Sacramento City Unified School District

——— BULLETIN ———

SUBJECT:	**Project Code 438 for COVID-19 Related Expenses**	**2019-20 NO. BS - 32**
TO:	All School Sites and Departments	
DATE:	March 26, 2020	
PREPARED BY:	Kami Kalay, Director III	**DEPARTMENT:** Budget Services
REVIEWED BY:	Rose Ramos, Chief Business Officer	**APPROVED:** Rose Ramos, Chief Business Officer

In order to track COVID-19 expenses, the District has implemented project code 438 for immediate use. Project code 438 is now available in Escape for COVID-19 related expenses and is to be used by all school sites and departments. Budget staff will provide assistance in transferring all identified expenses to project code 438. If any new account lines need to be setup for your site/department budget, please contact your Fund Specialist/Budget Analyst for assistance.

Example 1. Supplies

01-0000-0-4320-00-0000-XXXX-000-0XXX-**438**

Example 2. Print Services

01-0000-0-5745-00-0000-XXXX-000-0XXX-**438**

Sites and departments should use their normal budget account lines with the exception of the project code field, please use code 438. Thank you for your cooperation, this will allow the District to easily identify and track all COVID-19 related expenses and helpful in applying for relief funds should they be made available.

Budget staff can be reached at the following phone numbers or via email at:

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Please see example of Project Code 438 in Escape provided in the attachment.