

GENERAL LEDGER ACCOUNT CODE NUMBERS

All financial transactions of the District shall be identified in the general ledger utilizing appropriate account codes as established by the District Accounting Office.

1. Account codes are to be established in accordance with the State Budget and Accounting Manual (BAM) and in standard sequences.
2. To request a new account code, e-mail newglaccount@4cd.edu.
3. Account code requests for new grants should include appropriate supporting documentation.
4. Requests from colleges shall be initiated by the college Business Offices.
5. Forward a second request to newglaccount@4cd.edu if accounts are not opened or requests are not responded to by the District Accounting Office within one business day, specifying that this is a second request.