

**OBJECT CODE DEFINITIONS**

<b>OBJECT</b>	<b>SERVICES</b>	<b>INCLUDES, NOT LIMITED TOO:</b>
310	Professional Services	Doctor's Appointments, Surveying, Architect's Services, Consultants, Ltr of Agreement
311	Attorney Services	Attorney
319	Techn Related Services	For data processing and coding services, and other services related to technology.
331	Out-of-County Travel	Travel outside of Putnam County or NEFEC Districts, hotels, registrations, etc.
332	In-County Travel	Mileage
351	Building Repairs & Maintenance	Maintenance and repairs on buildings. Utility Sheds can also be
352	Equipment Repair	Repair and maintenance on equipment.
359	Techn Related Repairs/Maint	Technology related repairs and maintenance.
360	Rentals	Meeting Rooms, Equipment, Off-site Storage, etc.
369	Technology Related Rentals	Computer and related equipment rentals, licenses and fees for internet research subsc.
372	Postage	Postage fees, expenses
373	Cell Phones	Cell phone service. If ordering a new phone use Object 649.
379	Telephone/Data Comm Services	Data communication services, including telephone service.
385	Garbage	Service pertaining to Garbage removal
390	Other Purchased Services	Services at your location; cleaning, installations, student activities, field trips, advertising.
391	Printing	Items sent to a second party for printing, ribbons that have printing, engraving, etc.
392	Binding	Binding materials
393	Pest Control	Spraying services for facilities.
395	Mowing	Lawn Care
399	Technology Related Services	All technology related purchased services.
420	Fuel	Bottled, Propane
450	Fuel	Gasoline for Transportation use ONLY.
460	Fuel	Diesel. For Transportation use ONLY.
511	Teaching	Consumable teaching supplies, paper, pens, pencils. Othe Food-i.e. Parent Nights
512	Audio Visual	Supplies such as pre-recorded tapes, etc. electronic media
513	Office Supplies	Consumable office supplies, pens, paper, pencils, paper clips, ink, file folders, etc.
514	Custodial Supplies	Items used by custodians to clean.
515	Building Maintenance Supplies	Materials used to repair buildings
516	Grounds Maintenance	Mulch, flowers, cross ties, dirt, etc
517	Library Supplies	Lamps for projectors, ink, etc.
518	First Aid Supplies	Supplies for clinics. Bandages, thermometers, etc.
519	Technology Related Supplies	Flash Drives, and other technology supply items under \$75.00
520	Textbooks	Student textbooks, software, electronic media
529	Technology Related Textbooks	Electronic textbooks
530	Periodicals	Newspapers, magazines, Weekly Reader, etc.
539	Technology Related Periodicals	Electronic periodicals
540	Motor Materials	Oil and Grease For Transportation use ONLY.
550	Parts	Repair of parts. For Transportation use ONLY.
560	Tires	Tires and tubes. For Transportation use ONLY.
570	Food	Food items SFS Only
590	Other Materials & Supplies	Non-consumable supplies, tape dispensers, staplers, items under \$75.00
612	Library Books	Library Books
622	Videos	Videos..(DVD)
641	Furniture & Equipment	Each item \$1,000.00 and over
642	Furniture & Equipment	Each item \$999.99 and below. If under \$75.00 use 590
643	Computers & Accessories	Each item \$1,000.00 and over. Any item requiring Technology***
644	Computers & Accessories	Each item \$999.99 and below. Any item requiring Technology***
648	Capitalized Techn Furn,Fixt Equ	Capitalized furniture, fixtures and equipment related to use of technology. \$1,000 +
649	Non Cap Tech Furn,Fixt Equ	Non-Capitalized furniture, fixtures and equip't related to use of technology. - \$1,000
671	Improvements other than Bldg	Capitalized Improvements & Additions Fence, retaining wall, sidewalks, playground eq
672	Improvements other than Bldg	Non-Capitalized Flagpole, playground equipment, etc.
681	Remodeling & Rennovations	Major remodeling & renovations/existing bldgs. HVAC, Plumbing,Electrical, Protection
682	Remodeling & Rennovations	Minor remodeling, laying new carpet, painting, blinds, etc. to already existing buildings.
692	Computer Software-by user	System software and application programs which may be removed from hardware.
730	Dues and Fees	Any expense pertaining to educational dues and fees
791	Bus Trips	Trip Expenses
795	Misc Expenses	Other Expenses
799	Technology Misc Expenses	Other Expenses related to technology