

SCHOOL ACCOUNT CODING BY CATEGORY

If you have questions regarding coding or budgeting, please call
Jenny Manning (402-5267) or Elizabeth Ward (402-5232)

Fund		Program		Object		Description
Location		Function/Bucket				
<u>Instructional Supplies</u>						
10	XXX	15/16	1000	610	Supplies	
10	XXX	15/16	1000	749	Items over \$5000 ea	
(Elementary 15 - Secondary 16)			(or bucket #)			

School Repair and Maintenance

10	XXX	30	1000	440	Repairs
----	-----	----	------	-----	---------

Textbooks

10	XXX	20	1000	641	Textbooks
----	-----	----	------	-----	-----------

Library/Media Materials (also Library Media Collection #246)

10	XXX	247	2200	644	Library books
----	-----	-----	------	-----	---------------

Northern Schools - Program 2836

Custodial Supplies

10	XXX	****	2600	610	Supplies
10	XXX	****	2600	749	Items over \$5000 ea

Trustlands

10	XXX	5290	1000	610	Supplies ONLY!!
10	XXX	5290	1000	670	Software
10	XXX	5290	1000	650	Computer Equip

Technology Advancement Plan (TAP)

30	XXX	9909	0	650	Computer Equip
30	XXX	9909	0	670	Software

School Based Programs (4000 series program numbers)

21	XXX	4XXX	1000	XXX	<u>See List Below:</u>
(or bucket #)					

Accounting Objects:

330	Professional Services	641	Textbooks
581	Mileage Reimbursement	644	Library Books
582	Conferences - Instate	670	Software
583	Out of State Travel	650	Computer Equipment
610	Supplies		

**USE THE CORRECT ACCOUNTING OBJECT FROM THIS LIST.
PLEASE RESIST THE TEMPTATION TO CODE EVERY PURCHASE "610" AS SUPPLIES.**