

## Account Information

Look at: [www.csuci.edu/recreation/sportsclubs/accountingcodesspring2012.pdf](http://www.csuci.edu/recreation/sportsclubs/accountingcodesspring2012.pdf) for common codes.

### **TK920**

ACCOUNT-FUND-DEPARTMENT-PROGRAM-CLASS- PROJECT

Campus Rec Example: 660017-TK920-531-00093-00000-00000

Sport Club Example: 660017-TK920-592-00129-00000-00000

Dolphin Passport Deposit Example: 580090-TM905-531-00143-00000-00000

CI Boating Center Example: 660017-TK920-535-00117-00000-00000

### **Employee Accounting Strings For Paying Student Staff From Summer**

Student Assistant (Recreation Center): 601303-TK920-531-85724-00000-00000

Student Assistant (Watersports Camp): 601303-TM905-535-85724-00000-00000

Casual Worker (Recreation Center): 601300-TK920-531-85724-00000-00000

Casual Worker (Watersports Camp): 601300-TM905-535-85724-00000-00000

ASI ACCOUNT-FUND-DEPARTMENT-PROGRAM-CLASS-PROJECT

ASI Example: 606002-ASI02-156-00012

**Fund-** General State Fund (TK920) or Dolphin Passport Fees (TM 905)(This is a Trust Account for Petty Cash)

**Department-** Campus Recreation (531), Sports Clubs (592)

### **Program-**

GENERAL TK920 PROGRAM CODES	SPORTS CLUBS PROGRAM CODES
CR Facilities(00097)	Sailing (00129)
Health and Fitness(00092)	Lacrosse (00131)
Intramural Sports(00093)	Bicycle Kitchen (00130)
Instructional Programs(00094)	Volleyball (00138)
Sports Club(00095)	Running (00139)
Outdoor Adventures(00096)	Soccer (00135)
Waterfront (00117)	Softball(00155)
	Baseball (?????)
	Surf (00137)
	Snow Club (00154)
	Brazilian Jiu-Jitsu Club (00156)
	Triathlon Club (00157)
	Ultimate Club (00158)
	Firearms Safety (85420)
	Breaking Pointe(85406)
	Ballet Folklorico(85409)
	Surf(00137)
	Golf(00195)
	Shotokan Karate(00196)

**Account Example-** Service that is requested.

See Budget Preparation Sheets

Salaries

Utilities

Supplies and Services

660001 Postage and Freight

660002 Printing

660003 Supplies and Services- Other

660017 Advertising and Promo Publications

660820 Business Meals/ Hospitality

Professional Service Fees

613801 Professional Services

**Class-**

**Project Code-** Specific project / TM 905

Staff Requisitions:

Graduating Senior:

1. Separation Form
2. Requisition (class code 1800, Casual Worker)
3. Regular Staff PD

Staff working in the Recreation Center

1. Requisition (class code 1874)
2. Dates 5/22 – 8/24
3. PD
4. Account (still waiting to hear from Jaimie)

Staff working in the Waterfront

1. Requisition (class code 1874)
2. Dates 5/22 – 8/24
3. PD
4. Account (still waiting to hear from Jaimie)

Staff not returning for the summer

1. Separation Form