|  |  |  |
| --- | --- | --- |
| **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**