

Job Ledger Request Procedures

2.2.13

PROCEDURES FOR CREATING JOB LEDGERS

A job ledger is a specific six digit account number that that is used to track specific revenue and expenditures within orgkeys. Examples of what job ledger can be used for include, but are not limited to, the following:

- Grants
- Construction Projects
- Programs
- To track specific revenues and/or expenditures for various purposes

Request for Job Ledger Creation

To request a job ledger to be created, the requestor will fill out the “**Request for Job Ledger**” form (second page of this document). The form can be found on the shared drive in the [Finance Forms Folder](#). On this form the requestor will include:

- The date the job ledger is requested
- Department where request is coming from
- Description of the job ledger
- Any orgkeys related to the job ledgers planned use
- If the job ledger is for a project, include the internal project name and/or number
- If the job ledger is for a grant related project/program, include the source of funding (Federal, State, Local)
- Any additional comments to help in the job ledger creation process
- Signature of requestor

Once the Request for Job Ledger form is completed, the requestor will email the Finance Department. (**James Garland, Fiscal Manager, and CC Farrah Jenner, Assistant Finance Director as well as Marie Datuin, Senior Accountant**)

The Finance Department will review the Request for Job Ledger form for appropriateness, and assign a job ledger number for the request on the City’s Financial System as well as on the Chart of Accounts. On the Request for Job Ledger form under “Finance Use Only”, the Finance Department will include the date the job ledger was created, the job ledger number assigned, and the individual who created the job ledger. The Finance Department will then email back the job ledger requesting department the completed form with the job ledger number assigned for the departments records.