 - 6310 · Advertising & Printing
 - 6312 · Liability Insurance
 - 6315 · Dues, registration & subscriptions
 - 6320 · Postage
 - 6327 · Accounting
 - 6335 · Rentals (Facilities, Buses & Equipment)
 - 6336 · Food & Refreshments
 - 6340 · Supplies
 - 6350 · Telephone

- TRAVEL EXPENSE**
- 6352 · Airfare
 - 6353 · Car rental, taxi, train and bus
 - 6356 · Lodging
 - 6357 · Meals/Tips
 - 6358 · Incidentals, tolls, parking
 - 6359 · Mileage

 - 6580 · Penalties
 - 6570 · Website Maintenance

INCOME

 - 5011 · Conference
 - 5012 · Professional Development
 - 5021 · College Fairs
 - 5031 · Membership
 - 5041 · Other:

Date	Type	Committee Code	Account Code	Amount	Item	Vendor/College
	Debit Credit Deposit					
	Debit Credit Deposit					
	Debit Credit Deposit					
	Debit Credit Deposit					
	Debit Credit Deposit					
	Debit Credit Deposit					
	Debit Credit Deposit					
	Debit Credit Deposit					
TOTAL						