

**MCKINNEY ISD CODE RECLASSIFICATION FORM
FOR PREPAID EXPENDITURES**

Please use this form when prepaying by **Direct Pay** a 2024-2025 expenditure in the current year. The direct pay must be coded to the prepaid code:

xxx.00.1410.01.xxx.(your org code).00.000

Note: There is no project code on 1410 accounts.

Please enter the actual expenditure account to be charged in the new year in the space provided below and attach this form to the direct pay.

An example would be: Travel advances for travel occurring during July or Workshop Registrations for conferences conducted after 6/30/2024 that need advance payment in the current year to hold the registration.

New Year Code: _____

Example: 199.11.6411.00.XXX.11.XXX.XXXX

If you receive funds in the new year repaid for travel that had been advanced in the old year, use the new fiscal year code on the deposit ticket.

!!!Important!!! Please note:

If using a Purchase Order for prepayment, use the prepaid code but note the new year code in the general notes area.