

Name: _____

Reason: _____

Date: _____

APPROVED:

Date: _____

Total:

SIGNATURE: _____

Date: _____

CHECK NUMBER:

Date: _____

Budget Accounting Codes							
5500 Membership		5300 Continuing Education		5900 SHRM Foundation		5600 Administration	
5513	Membership Drive Expenses	5306	SHRM Core Leadership Conference	5913	Basket	5601	Office Supplies
5514	Name Badge Expenses	5307	SHRM Leadership Conference	5911	Cash Donations	5607	Printing Expense
5511	COSHRM Member Support	5308	SHRM National Conference	5910	Best Companies Basket	5608	NonProfit Registration
5516	Promotional Items	5302	Conference Scholarship - Board			5610	Misc - Flowers
5500	Membership Expenses	5304	Conference Scholarship - Member	5000 Board/Leadership		5609	HR POY
5510	Membership Committee Expenses	5305	COSHRM Leadership Conference	5006	Board Retreats	5604	Professional Photos
		5306	COSHRM State Conference	5001	President Activities		
5800 Program Expense				5003	Special Board Program	5400 Marketing Services	
5810	Speaker Gifts	5200 Communications		5005	Board Meetings	5405	COSHRM Conference Booth
5809	Speaker Fees/Expenses	5205	Website Maint & Software	5004	Board Member Gifts - Outgoing	5401	Print Advertising
5811	Spring Conference Expenses	5202	Domain Name Registration	5000	Name Badges - Board	5404	Committee Expense
5802	Fall Conference Expense	5200	Credit/Debit Card Expense	5002	Board Member Recognition		
5801	Program Committee Expenses	5204	Web Training			5100 Certification	
5807	PDG Speaker Fees/Expenses	5201	Website Committee Expense	5920 Student Chapter Activities		5104	SHRM Learning Systems
5806	PDG Meeting Expenses			5921	Scholarships	5102	Recognition Item-Bags
		5700 Professional Activities		5920	Student Games Support	5103	Certification Scholarships
5010 Workforce Readiness		5702	Legislative - Ateam	5922	SHRM Dues - Student Advisor	5101	Class Expense/Prizes
5011	Community Outreach	5701	Chamber Membership				