

Budget Code Helpful Hints

NOTE: Please include -Who, What, When, Where and Why in LINE DETAIL

FUND	DESCRIPTION	HOW ARE YOU PAYING FOR ITEMS?
199	GENERAL OPERATING	LOCAL FUNDS, (SITE BASE)
461/865	ACTIVITY ACCOUNT	CAMPUS/STUDENT ACTIVITY FUNDS
FUNCTION	DESCRIPTION	WHO IS THIS PURCHASE FOR?
11	INSTRUCTION	CLASSROOMS-DIRECT INSTRUCTION-teacher IN DISTRICT (work) travel
12	LIBRARIAN	LIBRARY BOOKS/SUPPLIES
13	CURRICULUM DEVELOPMENT	TEACHERS- -Travel OUT OF DISTRICT (training)/STAFF DEVELOPMENT
23	SCHOOL LEADERSHIP	PRINCIPAL, ASSISTANT PRINCIPAL, OFFICE STAFF
31	GUIDANCE	COUNSELORS
33	HEALTH SERVICES	NURSE
36	Extra Curricular	Football, Dance ,UIL, DEST. IMG. (outside of regular classroom)
41	GEN. ADMINISTRATION	Central Administration offices
OBJECT CODE	DESCRIPTION	WHAT ARE YOU PURCHASING?
6211	LEGAL SERVICES	LEGAL EXPENSES
6219	PROFESSIONAL SERV.	LICENSED BY STATE - ATTORNEY, ACCOUNTANT, OCCUPATIONAL THERAPIST,NURSE, DOCTOR
6239	ESC -Education Service Center	PAYMENT TO VENDOR ESC - FOR TRAVEL, REGISTRATION, CURRICULUM INSTRUCTION, TRAINING, DATA PROCESSING, MEDIA SERVICES.
6249	CONTRACTED MAINT/REPAIR	REPAIR/UPKEEP-OFFICE FURNITURE, COPIERS, MAINTENEANCE AGREEMENTS Ex. Canon repairs, FIRE INSPECTION, AIR COND.,ICE MACHINE
6269	RENTALS	FURNITURE, COMPUTERS, WATER COOLERS & REPLACEMENT WATER, RENTAL ROOMS, PLANTS,PO BOX RENTALS
6291	CONSULTING SERVICE	CONSULTS IN IDENTIFICATION OF BEST PRACTICE
6299	MISC. CONTRACTED SERVICE	NON-LICENSED TRANSLATING, SPEAKERS,TEACHER TRAINING-- OUTSIDE PRINTING
6329	READING MATERIAL	BOOKS, MAGAZINES, SUBSCRIPTIONS, EBOOKS
6398	TECHNOLOGY	Enter Technology ticket for approval/note on requisition- TECH DEPT. ONLY
6399	SUPPLIES	WORKBOOKS, WATER, COFFEE, CUPS, OFFICE SUPPLIES, SMALL EQUIPMENT, SOFTWARE LICENSE, SOFTWARE SUBSCRIPTION, SITE-LICENSE SUBSCRIPTION, PARKING DECALS PERMIT, GRADUATION COACH, SUPPLIES-BOOKS PURCHASED FROM ESC, SNACKS Not Catered for Meetings, Itemized Receipt-No Agenda/No Attendees list--Donut/candy
6399-PA	PAPER	DUPLICATING PAPER/CARDSTOCK
6399 P1	PRINT	PRINTING FROM BISD PRINTSHOP
6399-FU	SUPPLIES	FURNITURE Desk, Chair, Office Chair, Table etc..
6399 CQ	CANON	COPIER CLICKS-Canon
6411	EMPL. TRAVEL	REGISTRATION, TRAVEL MILEAGE IN/OUT OF DISTRICT,LODGING MEALS, *ONLINE/VIRTUAL*
6412	STUDENT TRAVEL	EXPENSES ASSOCIATED WITH STUDENT TRAVEL FOR SCHOOL SPONSORED EVENTS, *ONLINE/VIRTUAL*
6491	Public Notice	NEWSPAPER PUBLICATION
6495	DUES	MEMBERSHIP DUES, CLUBS, COMMITTEES
6498	AWARDS	PRIZE BOX FOR STUDENTS, TROPHIES, ATTENDANCE INCENTIVES,STUDENT T-SHIRTS
6499	MISCELLANEOUS	APPRECIATION GIFTS, (Max \$25 each) FEES, GRADUATION EXPENSES,
6499 F1	FOOD- Catering	*STAFF MEETINGS (\$15 MAX PER PERSON Includes drinks/paper goods/ Delivery Fee ATTACH: AGENDA/ATTEENDES LIST/ITEMIZED RECEIPT *APPRECIATION MEALS (\$15 max per person includes Drinks/Paper Goods/Delivery Fee ATTACH: ITEMIZED RECEIPT/ # OF ATTEENDES No Agenda Needed
663X	Equipment	Greater than \$5,000 per unit
FRIENDLY REMINDER: When Using Function 11 ... A CAMPUS ORG. # IS REQUIRED		
SUBSTITUTE CODES:		
6112	PROFESSIONAL SUBSTITUTE (TEACHERS.)	
6122	NON-PROFESSIONAL SUBSTITUTE (SUPPORT PERSONNEL)	