

Coding Slips
(Operating Fund Procedure - FP 2.3.04)

Effective Date:

January 13, 2006

Signature/Position:

Assistant Vice-President, Finance and Services

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[SUBJECT](#)

Coding Slips

[INTENT](#)

Due to the requirements of microfilming and keypunching data for computer input, the following instructions on completing the coding slip are necessary.

[SCOPE](#)

Supplies, invoices or other documents reflecting a charge or credit, without a Purchase Order number. Refer to Purchasing Services Policy FI 18.0 (SCOPE) for guidelines on where a coding slip is applicable or refer to items listed below:

- a) Major construction contracts, Capital and Renovation Project furniture executed for the Guelph campus.
- b) Special agreements as authorized by the Assistant Vice-President, Finance and Services.
- c) Research contracts developed and executed through the Office of Research.
- d) Legal fees, Medical fees, Recruitment services.
- e) Consultant services, typically services provided by an organization specializing in areas of activity or knowledge not currently provided within the University and where the total value of all activities are less than \$20,000.
- f) Contracted labour and services, typically outsourced labour to an individual person(s) where activity or knowledge is currently or could normally be performed by University faculty or staff, i.e.; teaching, training, speaking engagements, trades work, curriculum development, supplemental services, etc. Such activities may be administered under the policies and procedures of Human Resource Services.

- g) Utilities for the Guelph campus (hydro, water and natural gas).
- h) Hospitality and food services for the Guelph campus.
- i) Travel agency (airline tickets, accommodations, etc.).
- j) Petty Cash purchases (Ref. Financial Policy FI 4.0).
- k) Books, periodicals and publications - purchase through the Library.

PROCEDURE

It is essential that all members comply with the following detailed instructions for completing the coding slip. The completed coding slip should then be attached to the underside of the invoice at the bottom edge so that all of the coding slip information is showing. The following instructions will facilitate the completion of the coding slip.

1. Invoice Date

Enter the invoice date in numeric. e.g. 31, January, 2006, enter as 31/01/06.

2. For Accounts Payable Office only leave blank.

3. Purchase Order No.

Insert numeric Purchase Order number Right justified. Insert as shown:

```

Numeric
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|0|1|1|1|2|5|
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4. Invoice Reference

Insert invoice number. If the invoice does not have a number, leave blank for Accounts Payable Department use.

5. Fund

This refers to the Chart of Accounts fund segment and is mandatory for 3 digits. (e.g. 100, 110, 300, etc.)

6. Unit

This segment of 6 digits is mandatory and is required to capture the organizational unit.

7. Grant

This segment of 6 digits is optional and only required for certain funds. If not used, enter 6 zeros (000000). This field cannot be used with the PROJECT.

8. [Project](#)

This segment of 6 digits is optional and only required for certain funds. If not used, enter 6 zeros (000000). This field cannot be used with the GRANT.

9. [Object](#)

This segment of 5 digits is mandatory. If more than one number is charged, list each object code on a separate line. The amount to be charged to each object should be shown in the amount column opposite the appropriate object number.

10. [Amount](#)

Enter the amount in this space on the same line with the appropriate expense account number (omit dollar sign). If foreign currency, leave blank for completion in the Accounts Payable Department.

11. [Certification of Receipt of Goods, Satisfactory Prices, and Payment Approval](#)

Obtain the full signature of the person authorized to sign on behalf of the department. Initials or rubber stamp facsimile are not acceptable.

12. [Checked By](#)

Leave blank, to be used by Accounts Payable Department.

13. [Canadian, U.S.A. GBP](#)

Designate (by check) the currency requirement of the invoice payment. (All addresses outside Canada and the U.S.A. are considered as foreign, regardless of currency denomination.)

14. [The Revised Coding Slip #FP2.3.04 \(Appendix "A", copy attached\) is available by requisition from Stationery Stores.](#)

[FORMS](#)

Please see the Coding Slip form.