|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Accounting Information** | | | | | | | |  | |  | |
| **Item Subject:** | | | | | | | | | | | |
| **Staff Contact:** | | |  | |  | |  |  | |  | |
|  | | **FUND** | | | **COST CENTER** | | **GENERAL LEDGER (ACCOUNT)** | **GRANT** | | **WBS OR INTERNAL ORDER** | | **AMOUNT** | |
|  | | 6 digit numbers between 100000 and 999999 | | | 10 digit numbers between 1001000000 and 9913999999 | | 6 digit numbers between 400000 and 599999 | Either “NOT\_RELEVANT\_GRANT” or 7 digits between 1000000 to 1000999 – 4 digit Year  1000XXX-YYYY | | Up to 18 characters. Grant internal order numbers and WBS elements start with letters & WBS elements can be as few as 6 characters | | Format as $’s | |
| Accounting Line 1 | |  | | |  | |  |  | |  | |  | |
| Accounting Line 2 | |  | | |  | |  |  | |  | |  | |
| Accounting Line 3 | |  | | |  | |  |  | |  | |  | |
| Accounting Line 4 | |  | | |  | |  |  | |  | |  | |
| Accounting Line 5 | |  | | |  | |  |  | |  | |  | |
| Accounting Line 6 | |  | | |  | |  |  | |  | |  | |
| Accounting Line 7 | |  | | |  | |  |  | |  | |  | |
| Accounting Line 8 | |  | | |  | |  |  | |  | |  | |
| Accounting Line 9 | |  | | |  | |  |  | |  | |  | |
|  | |  | | |  | |  |  | |  | |  | |
| Note: If more accounting lines are | |  | | |  | |  |  | |  | |  | |
| needed, please erase this note & | |  | | |  | |  |  | |  | |  | |
| continue adding in this column | |  | | |  | |  |  | |  | |  | |
|  | |  | | |  | |  |  | |  | |  | |
|  | | | **The accounting will be used to certify that funds are available in the current fiscal year and not in future fiscal years.** | | | | | | | | | | |
|  | |  | | |  | |  |  | |  | |  | |

Attachment 2

**SAMPLE**

**Cost Summary**