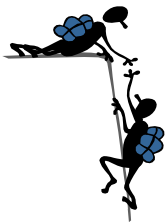


OBJECT CODES GUIDE



Audio Visual.....	621 if 750.00 or more 622 if 749.99 or less
Furniture, Fixtures, Equipment	641 if 750.00 or more 642 if 749.99 or less
Computers, Accessories, Chromebooks, Hardware, I-Pads, Laptops	643 if 750.00 or more 644 if 749.99 or less
Software.....	691 if 750.00 or more 692 if 749.99 or less

<u>Function</u>	
5100	K-12 Basic
5200	Exceptional
5300	Applied Technology (CTE)
5500	Pre K
6100	Pupil Personnel Services
6200	Instructional Media (LIBR)
6300	Inst/Currlm Development
6400	Inst. Staff Training
7300	School Administration
7400	Facilities
7403	School Initiated Project
7800	Pupil Transportation
7900	Operation of Plant
7906	Operation of Plant (School)
8100	Maintenance of Plant
8101	Maintenance of Plant (School)



*The following codes have been based on the “norm” but exceptions do occur.
For questions, please call the Budgeting Department:
Renee Castillo, Coordinator of Accounting 529-2606
Kim Lassiter, Accounting Support Assistant 529-4870*

Acid Cabinet	641 or 642
Active Board	643 or 644
Adapter, Computer	644
ADT Security	390
Advertisement	390
Aerohive Hardware	630
Aerohive Software	692
Aerohive Renewal	360
Aims Kit	510
Air Cards for G Service	372
Air Conditioner-New	630
Air Conditioner-Parts	510
Air Hose Reel	641 or 642
Apple TV	644
Apple Vouchers for APPS	692
Appliances-Large	641 or 642
Apps	692
Aquarium	621 or 622

A/R Quizzes-On-Line	510
A/R Quizzes-w/CD	692
Articulate Tube Carrier	641 or 642
Assembly (Program)	390
Audio Card	621 or 622
Autoclave	641 or 642
Avery Key	643 or 644
Axim	644
Balance Beam	621 or 622 (Wooden/Early Childhood)
Balance Beam	641 or 642
Balance – Electronic	641 or 642
Banner - Custom Made	390 (Can be moved)
Band Instrument	641 or 642
Band Vinyl Protective Flooring	641 or 642
Barcode Printed & Protector	390 (Purchased without Books)
Labels (Laser Printed)	612 (Purchased with Books for Library Func 6200)
Barcode Follett Scanner	643 or 644
Barometer	621 or 622
Batteries	510
Batteries/Rechargeable for Laptop	510
Batteries for Vehicle/Buses	550
Battery Back-up - Computer	643 or 644
Beads	510
Bean Bag – Inexpensive (Elementary)	510
Bean Bag – Expensive (Furniture)	642
Bell in Vacuum	621 or 622
Bell Jar	621 or 622
Bicycle /Tricycle	510
Bicycle Rack	670
Big Book	510
Binding Machine	641 or 642
Blank Protector Labels	510
Bleachers-Moveable	641 or 642
Bleachers-Permanent	670
Blinds, Louver Vertical	630
Blood Pressure Cuff – Learning Tool	510
Blood Pressure Cuff – Nurse	510
Bluetooth Tablet	642
Bookcase	641 or 642
Book Binding	390
Book, Paperback	510
Book Rack-Furniture/Large	641 or 642
Book Rack-Portable/Small	510
Book, Teacher Training Material	590 (Func 6400)
Book Truck	641 or 642
Boom Box	641 or 642
Brainchild	622
Brainpop	510
Bretford Powersync Cart	641
Bulletin Board	621 or 622
Bunsen Burner	510
Buzzer-Lockout System	641 or 642

Cabinet, Storage Flammable	641 or 642
Cabinet Table	641 or 642
Cable	510 (When not purchased with equipment)
Cafeteria Table	641 or 642
Calculator-Desk	641 or 642 (Over \$50)
Calculator-Desk	510 (Hand Held-Solar)
Calculator-Graphic/Overhead	621 or 622
Caliper	510
Camcorder	641 or 642
Camera	641 or 642
Camera Case/Accessories	510
Camera Backdrop/Background	622
Carpenter Box	621 or 622 (Wooden-Early Childhood)
Carpet (installed)	630
Cart-Media, Food, Transport, Utility	641 or 642
Cart - Laptop	641
Cassette, Blank	510
Cassette w/Information	621 or 622
Cassette Player/Recorder	641 or 642
CD Player	641 or 642
CD Software	691 or 692
CD Learning Games/Activities/WS	0622 (Not Software)
Ceiling Mount	630
Cell Phone	641 or 642 (Under \$200-510)
Cell Phone, Service	378
Centrifuge (Tube Washer)	641 or 642
Chair, Secretarial or Executive	641 or 642
Chair, Compass for ESE	641 or 642
Chalkboard, Electronic	644
Charge Cart	641 or 642
Charlie-A.C. Model	621 or 622
Chart	621 or 622
Chart Stand	641 or 642
Chart Stand w/White Board	621 or 622
Charter Bus	360 (Function 7800-Does not include yellow school buses.)
Chassis Replacement for Computer	510
Chassis Replacement-Upgrade	643 (List CCSB#)
Chassis-New	643 or 644
Chemicals	510
Choral Riser	641 or 642
Chromebook (Over \$750.00)	643
Chromebook (Under \$749.99)	644 Track w/Destiny
Circulation Plus Agreement	390
Clamp	510
Classroom Jeopardy Equipment	642
Classroom Jeopardy Game Cartridge	622
Classroom Jeopardy Software Link	692
Classroom Response System	644
Clay, Pottery	510
Cleaning Products	510
Clickers (Response System)(einstruction)	644
Clock – Wall	510
Clock – Atomic Wall	510
Communications –Telephone Service	370
Computer Cart	641 (Does not include laptops)
Computer w/ Warranty Over \$750.00	643

Computer w/ Warranty Under \$749.99	644
Computer Ink Cartridge	510
Concept Development Box	621 or 622 (Early Childhood)
Concrete	670
Controller-Replacement	510
Controller-Upgrade	643 (List CCSB#)
Controller-New	643 or 644
Cookware, Pots/Pans	510
Copy Machine	641 or 642
Copy Machine Maintenance	350
Cot, Clinic	641 or 642
Covered Walkways	630
CPR Dummies/Manikins	621 or 622
CPS-Classroom Performance System	644
Curtains-Stage	630 (Function 7403)
Custom Printing	390
Desk	641 or 642
Desk Top Organizer	510
Dictaphone Machine	641 or 642
Diesel Fuel	460
Digital Instruction Content	522
Digital Picture Frame	641 or 642
Digital Voice Recorder	641 or 642
Digitizer/Skill Master	621 or 622
Diploma, Custom Printed	390
Discovery Scope	621 or 622
Disk Drive-Replacement	510
Disk Drive-Upgrade	643 (List CCSB#)
Disk Drive-New	643 or 644
Diskettes	510
Docking Station	644
Document Camera	641 or 642
Doll Bed	621 or 622 (Early Childhood)
Dolly	641 or 642
Drill, Electric	641 or 642
Drop Ceiling Plate	630
Dry Erase Board-Free Standing	621 or 622
Dry Ice Machine	641 or 642
Drying Oven	641 or 642
Drying Rack	510 (Wooden)
Drying Rack	641 or 642 (Metal)
Dues & Fees	730
DVD/Blank	510
DVD w/Information	622
DVD Player	641 or 642
Easel	510
Easel (expensive)	641 or 642
EBooks (Tumblebooks/True Flix)	614 (Func 6200)
EBooks - Classroom	510
EBooks - Teacher Training Mat.	590 (Func 6400)
Editing System	641 or 642
Ethernet Card-New	643 or 644
Ethernet Card-Upgrade/Replacemnt	643 or 644
Electrical Supplies	510 (Wire, Breakers, Paperboard)

Electrical Supplies-If Remodeling	680 or 681
Electrical Supplies-Part of Project	630
Electricity	430
Electronic Game	621 or 622
Ellison Die Cuts	510
Enhanced Classroom Package	630
Enhanced Classroom Installation	630
Enlarger	641 or 642
Environmental Testing	660 (Land Purchased)
Environmental Testing	310 (Questionable Land Purchase)
Equipment Strap	510
Exhibit	621 or 622
Extension Column	630
External Hard Drive	643 or 644
Fax Machine	641 or 642
Fees	730
Fencing (New)	670
Fertilizer	511
Field Trips	330
Field Trip-Misc. Expenses Student	330 (<i>Regular Functions</i>) (Admission, Hotel, Parking, etc.)
Field Trip-Transportation	360 (<i>Function 7800</i>) (CCSB, Charter, Commercial, Rental Car)
File Cabinet	641 or 642
Film	510
Film - Developing	390
Filmstrips	621 or 622
Fingerprinting	310
Fire Blanket	510
First Aid Supplies	510
Flash Cards	510
Flash Drive	510
Flash Key	510
FLY Fusion Pen	644
Floor Stand (Alone)	641 or 642
Floor Train	621 or 622 (Early Childhood)
Foam Numbers	510
Follett Software Maintenance	360
Franklin Speller	621 or 622
Game	510
Gas, Bottle (Propane)	420
Gasoline, Diesel	460
Gasoline, Unleaded	450
Generator	641 or 642
GeoSafari	621 or 622 (Math or Reading)
Glassware	510
Globe	621 or 622
Globe on Stand	621 or 622
Golf Cart	641
Graphics Card	644
Grass Seed	511
Gravel	511
Hand Tool	510 (Includes Impact Wrenches, Air Ratchet)
Hand Truck (Dolly)	641 or 642
Hardwood Letter Blocks	621 or 622 (Early Childhood)

Hard Drive-Replacement/Upgrade	643 or 644
Headphone	510
Headphone (Expensive w/Warranty)	642
Hole Punch (Electric)	641 or 642
Hole Punch (Hand Held)	510
Hospital Bed	641 or 642
Hot Plate	641 or 642
Ice Machine	641 or 642
Inclined Plane	621 or 622
Incubator	641 or 642
Inflator, Electric	641 or 642
Ink Cartridge	510
Internet Subscription	360 (Lab Access, Testing Practice, Curricular Activities/Lessons)
iPAD (Over \$750.00)	643 Needs Property Tag and Destiny
iPAD (Under \$749.99)	644 Track w/Destiny
iPAD Case & Accessories	510
Ipad Apps & Apple Voucher	692
iPOD	642
iPOD Case & Accessories	510
iPOD (Downloads)	622
iRespond Lite by Computrac	644
iTOUCH	642
iTOUCH Case & Accessories	510
Ironing Board	621 or 622 (Early Childhood)
Jeager (Co. Name)	641 or 642
Joystick	510
Junction Box	510
Key Math/Letter Kit	510
Keyboard-Purchased Separately	644
Key Cabinet	641 or 642
Kiln	641 or 642
Kindle (Over \$750.00)	643 Needs Property Tag and Destiny
Kindle (Under \$749.99)	644 Track w/Destiny
Kindle Case & Accessories	510
Kindle Books (Downloads)	510
Kitchen	621 or 622 (Early Childhood)
Kit w/Tape-Recordings	621 or 622 (Tapes being major part of cost.)
Lab Coat	510
Label Maker-Electric	641 or 642
Label Maker-Hand Held	510
Label Printer (Dymo)	643 or 644
Labor & Material	350
Ladder	641 or 642 (Fiberglass, Metal, or Wood-Over 6')
Ladder	510 (Wood-Less than 6')
Laminating Film	510
Laminator	641 or 642
Laminator Maintenance	350
Lamp	641 or 642
Landfill Dumping	381
Landscape	511 (Plants, Trees, Fertilizer, Insecticide, Replace Sod, NO LABOR)
Language Master	641 or 642
Language Master Cards	621 or 622

Language Master Blank Cards	510
Language Works Kit	510
Laptop Computer (Over \$750.00)	643
Laptop Computer (Under \$749.99)	644 needs Property Tag
Laser Pointer	510
Laser Presenter	644
Laser Printer	643 or 644
Laser Disc Player	641 or 642
Laser Video Discs	621 or 622 (Television Use)
Laser Video Discs	691 or 692 (Computer Use)
Lawn Care Treatment	390
Lawn Mower Parts	550
LCD Panel for Overhead Graphic	641 or 642
Leap Frog Reading Pen	622 (Tag Reader w/Case)
Leap Pad	622
Lease (copier/equipment)	360
Lectern	641 or 642
Legal Fees	311
Lego (Bricks/Kits)	510
Lego Logo Software	691 or 692
Lens	510
Library Book-Existing Facility	612 (Func 6200)
Library Book-New Facility	611 (Func 6200)
License (Renewal of Dues & Fees)	730
License (Software)	691 or 692
License (WEB Access)	360
Light-Fixtures	630, 680, 681
Light-Replacement of one Fixture	510
Listening Center	642
Literature Sets	510
Live Scribe Pen	644
Lock & Stack Brick	621 or 622 (Early Childhood)
Lockers-Built In	630
Logo-Custom	390
Magnet	510
Magnetizer	641 or 642
Magazines (Hard Copy & WEB)	530 (All Function)
Magazine on Disc Update	530
Magazine Display Rack (Mounted)	630
Maintenance Agreement	350 (Hardware, Copier, Typewriter, Computers)
Manikin/Model	621 or 622
Manipulative-Consumables	510
Manual, Professional	590
Map	621 or 622
Marquee Sign	670
Mass Set	621 or 622
Mass Set-Replacement Parts	510
Mat, Nap or Exercise	510
Mat, Wrestling or Tumbling	641 or 642
Math Explorer	621 or 622
Math Whiz	621 or 622
Megaphone	641 or 642
Memory Card (Camera)	510
Memory – (Addl. To Computer)	644
Membership	730

Meter	641 or 642
Meter Stick	510
Microphone-New	641 or 642
Microphone-Replacement	510
Microphone Stand	642
Micro Projector	641 or 642
Microscope	641 or 642
Microscope-Small, Inexpensive	510
Microscope Digital Camera	641 or 642
Microscope Slides	622
Mineral Collection	621 or 622
Mirror, Free Standing	622
Mirror, Mounted on Wall, Large	630
Mobiles	622
Mobiview (Response System)(einstruction)	644
Models	621 or 622
Modem	643 or 644
Module (w/ Software)	622
Monitor-Purchased Separately	644
Motherboard-Upgrade/Replacement	643 or 644
Mouse	510
Movie Licensing	360
Mulch	511 (NO LABOR)
Multi-Listening Center	641 or 642
Musical Instrument-Small	510 (Usually Elementary Level)
Musical Instrument-Large	641 or 642 (Usually Secondary Level)
National Geo. Kids Network	691 or 692 (Software)
Netting (P.E.)	510
Networking	680
Notary	390
Notepad, Electronic	642
Office Supplies	510 (Pens, Paper, etc.)
Oil & Grease-Vehicles	540
Operating Permit	730
Optical Bench	621 or 622
Oscilloscope	641 or 642
Overhead Transparencies w/Data	621 or 622
Overhead Transparencies/Blank	510
Page Maker	691 or 692 (Software)
Palm Pilot	641 or 642
Panduit	644
Paper	510
Paper Cutter	641 or 642
Parents Make the Difference	510
Partition	641 or 642
Peg Board	621 or 622 (Early Childhood)
Peg It Numerals	621 or 622 (Early Childhood)
Pen Pad Tablet	644
Pencil Sharpener-Electric (Expensive)	641 or 642
Pencil Sharpener-Not Repairable	510
Periodical (Hard Copy & WEB)	530 (All Function)
PHD Dolphin for Destiny	643
PHD Dolphin Maintenance	360

Phone Master-Homework Hotline	643 or 644
Phone Master-Upgrade	643 (List CCSB#)
Phonograph, Classroom Monaural	641 or 642
Phonograph, Stereo Classroom	641 or 642
Piano	641 or 642
Piano Tuning	390
Picnic Table	641 or 642
Picnic Table-Cemented in Ground	670
Picture Rug	622
Planners (Custom)	390
Plants & Shrubs	511
Platform Truck, Wooden	641 or 642
Player/Recorder	641 or 642
Plumbing Job	630 or 680/681
Pocket Charts	622
Podium	641 or 642
Postage	371
Posters-Educational/Expensive	622
Posters-Inexpensive	510
Presentation Pointer	510
Print Shop	691 or 692 (Software)
Printer	643 or 644
Printer Stand	641 or 642
Printing-CCSB Print Center	391
Printing-Commercial (Staples)	390
Professional Reference Materials	590
Projection Screen	621 or 622 (Wall, Ceiling, Tripod)
Projection Stand	641 or 642
Projector Cart	641 or 642
Projector, Filmstrip	641 or 642
Projector, Lamp	510
Projector, LCD A/V Projector-	641 or 642
Projector Mount	630
Projector, Opaque	641 or 642
Projector, Overhead	641 or 642
Projector, Slide	641 or 642
Projector Table, Stand-Up Overhead	641 or 642
Propane	420
Psychomotor	621 or 622
Pulley-Small, Individual	510
Pulley Set-Science Demo	621 or 622
Pulse Pen	622
Pump-Electrical	641 or 642
Puppet	621 or 622
Puzzles	510
Rack, Drying	510 (Wooden)
Rack, Drying	641 or 642 (Metal)
Rack, Free Standing	641 or 642
Rack (Maps or Newspapers)	630 (if attached to walls)
Rack (Test Tubes)	510
Radio AM/FM Replacement on Bus	510
Radio-2 Way	641 or 642
Rail Guard	550
Range	641 or 642
Reading Counts (Scholastic)	510

Reading/Math Lab Kit	510
Reading Pen	621 or 622
Recorder, 2 or 4 Head Video	641 or 642
Recording	621 or 622
Rechargeable Battery/Laptop	644
Recycling Bins	381
Reference Books & Materials	590 (Does not include consumables used in a training session)
Refrigerator	641 or 642
Registration Fee	334
Registration (Motel/Hotel)	334
Renaissance Learning	(See AR/Quizzes) or (Annual Agreement 0360)
Rental	360 (Includes annual maintenance of software & broadcast right fees)
Rental Car, In County	331
Rental Car, Out of County	332
Rental Car, Out of State	333
Rental Vehicle Student Field Trip	360 (Function 7800)
Repair w/Labor or Labor & Parts	350
Repair Parts Only	550 or 510
Ribbons, Custom Printed	390
Ring Stand	510
Ripple Tank	621 or 622
Risers-Portable	641 or 642
Rock & Mineral Exhibit	621 or 622
Rugs – Educational	621 or 622
Sand/Water Table	621 or 622
Sander, Electric	641 or 642
Scales – Balance, Electronic	641 or 642
Scales – Spring	510
Scan Converter	643 or 644
Scanner	643 or 644
Scanner, Hand-held for PE	641 or 642
School Bus	651
School Pad-Smart Board	641 or 642
Science Chart	621 or 622
Science Kit, Demo (loose parts)	510
Science Kit, Exhibit	621 or 622
Screen, Projection	621 or 622
Security System/Monitoring Service	390
Server/Switch	643 or 644
Sewing Machine	641 or 642
Sheet Music	510
Shelving-Attached to Wall	630
Shelving-Free Standing	641 or 642
Shredder	641 or 642
Sign for School (Marquee)	670
Sign on Building	630
Skeleton	621 or 622
Slide-Blank	510
Slide-Prepared	621 or 622
Smart Board	641 or 642
Sod	511
Software/Site* License/Upgrade	691 or 692 *Site is the location = District/School/Classroom
Software Maintenance/Support/Renewal	360 (Agreement/Online/Web Based)
Speakers	641 or 642
Speak-n-Spell/Speak-n-Read	621 or 622

Specimens-Dissection	510
Specimens-Exhibit	621 or 622
Sports Supplies	510 (Balls, Bats, Gloves, Nets, etc)
Spray Gun	641 or 642
Stamp, Rubber	510
Stapler, Electric-If Repairable	641 or 642
Stapler-Not Repairable	510
Steamers (School Food Services)	630
Step Board	510
Step Stool	642
Stethoscope – Students	621 or 622
Stethoscope – Nurses	642
Storage Building	670
Storage Tanks for Fuel	670
Subscription – SEE PERIODICAL	
Subscription – SEE WEB	
Sun Print Copies	515
Surge Protector	510
Switch/Server	643 or 644
Table, Cafeteria	641 or 642
Tablet, Computer Pen Pad	644
Tag-Bus	651
Tag-Vehicle	652
Tag-Vehicle under \$750	653
TAG Replacement - all	653
Teacher Training App/book/ebook	590 (6400)
Telephone (Under \$200)	510
Telephone (Over \$200)	641 or 642
Telephone, Service	370
Television	641 or 642
Terrarium	621 or 622
Test Out Corp. (Co. Name)	360
Textbooks (State Funds w/Project)	520
Textbooks (Project 0000 Funds)	521
Thermometer-Digital	641 or 642
Thermometer-Small, Breakable	510
Thermometer Learning Tool	621 or 622 (Science Tool)
Tinker Toys	510
Tire & Tube-Vehicle/Bus	560
Tissue Paper	510
Title-Bus	651
Title-Vehicle	652
Title-Vehicle under \$750.00	653
Title Replacement – All	653
Tongs	510
Tools – Hand Held	510
Torso Model	621 or 622
Touch Screen-For Computer	643 or 644
Toys (Small Hand Held)	510
Training-Consultant Fee/Travel	310 (Intense Academic Training-Teachers Teaching Teachers)
Training-Consumable Materials	510
Training-Workshop/Other	390
Transparencies-Blank	510
Transparencies-Prepared	621 or 622
Travel, In County	331

Travel, Out of County	332
Travel, Out of State	333
Travel, Registration Fee	334
Tricycle/Bicycle	510
Tricycle for ESE	641 or 642
Tripod	641 or 642
Tubing	510
TV Brackets	630
TV Stand	641 or 642
T-View	643 or 644
Typewriter Maintenance	350
UPS Power System (Under \$200)	510
UPS Power System (Over \$200)	641 or 642
USB Drive	510
Utensils	510
Vacuum Cleaner	641 or 642
VCR	641 or 642
Vehicle-Bus	651
Vehicle-Other	652
Vehicle Repair Parts	550 (Parts, Antifreeze, Supplies)
Versailles	510
VGA Adapter	644
Video Card (Additional Cards)	644
Video Disc	621 or 622
Video Studio Light	641 or 642
Video Tape, Blank	510
Video Tape, w/Data	621 or 622
Visual Presenter	641 or 642
Wagon	641 or 642
Wagon, Plastic	510
Walkie Talkie	641 or 642
Wall Bracket	630
Wall Screen	621 or 622
Warranty	350
Water Heater-New	630
Water Heater-Replacement	630
Water Fountain-New	630
Water Fountain-Replacement	630
Water, Sewage, Garbage	380
Weather Equipment	621 or 622
Webcam	0644
Weights	641 or 642
Wheel Barrow	641 or 642
Whistle	510
Whiteboard (Stand Included)	621 or 622
Wii & Wii Games	622
Wii Accessories	510
Wireless Mouse	510
Workbench	621 or 622 (Early Childhood)
Workbench	641 or 642
Workstation	641 or 642
Wrestling Mats	641 or 642

WEB (World Wide Web) = Internet/Online Page or Site:

WEB Periodicals/Magazines	530 (All Functions)
WEB EBooks (Tumblebooks/True Flix)	614 (Func 6200), 510 if other functions
WEB Curriculum	522 (Ex: Web Access of Curriculum instead of hard textbook)
WEB Subscription to a website/page	360 (Ex: Access, Test Practice, Curricular Activities/Lessons)
WEB Maint/Support/Renewal Agreement	360 (Follett (Destiny/Alliance/Webpath) Scholastic (Read 180) Renaissance (AR/Star)

Building & Facilities:

Use the following function with the objects noted below for all school initiated projects:

School Level Budget – Function 7403

630 – Buildings & Fixed Equipment

(New Buildings or Major New Additions to Buildings i.e. Installation of Plumbing, Heating, Lighting, Ventilation & Electrical System, Built-In Lockers, Elevators, Architectural & Engineering Systems, Travel Expenses in connection w/construction, Paint & Other Interior & Exterior Decorating)

670 – Improvements Other Than Buildings

(Construction Costs of Permanent Improvements & Additions; ex. Fill Dirt, Sod, Shrub, Fence, Retaining Wall, Sidewalk, Sewage Treatment System, Paving Project, Playground Equipment, Flagpoles, Gateway, Underground Storage Tank, Corral)

680 - Major Remodeling & Renovations/Existing Buildings

(Replacement of Entire Heating & Ventilating System, Electrical System, Plumbing System, and Protection System.)

681 – Minor Remodeling

(Repair of Roof, Moving Wall, etc.)

310 – Environmental Testing on a purchase of land that is questionable.

660 – Environmental Testing on land we know we are buying.

Revised 08/2016