



ALERT NOTICE

Business Office

Issued: October 21, 2020 Number: 2021-10

Updated Accounts Payable Account Code List

The account code listing in JagNet has been updated and includes the following account codes. Details for the below items can be reviewed on the attachment to this notice.

Please use the updated account code list when processing online requisitions, travel documents and interdepartmental transfers (IDTs) to ensure proper coding of transactions. The Chrome River travel system has been updated to include these changes.

Changes:

710004 will NO LONGER be used for vehicle rental fuel for employees who travel = please use 730020 incidentals for reimbursement to employees. This account will be for fuel purchases of STC vehicles, or rental equipment /vehicles used for in district purposes.

730005 Name has been changed to "Travel In-State Per Diem" – NO LONGER includes airfare and hotel expenses

730020 Incidentals will include vehicle fuel for rental cars used on trips (NO LONGER 710004)

730025 Name has been changed to "Travel Out-of-State Per Diem" – NO LONGER includes airfare and hotel expenses

Additions:

710024 – Performance Apparel – mostly used by the theater department – NOT for promotional items

730002 – Travel In State Airfare

730004 – Travel In State Hotel

730022 – Travel Out of State Airfare

730024 – Travel Out of State Hotel / Lodging

730030 – Travel International

Thank you in advance for your cooperation, please feel free to contact 956-872-4609 should you have further questions.