

## RECOMMENDED COMMON OBJECT CODE USAGE

OBJECT CODE	DESCRIPTION	EXAMPLES
100	Salaries	Teacher salaries
200	Benefits	Teacher benefits
330	Employee PD	Teacher conference registration fees
351	Technical Services	Student assessments (vendor payments)
400	Purchased Property Services	Repairs, maintenance, rental costs
510	Student Transportation Services	Student travel (district school bus)
519	Student Travel	Student travel expenses: busing (charter bus) and conference registration fees
580	Staff Travel	Teacher travel expenses: meals, hotel, transportation
610	General Supplies	Supplies with a unit cost < \$1,000: Paper, glue, nails, wrenches, gloves, welding rod, pots, pans, soil, hand tools, bandages, skill saws, mannequins, steel, lumber, skillsaw, etc.
612	Non-IT Items of Value	Program equipment with a unit cost > \$1,000: Lifts, welders, mixers, ovens, table saws, infant simulators, etc.
640	Books and Periodicals	e-books, reference books, workbooks, instructional books, etc.
650	Supplies-IT Related	Supplies with a unit cost < \$1,000 (IT-Hardware): Storage devices (USB flash drives, SD cards, etc), headphones, printer ink, cables, document cameras, e-beams, projectors, projector bulbs, printers, tablets, iPads, keyboards, mice, monitors, digital cameras, video cameras, etc.
651	Software	Microsoft Office, Adobe Photoshop, Autodesk, Solidworks, Video Editing Software, AllData, etc.
652	IT – Items of Value	Program equipment with a unit cost > \$1,000 Computers, printers, plotters, vinyl cutters, smart boards, video cameras, scan tools, etc.
653	Web-based Curriculum	MyCAERT, Certiport, Curriculum packages, etc.
730	Equipment	Any Equipment with a unit cost > \$5,000
810	Dues and Fees	PLTW Annual fees