

Most Commonly Used Budgets

Elementary

Budget	Fund	Expense Code	School Location Number	Budget Program	Function	Object	Comments
In Lieu of Cell Tower and Fees	10	E	xxx	1LOC*	**	**	Each school has its own program number for In Lieu of Cell Tower & Fees
*The program number is a "1" followed by the school's 3-digit location number. **Select appropriate function/object codes from lists provided.							
PLC (Elem only)	10	E	xxx	1100	**	**	Elementary Only
Equipment Purchases	32	E	xxx	9932	4510	730/731*	*730 - General Equipment - Single items over \$5,000
							*731 - Computer Equipment - Single items over \$5,000
Equipment Repair							
Instrument Repair	10	E	xxx	9270	2290	443	Curriculum Department - Verlene Jensen (Elementary only)
Piano Repair	10	E	xxx	9271	2290	443	Curriculum Department - Verlene Jensen
Land Trust Purchases	10	E	xxx	4LOC *	**	***	Each school has its own program number for Land Trust.
*The program number is a "4" followed by the school's 3-digit location number. **Select appropriate function/object codes from lists provided.							
Mileage Reimbursement	10	E	xxx	0050	2490	581	Amount per mile changes periodically. Mileage FY19 = \$.545 per mi.
Postage	10	E	xxx	0050	2490	532	Requires original receipt
Contracted Software	10	E	xxx	0050	1090	342	Software license agreements - subtracted from supply budget
Software	10	E	xxx	0050	1090	670	Software purchases - subtracted from supply budget
Supplies, Instructional	10	E	xxx	0050	1090	610	All single items under \$5,000
Supplies, Technology	10	E	xxx	0050	1090	650	All single items under \$5,000
Textbooks	10	E	xxx	0050	1090	641	
ADDITIONAL BUDGET INFORMATION / CODES WITH CONTACTS							
Assistant Pool Hours	10	E	xxx	0050	1083	165	AOS Administrative Assistants
ALPS Program	10	E	xxx	9351	**	***	Curriculum Department - Amanda Hansen
Home and Hospital	10	E	xxx	9285	**	***	Curriculum Department - Noreen Samowitz
Title I	10	E	xxx	7801	**	***	Educational Support Services - Kellie Davis
Track Change	10	E	xxx	0050	1023	131	Year-round schools only - \$100/per move (Out/In=1 move)
/Select appropriate function/object codes from lists provided.							
FUNCTIONS - Functions tell what the program is being used for.							
REQUISITION FUNCTIONS	1090 Instruction - Instructing Students						
(Do NOT use for True Time or time sheets)	2290	Instruction - Instructing Teachers (Registration fees, travel, etc.)					
	2290	Media Purchases (Media functions are always 2290)					
	2390	District Administration					
	2490	School Administration (Principals/Assistant Principals) (Registration fees, travel, etc.)					
PAYROLL FUNCTIONS	1015	Teachers - Hourly					
(For use on True Time and time sheets)	1016	Teachers - 7th/8th Period Authorizations					
	1018	Teachers - Instructional Stipends					

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	1083	Assistant Pool Hours		
	1084	Assistant - Instructional		
	1085	Assistant - In Lieu of Teacher		
	2213	Teachers - In-service Rate FY19 = \$22.52		
	2216	Stipend Payments - "Helping teachers be better teachers"		
	2217	Technology - In-service Rate FY19 = \$22.52		
OBJECTS - Objects tell what is being purchased or paid for...				
REQUISITION OBJECTS	331	Registrations/Class Tuition (for local classes/conferences).		
(Do NOT use for True Time or time sheets)	334	Contracted Services (Must include signed W9 for new vendors.)		
	342	Contracted Software (Software license that must be renewed periodically)		
	532	Postage		
	551	Printing		
	599	Field Trips		
	581	Mileage		
	583	Travel (When traveling to non-local events, use this object code for registration, lodging, airfare, travel, etc.)		
	610	Supplies, Instructional - All single items under \$5,000		
	630	Food Purchases		
	639	Staff Rewards/Incentives		
	641	Textbooks		
	644	Media Books		
	646	Professional Books and Magazines		
	650	Supplies, Technology - All single items under \$5,000		
	670	Software		
	730	Equipment - All single items over \$5,000		
	731	Computer Equipment - All single items over \$5,000		
PAYROLL OBJECTS				
	131	Teachers	140	SLP/Audio
(For use on True Time and time sheets)	132	Substitute Teachers	142	Guidance
	152	Secretaries	144	Psychologists
	165	Assistants	182	Custodians
	190	After-School Activities - Program 9800 & 9801 - Invoiced by Area Admin Assts and paid by school check		