**Instructions for Activity to GOF Transfers for Budget items**

Operating costs and items that will remain with the school/campus: (Books, stage props, athletic fan, equipment, meals and travel costs provided for all UIL events should all be paid out of the General Operating Fund (GOF))

* + If using activity funds for “operating” costs (paying for something purchased with GOF Budget or to cover GOF budget shortages):
		1. A GOF requisition should be submitted for the actual purchase. Please reference the GOF requisition number on the Activity requisition below.
		2. An Activity requisition with vendor “LISD Gen Operating Fund – LISD GEO001” should also be submitted with the expense account that you plan to take the money from to move to GOF (461-36-6XXX…)
			- *On the second line of the activity requisition, you will enter the revenue account 199-00-5749-00-000-0-00-000 for the amount that you want to send to the GOF Budget. This amount will be entered as a* ***negative****.*
		3. A Budget Transfer will also need to be submitted to increase the GOF budget account number that was used in #1 above. See Budget Transfer Procedures for more information.

**Payment to Food Service Fund for Cafeteria Meals and Snacks**

* This is in place of writing a check to Food Service
	+ Prepare an activity requisition with vendor “Lampasas ISD - Child Nutrition – Lampasas005” with the expense account that you plan to take the money from to pay for the meals/snacks.
		- First line will be the activity account expense account number (campus activity -- 461-XX-6XXX-00-XXX-0-XX-CXX) or (student activity -- 865-XX-6XXX-00-XXX-0-XX-SXX)
		- Second line on requisition will be to account 240-00-5751-54-XXX-0-99-0-XX (enter as a **negative** amount)
			* *The food service account number should be provided by food service department.*

**Payment from GOF to an Activity Account for Purchase**

* This is in place of writing a check to LHS Activity, etc.
	+ Prepare a requisition with vendor “LISD Gen Operating Fund – LISD GEO001” with the expense account that you plan to take the money from to pay for the purchase (this will be a budget requisition).
		- First line will be the account paying for the purchase (expense account 199-XX-6XXX).
		- The Activity’s revenue account 461-00-5755-00-XXX-0-00-XXX or account 865-… will be on the second line (enter as a **negative** amount).

**Payment from an Activity Account to an Activity Account for Purchase**

* This is in place of writing a check from one activity account to another activity account.
	+ Prepare a requisition with vendor “LISD Gen Operating Fund – LISD GEO001” with the expense account that you plan to take the money from to pay for the purchase (this will be an activity requisition).
		- First line will be the activity account paying for the purchase (campus activity -- 461-XX-6XXX-00-XXX-0-XX-CXX) or (student activity -- 865-XX-6XXX-00-XXX-0-XX-SXX)
		- The activity account receiving payment-revenue account 461-00-5755-00-XXX-0-00-XXX or account 865-… will be on the second line (enter as a **negative** amount).

***In all examples above your requisition should have a zero total.***

***The expense (6XXX account) and the offsetting revenue (5XXX account).***