

HENNEPIN COUNTY

MINNESOTA

Contract Details

Account coding provides clear direction to accounting staff as to which specific sources of revenues or expenditure accounts are to be modified by a board action request (BAR).

Contract Number* _____

Contractor /Supplier* _____

Supplier ID _____

Begin Date* _____ End Date* _____

Fund* _____

Account* _____

DeptID* _____

Project Number _____

PC Business Unit _____

Activity _____

Source Type _____

Category _____

Subcategory _____

Expenditure Amount* _____

Receivable Amount* _____

Funding Source _____

Funds Included in Budget Yes No

Substitute W-9 Obtained Yes No

*** Mandatory fields: Contract Number, Contractor/Supplier, Date fields, Fund, Account, Dept ID, Expenditure Amount and Receivable Amount**

Intended use—communicate budget information relative to a specific board action request by uploading as an attachment under 'Attachments' tab in NovusAgenda

