- **O** = organization code. This is specific to your department or program.
- **A** = account code. Account codes are specific to each type of expenditure. A listing of all account codes can be found [here.](here)
- **P** = program code. The program code is the major purpose of the transaction (General Instruction, Institutional Support, Public Service, etc.).

5. Comments/Explanations are **required** and should include a brief description about the