

40-000-1

ACCOUNTING SYSTEM (PROCEDURE)

1. Chart of Accounts

A chart of accounts will be maintained. Major categories of expenditure are:

- Personnel
- Supplies
- Fringe Benefits
- Contractual/Consultant
- Travel
- Fixed Assets
- Other
- Stipends
- Indirect Costs

Separate funds will be maintained in accordance with rules and regulations of the funding source.

2. Contract Register

The OLC Business Office will also maintain and update a Contract Register that lists all service and construction contracts, the contract start date and end date, and the amount of each contract. The list of contracts will be updated no less than quarterly.