

School District of Cambridge
Account Numbers
General Education

Account numbers are used to apply expenses to a specific account so they must be included on all Purchase Orders, Check Requests, and Expense Reimbursement Requests. An Account number is made up of 5 components: Fund, Location, Object, Function, and Program/Project. Example of a complete account number: High school business education teacher requests supplies > 10 E 400 411 132000 000

Note: You can see all accounts you have access to in Skyward Financial Management. See "Skyward Online Account Management" for assistance

<u>FUND</u>	<u>LOCATION</u>	<u>OBJECT</u>	<u>FUNCTION</u>	<u>PROGRAM/PROJECT</u>
10-E (General)	100 (Elementary)	310 (Personal Services)	110000 (Grades K-5)	000
	200 (Middle School)	341 (Student Travel)	120000 (Grades 6-8)	141 (Reading Specialist)
	400 (High School)	342 (Employee Travel)	121000 (Art)	703 (Kindergarten)
	800 (District)	353 (Postage)	122000 (English)	704 (4K)
		354 (Printing & Binding)	123000 (Spanish)	715 (First Grade)
		360 (Data Processing)	124000 (Math)	725 (Second Grade)
		411 (General Supplies)	125100 (General Music)	735 (Third Grade)
		412 (Workbooks)	125400 (Vocal Music)	745 (Fourth Grade)
		415 (Food Supplies)	125500 (Instrumental Music)	755 (Fifth Grade)
		433 (Newspapers)	126000 (Science)	761 (Art)
		435 (Prog Computer Software)	127000 (Social Studies)	763 (PE)
		450 (Resale)	131000 (Agriculture)	765 (Music)
		470 (Textbooks)	132000 (Business)	768 (Environmental Ed)
		551 (Equipment over \$300)	135000 (Family & Consumer Ed)	779 (Keyboarding)
		561 (Replacement Equipment)	136000 (Technology Education)	888 (SLC)
		941 (District Dues & Fees)	141000 (Health)	
		942 (Employee Dues & Fees)	143000 (Physical Education)	
		943 (Student Dues & Fees)	213000 (Guidance)	
			221100 (Mentoring)	
			221300 (Staff Development)	
			240000 (Principal's Budget)	

School District of Cambridge
Account Numbers
Activities/Athletics General Funds

Account numbers are used to apply expenses to a specific account so they must be included on all Purchase Orders, Check Requests, and Expense Reimbursement Requests. An Account number is made up of 5 components: Fund, Location, Object, Function, and Program/Project. Example of a complete account number: High school track coach requests supplies > 10 E 400 411 162319 000

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<u>FUND</u>	<u>LOCATION</u>	<u>OBJECT</u>	<u>FUNCTION</u>	<u>PROGRAM/PROJECT</u>
10-E (General)	100 (Elementary)	310 (Personal Services)	161311 (FFA)	000
	200 (Middle School)	342 (Employee Travel)	161328 (Science Olympiad)	
	400 (High School)	360 (Data Processing)	161338 (HS Yearbook)	
	800 (District)	411 (General Supplies)	161339 (Forensics)	
		941 (District Dues & Fees)	161340 (Academic Decathlon)	
			161390 (Camp Lucerne)	
			162000 (General Athletics)	
			162105 (Girls Basketball)	
			162112 (Girls Golf)	
			162116 (Girls Soccer)	
			162117 (Girls Softball)	
			162121 (Girls Volleyball)	
			162124 (Girls Swimming)	
			162204 (Boys Baseball)	
			162205 (Boys Basketball)	
			162210 (Boys Football)	
			162212 (Boys Golf)	
			162216 (Boys Soccer)	
			162222 (Boys Wrestling)	
			162224 (Boys Swimming)	
			162307 (Co-ed Spirit Squad)	
			162308 (Co-ed Cross Country)	
			162319 (Co-ed Track)	
			163312 (Play/Musical)	

School District of Cambridge
Account Numbers
Special Education

Account numbers are used to apply expenses to a specific account so they must be included on all Purchase Orders, Check Requests, and Expense Reimbursement Requests. An Account number is made up of 5 components: Fund, Location, Object, Function, and Program/Project
Example of a complete account number: District Hearing Specialist requests supplies > 27 E 800 411 156110 341

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<u>FUND</u>	<u>LOCATION</u>	<u>OBJECT</u>	<u>FUNCTION</u>	<u>PROGRAM/PROJECT</u>
27-E (Special Ed)	800 (District)	310 (Personal Services)	138200 (Vocational Education)	000
		341 (Student Travel)	152000 (Early Childhood)	011 (State Aidable Cost)
		342 (Employee Travel)	153000 (Emotionally Disturbed)	019 (Non State Aidable Cost)
		353 (Postage)	155000 (Cognitive Disabilities)	341 (Flow Through)
		354 (Printing & Binding)	156110 (Hearing)	347 (Pre-School Entitlement)
		411 (General Supplies)	156410 (Physical/Other Health Impaired)	
		412 (Workbooks)	156600 (Speech)	
		415 (Food Supplies)	156700 (Vision)	
		432 (Library Books)	158000 (Cross Categorical)	
		433 (Newspapers)	159100 (Special Education Aides)	
		435 (Prog Computer Software)	172000 (Gifted & Talented)	
		450 (Resale)	212000 (Social Worker)	
		470 (Textbooks)	215000 (Psychologist)	
		551 (Equipment over \$300)	218100 (Occupational Therapist)	
		941 (District Dues & Fees)	218200 (Physical Therapist)	
		942 (Employee Dues & Fees)	219000 (Other Pupil Services)	
		943 (Student Dues & Fees)	221300 (Staff Development)	
			223300 (Supervision/Coor of Excep Ed)	
			256700 (Contracted Transportation)	
			256750 (Contracted Special HDCP)	
			256751 (Contracted Resident Spec HDCP)	

School District of Cambridge
Account Numbers
District

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10-E (General)	100 (Elementary)	942 (Employee Dues & Fees)	214000 (Nursing)	000
27-E (Special Ed)	200 (Middle School)	310 (Personal Services)	222000 (Library Media Center)	888 (SLC)
50-E (Food Service)	400 (High School)	341 (Student Travel)	232000 (District Administration)	900 (Summer School)
	800 (District)	342 (Employee Travel)	252000 (District Staff)	
		353 (Postage)	253000 (Operation)	
		354 (Printing & Binding)	253200 (Sites)	
		411 (General Supplies)	253300 (Buildings)	
		412 (Workbooks)	253500 (Vehicles)	
		415 (Food Supplies)	253700 (Security)	
		431 (Audio Visual)	254000 (Maintenance)	
		432 (IMC Books)	254300 (Buildings)	
		433 (Newspapers)	256000 (Pupil Transportation)	
			256730 (Pupil Transportation Parent Contracted)	
		434 (Periodicals)	263000 (Information)	
		435 (Software)	266000 (Data Processing)	
		450 (Resale)	270000 (Insurance)	
		470 (Textbooks)	281000 (Debt Service Retirement)	
		551 (Equipment over \$300)	283000 (Operational Debt)	
		941 (District Dues & Fees)		
		943 (Student Dues & Fees)		