

**COAA FUND NUMBERS:**

<u>OPERATING</u> #101208	<u>IFLEX</u> #101209	<u>DISCRETIONARY</u> #139896	<u>E&amp;T FEE</u>	<u>MAJOR FEE</u>	<u>SS RECEIPTS</u> #102210	<u>FOUND ENDOW</u>	<u>GRANT</u>			
PRE-FIX	VENDOR LAST NAME	VENDOR FIRST NAME	800 #	UNIT	Program Area	FUND #	ACCT #	YEAR	MONTH	DAY
DPR_	LAST NAME_	FIRST NAME_	800 #	COAA_		FUND #_	ACCT #_	2010_	MONTH_	DAY.
STAPLES_	ORDER #_	IT_ OR OFC_		COAA_		FUND #_	ACCT #_	2010_	MONTH_	DAY.
TA_	LAST NAME_	FIRST NAME_	800 #_	COAA_	DESTINATION_	FUND #_	ACCT #_	2010_	MONTH_	DAY.
TR_	LAST NAME_	FIRST NAME_	800 #_	COAA_	DESTINATION_	FUND #_	ACCT #_	2010_	MONTH_	DAY.
TA REV_	LAST NAME_	FIRST NAME_	800 #_	COAA_	DESTINATION_	FUND #_	ACCT #_	2010_	MONTH_	DAY.
TR REV_	LAST NAME_	FIRST NAME_	800 #_	COAA_	DESTINATION_	FUND #_	ACCT #_	2010_	MONTH_	DAY.
WDP_	WACHOVIA_	PAY TO_	800 #_	COAA_		FUND #_	ACCT #_	2010_	MONTH_	DAY.
PC_	LAST NAME_	FIRST NAME_	800 #_	COAA_		FUND #_	ACCT #_	2010_	MONTH_	DAY.
WDP_	WIRE DIRECT PAY_	WACHOVIA_	800 #_	COAA_	PAY TO_	FUND #_	ACCT #_	2010_	MONTH_	DAY.
DEP_	RECEIPT #_	RECEIPT_	NAME_	COAA_		FUND #_	ACCT #_	2010_	MONTH_	DAY.
REC_	LAST NAME_	FIRST NAME_	800 #_	COAA_		FUND #_	ACCT #_	2010_	MONTH_	DAY.
MILEAGE_	LAST NAME_	FIRST NAME_	800 #_	COAA_	DESTINATION_	FUND #_	ACCT #_	2010_	MONTH_	DAY.

**AN UNDERSCORE ( ) MUST FOLLOW THE SECTION WHEN NAMING THE DOCUMENT AND THE DOCUMENT NAME MUST END WITH A FILE FORMAT AS ( .doc; .pdf) etc.**

**Unit Abbreviations:**

**COAA\_** College of Arts + Architecture  
**ARCH\_** School of Architecture  
**AAH\_** Art & Art History  
**DANC\_** Dance  
**MUSC\_** Music  
**THEA\_** Theatre  
**ROBN\_** Robinson Hall/Box Ofc

**REV\_ 2010\_ 11\_ 12**

**Financial Forms Abbreviations:**

**DEP\_** Deposit  
**DPR\_** Direct Pay Request  
**PC\_** Petty Cash  
**TA\_** Travel Authorization  
**TR\_** Travel Reimbursement  
**TA REV\_** Travel Authorization Revised  
**TR REV\_** Travel Reimbursement Revised  
**REC\_** Receipt  
**WDP\_** Wire Direct Pay  
**WR\_** Work Request  
**MILEAGE\_** Mileage Reimbursement  
**PCAR\_** Purchasing (P) Card

**COAA PROGRAM AREAS:**

**DARTS\_** Digital Arts (Sauda/COAA/ARCH)  
**DEVP\_** Development (Vacant/COAA)  
**GALY\_** Gallery Program (Vacant/COAA)  
**IT\_** Information Technology (Parker/COAA)  
**PRNT\_** Print Lab (Tangora/COAA/ARCH)  
**VRC\_** Visual Resources Center (Duncan/COAA)