

04.305 Accounting System Coding Procedures

In order to comply with all regulations, correct coding must be applied to each expenditure. It is important that a complete description of the purchase be written in the "Description" section of the purchase order in order for the payment to be correctly coded.

The University Purchasing and Payment Services Department is responsible for coding expenditures. Instructions and guidelines for expenditures coding are provided by the State Comptroller through the Uniform Statewide Accounting System (USAS).