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DEPARTMENT OF FINANCE

October 2, 2024

FINANCE MEMORANDUM NO. 1 - 2025

FOR: DEPARTMENT AND AGENCY HEADS

SPECIAL ATTENTION TO:

Directors, Business and Administrative Services Officers, Fiscal Officers and Financial Managers, Federal Program Managers & Officers, Collection Supervisors and Collectors

FROM: Kevin McCurdy
Kevin McCurdy, Commissioner

RE: Object Code Listing

The Department of Finance (DOF) would like to continue its efforts to streamline the AP Process by releasing the new and improved Object Code Listing (attached). Effective October 2nd, 2024, all agencies responsible for invoice payment entry will utilize this as a guideline to ensure that payments are expensed correctly. Do note that new codes were added for the following categories:

- Client Travel (560002)
- Stipends (564650)
- Membership Dues (564630)
- Credit Card Expenditures (564610)
 - U.S. Bank Credit Cards
- Capital Leasehold Improvements (577100)

Please contact your Financial Reporting Analyst in General Ledger (GL) if you need access to any of the new object/expense codes. Please submit via email to include your org code that needs to be tied to the org you need to use.

Finally, if you have any questions or need further information on the payment process, please contact your AP Analyst/Invoice Approver at DOF.