

Procedure No.3092

MEMORANDUM

TO:

FROM:

SUBJECT: ASSIGNING OR INACTIVATING AN ACCOUNT CODE

Per your request:

Account Code is assigned.*

Title

Account Code is inactivated.

* Because this is a Fund 2 Account code, the following information is provided:

1. Awarding Agency:

2. Project Title:

3. CPN Number: Data Board Approved:

4. Grant/Project Number:

5. Project Director:

6. Project Amount: Indirect Costs:

Federal:

College:

Other:

State:

7. Termination Date:

8. This is a reminder that you must submit RPA's to the Human Resources Department for any new or continuing employee(s), who will be paid under the project account code as indicated above. Include an appropriate termination data on each RPA(s). Also, submit an Appropriation Budget Amendment to the Budget Office to establish account code per approved budget for awarding agency.

cc:

12/12/2000