

Requisition Signature Requirements

General Funds Accounts (850)

Signatures Required

(Minutes are required on all General Accounts)

850-610-1000-6XXX-XXX-000-7XXX-00

Object Code = 6600 (all supplies) 6730, 6731, 6737, or 6738

Grade Level (K, 1st, 2nd, etc.) & Classes (Band, Orchestra, ELP, Special Ed, etc.)

7100's (except 7101)	Grade Level or Class Teacher, Student Council Officer, Administrator
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Chartered Clubs

7500's	Club Officer, Club Sponsor, Student Council Officer, Administrator
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7600's	Club Officer, Club Sponsor, Student Council Officer, Administrator
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7700's	Club Officer, Club Sponsor, Student Council Officer, Administrator
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7800's	Club Officer, Club Sponsor, Student Council Officer, Administrator
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Auxillary Fund Accounts (525)

Signatures Required

(No minutes required)

525-620-1000-6XXX-XXX-000-13XX-00

Object Code same as district

1300's (except 1301 & 1351)	Coach, Administrator
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1301	Administrator
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1351 (athletic change fund)	Bookstore Manager, Administrator
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525-100-1000-6XXX-XXX-000-3XXX-00

Object Code same as district

3404 (pop fund)	Administrator
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3506 (media ctr only)	Media Specialist, Administrator
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3512 (Recycle)	Administrator
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Extracurricular Activity (ECA)

Signatures Required

526-6X0-1000-6XXX-XXX-000-8XXX-00

610-Co-curriculum 620=Athletic/PE	Object Code same as district
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8000's (except 8002)	Administrator
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8002	Administrator
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