

# 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

