

**City of South Bend
Administration & Finance Policy Manual**



2.4.1 Project Number Procedure

Purpose: This procedure defines the practice for establishment and use of project numbers within the financial general ledger chart of accounts for the City of South Bend.

Scope: This procedure applies to all governmental units and operations of the City of South Bend.

Responsibility: This procedure is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.

Effective Date: This practice is effective **January 1, 2010**.

IN GENERAL, project numbers should be utilized for tracking costs when two or more vendors are to be employed to work on a single endeavor.

1.0 Project Number Scheme – Capital asset transactions

The project number within the enterprise system is a six (6) position field defined as follows:

Position 1,2 (numeric) Last 2 digits of year	Position 3 (alpha) A to Z Department code	Position 4,5 6 (numeric) 3 digit project number
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Examples: 10A001 2010 Animal / Code Enforcement project number 1
10P045 2010 Police project number 45

2.0 Department Code – Capital asset transactions

Code	Department	Code	Department	Code	Department
A	Animal / Code	J	CED	S	Solid Waste
B	Building Department	K	Parks & Recreation	T	Wastewater
C	Central Services	L	Local Roads Streets	U	Sewer Bonds (Engr)
D	Administration	M	Morris PAC	V	Organic Resources
E	Engineering	N	Century Center	W	Water Utility
F	Fire / EMS	O	Sewer	X	
G	Bldg Maintenance	P	Police	Y	
H	Human Rights	Q	Street/Traffic/Releaf	Z	
I	Information Technology	R	Palais		

3.0 Project Number Creation

Departments are required to use the project numbering scheme defined in this procedure for capital asset transactions. Individual departments are responsible for setting up project numbers in the enterprise software system.

Approved By: City Controller

[Signature]
1/15/13

Approved By: Mayor