

Raymore Peculiar Schools
New Accounting Code Request Form

| ACTIVITY/GRANT INFORMATION |
|------------------------------------|
| Name of Activity |
| Location |
| Staff Member Managing Funds |
| Persons(s) to have access to Codes |

| PURPOSE OF ACTIVITY/GRANT |
|---------------------------|
| |

| EXPENSE ACCOUNTS NEEDED (CHECK ANY APPLICABLE) | | | |
|--|--|--------------|--|
| Supplies | | Prof. Devel. | |
| Salaries & Benefits | | Dues | |
| Student Travel | | Cont. Travel | |
| | | Equipment | |
| | | Other | |
| Explain other: | | | |

| **FINANCE DEPT. USE ONLY** | | | | | | | | | |
|----------------------------|------|-----|-----|----|---|------|-------------|-------|-----|
| FD | FUNC | OBJ | LOC | DP | S | PROJ | DESCRIPTION | VALID | |
| | | | | | | | | P/R | REQ |
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| OFFICE USE ONLY |
|--|
| Year/Period Entered |
| Entered By Date |
| Fund Balance Code Entered (Activity Accts Only) |
| Define Activity Codes Info Entered (Activity Accts Only) |

| | | |
|------|-------------------------|-----------|
| Date | INITIATED BY | Signature |
| Date | BUILDING LEVEL APPROVAL | Signature |
| Date | FINANCE DEPT. APPROVAL | Signature |