

Account – This is a six-digit field. You can retrieve a listing of account codes on the OMB website <http://www.nd.gov/fiscal/docs/accountcodes.pdf>

Amount – Record amount.

Operating Unit – This is a 3-digit field. Usually this will be the first 3 digits of your Business Unit. If you are charging something that is **non-appropriated**, you should use 901 as your suspense operating unit.

Fund – Record the Fund you want the expenditure to be paid out of.

Dept – Dept ID is a 4-digit field.

Class – This is a 5-digit field. Remember if the expenditure is **not** tied to an appropriation, you should be using 90170, which is a suspense line item.

Project – Activity – Resource Type – Resource Category – Enter Project information.

Signature – Date – Have an authorized signer sign and date the form.