

OBJECT CODE COLOR CHART

OBJECT	SERVICES	INCLUDES, NOT LIMITED TOO:
310	Professional Services	Doctor's Appointments, Surveying, Architect's Services, Letter of Agreement, etc. (All Consultants must be Board Approved no PO)
311	Attorney Services	Attorney
331	Out-of-County Travel	Travel outside of Putnam County or NEFEC Districts, Hotels, Meals, Mileage, Registration for Workshops, etc.
332	In-County Travel	Mileage
351	Building Repairs and Maintenance	Maintenance and repairs on buildings. Utility Sheds can also be purchased under this object.
352	Equipment Repair	Repair and maintenance on equipment.
360	Rentals	Meeting Rooms, Equipment, Off-site Storage, etc. Web based programs, software renewal
371	Telephones & Telegraph	Service
372	Postage	Postage fees, expenses
373	Cell Phones	Cell phone service. If ordering a new phone use Object 642.
385	Garbage	Service pertaining to Garbage removal
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	Other Purchased Services	Someone who provides services at your location; carpet cleaning installing carpet, blinds; Assembly programs, field trips; bus rental, etc. Advertising
420	Fuel	Bottled, Propane
450	Fuel	Gasoline for Transportation use ONLY.
460	Fuel	Diesel. For Transportation use ONLY.
511	Teaching	Consumable teaching supplies, books, paper, pens, pencils, ink crayons, poster board, etc. Other Food (not SFS)
512	Audio Visual	Supplies such as pre-recorded tapes, etc. electronic media
513	Office Supplies	Consumable office supplies, pens, paper, pencils, paper clips ink for copiers, 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, fertilizer, pesticides, etc
517	Library Supplies	Lamps for projectors, ink, etc.
518	First Aid Supplies	Supplies for clinics. Bandages, thermometers, etc.
520	Textbooks	Student textbooks, software, electronic media
530	Periodicals	Newspapers, magazines, Weekly Reader, etc.
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, staple remover, scissors, books, hanging file folders, etc.
612	Library Books	Library Books, electronic media for library
622	Audio Visual	Videos..(DVD)
641	Furniture, Fixtures & Equipment	Each item \$1,000.00 and over
642	Furniture, Fixtures & Equipment	Each item \$999.99 and below. If under \$75.00 use 590
643	Computers & Accessories	Each item \$1,000.00 and over
644	Computers & Accessories	Each item \$999.99 and below.
652	Motor Vehicles	Motor vehicle purchase and additional options increasing value
671	Improvements other than Buildings	Capitalized- Fixed Playground Equipment, Fences, Signs
672	Improvements other than Building	Non-Capitalized
681	Remodeling & Renovations	Capitalized *Over \$1000.00- Storage Shed, Walkin Coolers
682	Remodeling & Renovations	Laying new carpet, painting, etc. to already existing buildings. Blinds, Security Equipment, Intercom Equip., Under \$1000.00
692	Computer Software	If it is over \$1,000.00 it usually has a site license and would be 692. Seldom is there a 691. Initial Purchase
730	Dues and Fees	Any expense pertaining to educational dues and fees
791	Bus Trips	Trip Expenses
795	Misc Expenses	Other Expenses