

Account Code Cheat Sheet

ASB funds are related to Student Life and student clubs. ASB funds primarily come from student fundraising, the Student Activity Fee, and the Student Representation Fee.

(More info can be found in LPC Website -> Administrative Services -> ASB Club Expenses)

ASB FOAPs follow this structure:

- **Fund:** 903xxx (your club's #, can be found in [Club Fund List](#))
- **Org:** 39330 (always)
- **Account:** 4xxx-7xxx(expenses) or 8890 (revenue)
- **Program:** 690200 (expenses) or 880000 (revenue)

A club budget must be approved (along with the club's approval in their minutes from a meeting) to spend club funds. It is to be filled out in a K-12 form with the attached minutes.

Account	Name	Description
4020	ASB Supplies	Any physical, tangible items purchased for club meetings or activities (office supplies, supplies for activities, etc.)
4023	ASB Elections	All expenses related to hosting ASB elections (posters, advertising, etc.)
5110	Professional Services	Guest speakers, independent contractors

5212	Travel Expense Student	All expenses related to a field trip (transportation services, event registration, meals, etc.)
5220	Conferences	All expenses related to a conference (registration, hotel, transportation, meals, etc.)
5301	Institutional Memberships	Any memberships to an organization that relates to the purpose of the club (e.g. AGS membership dues)
5851	Software Subscriptions	Licenses to use online or computer software (Canva, Photoshop, etc.)
5882	Commencement	All expenses related to participating in commencement
5884	Food	Food, snacks, drinks, catering
5887*	Program Contingency	This account is for unallocated budget. Expenses are not posted here. See explanation below.
6401	Equipment (Under \$5k)	Any physical equipment purchased for Student Life or club use that is under \$5k (including taxes)
640105	Equipment (\$5k+)	Any physical equipment purchased for Student Life or club use that is \$5k or more (including taxes)
6404	Furniture	Chairs, tables, cabinets

* Program Contingency is used to store the remaining amount of a budget if the club is unsure of where to allocate it to