



FINANCE POLICY CODING OF FINANCIAL TRANSACTIONS

EFFECTIVE: November 1980
REVIEWED: June 2012
REVISED: June 2012
RELATED POLICIES:

POLICY

The coding system for Northern Lights College is designed to accommodate internal and Ministry of Advanced Education reporting requirements.

PROCEDURE

All financial transaction documents must include a cost code. An employee who undertakes or authorizes a financial transaction must have the authority (or prior agreement of the person responsible) to charge that code.

The coding system is based upon eighteen digits:

Digit 1&2:	Fund
Digit 3&4:	Location
Digit 5&6:	Program Area
Digit 7-12:	Department
Digit 13-18:	Object Code