

Agency Accounts
List of Item ID (Expense Categories)

This list will aid in selecting the correct Item ID when completing the Agency Club Check Request in Sage.

Number	Description	Information
6240	Hospitality	Used when paying for food and drinks for meetings and events.
6590	Supplies	Used when purchasing office supplies, supplies for meetings and events (including plates, forks/spoons, cups), t-shirts, sports equipment, etc.
6470	Printing & Advertising	Used when paying for copies, flyers, posters and other printed materials.
6480	Professional Services	Used when paying for speaker's fees, performing artists, musicians, DJs and other entertainment.
6510	Rentals for Special Events	Used when paying for rental spaces (ballrooms, meeting and event (including banquet) spaces, practice spaces, etc.).
6630	Transportation/Mileage/ Tolls/ Parking	Used to pay for bus/vehicle rentals, parking and daily parking passes, and other transportation costs.
6650	Travel Flights	Used to pay for airline tickets.
6310	Lodging/Meals	Used to pay for lodging and meal costs incurred during travel.
6340	Membership/Registration	Used to pay membership dues and registration fees.
6220	Gift Expense	Used to pay for gift cards.
6450	Postage/Shipping	Used to pay for postage and shipping costs.
6550	Scholarships	Used to pay scholarships from agency funds.