

BUDGET UNIT NUMBER										ACCOUNT NUMBER		CASH ACCOUNT	
FUND	DESCRIPTION	FUNC	DESC	LEA	DESC	PR	DESC	SUB	DESCRIPTION	ACCT	DESCRIPTION	ACCT	DESCRIPTION
7120	Chaffin Athletic	1150	Athletics			115	Athletics	HI	Administration - female				030HI
7121	Darby Athletic	1160	Student Act.		<i>Jr. High</i>	116	Student Act.	HL	Administration - male		<i>Revenue (cash receipt)</i>		030HL
7122	Kimmons Athletic	2660	Security Svcs.	020	Chaffin			FK	Petty Cash				030FK
7123	Ramsey Athletic			021	Darby			FT	PE Concessions	17110	Athletic Admissions		030FT
7124	Northside Athletic			022	Kimmons			SB	Project 1	17200	Sales		030SB
7125	Southside Athletic			023	Ramsey			SC	Project 2	17510	Athletic Guarantees		030SC
7199	Athletic Admin.				<i>Sr. High</i>			SD	Project 3	19200	Contributions		030SD
								SE	Project 4	19900	Miscellaneous Receipts		030SE
				024	Northside			SF	Project 5				030SF
				025	Southside			SL	Loans / Advances Rec.				030SL
					<i>Other</i>			SO	Invalid Checks				030SO
				900	Service Ctr.			TA	Gate Change				030TA
								TG	Program - female				030TG
								TJ	Basketball - female	63900	Purchase Svc. Professional		030TJ
								TK	Bowling - female	63905	Activity / Athletic Event Exp.		030TK
								TL	Soccer - female	63906	Athletic Guarantees		030TL
								TN	Track - female	63908	Gate Change		030TN
								TP	Gymnastics - female	63910	Purchase Svc. Technical		030TP
								TR	Volleyball - female	64240	Lawn Care		030TR
								TT	Softball - female	65310	Phone		030TT
								TV	Tennis - female	65815	Non-PD Travel - certified		030TV
								TX	Golf - female	65825	Non-PD Travel - classified		030TX
								TZ	Swimming - female	65870	Student Travel		030TZ
								UD	Programs - male	66110	Supplies		030UD
								UG	Basketball - male	66112	Clothing		030UG
								UH	Bowling - male	66114	Printing		030UH
								UI	Soccer - male	66116	Tickets		030UI
								UK	Track - male	66500	Technology Supplies		030UK
								UN	Baseball - male	66510	Software (<\$1,000)		030UN
								UP	Football - male	66520	Other		030UP
								UR	Tennis - male	67310	Machinery & Equipment		030UR
								UT	Golf - male	67340	Technology Hardware		030UT
								UW	Swimming - male	68900	Non-Programmed Expense		030UW

Use Cash Acct for Cash Receipts only. The last two letters of the Cash Acct should correspond with the "SUB" of the Budget Unit Number.

ACTIVITY ACCOUNT TRANSFERS

FUND	DESCRIPTION	FUNC	DESC	LEA	DESC	PR	DESC	SUB	DESCRIPTION	ACCT	DESCRIPTION	
71??	School Activity	5299	XFR from	???	School	115	Athletics	??	(any subject)	69370	Transfer out of Student Act.	<i>Use for transfers between Student Activity Funds</i>
71??	School Activity	0000	XFR to	???	School	115	Athletics	??	(any subject)	52700	Transfer in from Student Act.	

Account Number Notes:

- * Do not directly pay for security, judges, referees, etc.-- complete the appropriate form and send to Business Office or Payroll for payment
- * Only use an account number which begins with "67", if purchasing an item over \$1,000
- * For Gate Change **ONLY**: Use 71?? 1150 LEA 115 TA 63908 for both your requisition and deposit