



## BusinessPLUS - Object Codes

Object codes are used for accounting purposes to classify transactions. The following list of expenditure object codes is designed to assist schools and departments who submit transactions on purchase requisitions, P Card transactions, or other forms in determining which object code to use. If you have any questions about account coding, please call Kelly Case, Business Process Trainer, at 789-3438 or Michelle Robinson, the Account Technician at 348-0307.

">" means greater than

"=>" means equal to and greater than

"<" means less than

### Commonly Used Object Codes

#### PURCHASED SERVICES –

**CAUTION! REFER TO P CARD RULES! Several purchased services related codes are not allowable with the P Card, check with P Card Administrator for restrictions before making these types of purchases.**

- 63100 CONSULTANTS – ADMINISTRATION
- 63101 CONSULTANTS – ADMINISTRATION > \$25,000
- 63200 CONSULTANTS – EDUCATIONAL
- 63201 CONSULTANTS – EDUCATIONAL > \$25,000
- 63300 TRAINING AND DEVELOPMENT SERVICES (conference registration)
- 63301 TRAINING AND DEVELOPMENT SERVICES > \$25,000
- 63400 OTHER PROFESSIONAL SERVICES (legal, medical, engineering, architectural)
- 63401 OTHER PROFESSIONAL SERVICES > \$25,000
- 63500 TECHNICAL SERVICES (non-professional or technical in nature: graphic arts, etc.)
- 63501 TECHNICAL SERVICES > \$25,000
- 63510 DATA PROCESSING AND CODING (data entry, formatting and other processing etc.)
- 63520 OTHER TECHNICAL SERVICES (software maintenance fees, etc.)
- 63521 OTHER TECHNICAL SERVICES > \$25,000
- 63600 OTHER SPECIALIZED SERVICES (DJ'S, entertainment, referees, umpires, etc.)
- 64210 GARBAGE PICK UP (Waste Management OR shredding services)
- 64310 BUILDING REPAIR AND MAINTENANCE (external vendor only)
- 64311 EQUIPMENT REPAIR AND MAINTENANCE (external vendor only)
- 64312 VEHICLE REPAIR AND MAINTENANCE (external vendor only)
- 64313 OTHER REPAIR AND MAINTENANCE (external vendor only: pest control services, etc.)
- 64320 TECHNOLOGY RELATED REPAIR AND MAINTENANCE (external vendor only)
- 64410 RENTAL LEASE-LAND & BUILDINGS (room rentals for events)
- 64420 RENTAL/LEASE – EQUIPMENT
- 64422 EXCESS COPIES CHARGE- LEASED COPIERS

- 65101 FIELD TRIPS
- 65102 ACTIVITY TRIPS
- 65103 ATHLETIC TRAVEL
- 65310 POSTAGE
- 65330 TELEPHONE
- 65340 CELL PHONES
- 65350 TELEPHONE - DATA TRANSMISSION
- 65400 ADVERTISING
- 65500 PRINTING
- 65600 STUDENT TUITION PAYMENTS / REGISTRATION
- 65800 TRAVEL/PER DIEM/LODGING
- 65801 MILEAGE
- 65870 NON-STAFF TRAVEL

## SUPPLIES

Please note: (For Grant funded purchases, the Item of Value asset threshold starts at \$500 for both technical and non-technical items.)

- 66100 GENERAL SUPPLIES
- 66102 INSTRUCTIONAL KITS **\*may not be purchased with the P Card\***
- 66111 WAREHOUSE SUPPLIES (internal Warehouse orders only)
- 66120 NON-TECH EQUIPMENT OF VALUE (non-technical equipment => \$1000) **\*may not be purchased with the P Card\***
- 66400 PROFESSIONAL BOOKS
- 66401 MAGAZINES & PERIODICALS
- 66402 LIBRARY BOOKS
- 66410 TEXTBOOKS **\*may not be purchased with the P Card\***
- 66503 INFORMATION TECH SUPPLIES (office supplies of a tech nature such as toner, ink, cords, discs, bulbs, lamps, thumb drives, etc. AND low dollar tech items < \$1000 such as printers, scanners, projectors, laptop carts, etc.)
- 66510 INSTRUCTIONAL SOFTWARE **\*may not be purchased with the P Card\***
- 66511 ADMINISTRATIVE SOFTWARE **\*may not be purchased with the P Card\***
- 66520 COMPUTER HARDWARE OF VALUE => \$500 (items with a "brain": iPads, tablets, computers, etc.) **\*may not be purchased with the P Card\***
- 66521 OTHER TECH EQUIP OF VALUE => \$1000 (printers, scanners, projectors, charging carts, etc.) **\*may not be purchased with the P Card\***
- 66523 COMPUTER HARDWARE < \$500 (items with a "brain": iPads, tablets, computers, etc.) **NEW CODE! \*may not be purchased with the P Card\***
- 66530 WEB-BASED & SIMILAR PROGRAMS (software programs that are housed on the internet) **\*may not be purchased with the P Card\***

**PROPERTY – ITEMS WITH A PER ITEM COST => \$5,000 *\*may not be purchased with the P Card\****

67310 NEW EQUIPMENT & MACHINERY

67320 VEHICLES

67330 FURNITURE

67340 COMPUTER HARDWARE

**OTHER**

68100 DUES & FEES (permits, staff testing fees, association dues, DMV licensing fees, etc.)

**OTHER ACCOUNT SEGMENTS (FOR SCHOOLS ONLY)**

10-000-2220: LIBRARY

10-000-2410: ADMINISTRATION/PRINCIPAL'S OFFICE/FRONT OFFICE

10-100-1000: GENERAL INSTRUCTION

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**EXPLANATION TO CHANGES IN TECHNOLOGY OBJECT CODES - For the purposes of inventory and classification, the following changes have been implemented as of February 2019:**

- Printers < \$1000 will be coded to 66503 (as they currently are, and will receive a new purple tech tag ONLY if requested, for the purpose of networking)
- Printers => \$1000 will be coded to 66521 (as they currently are, and will receive a standard WCSD "A" asset tag) *\*may not be purchased with the P Card\**
- Computers < \$500 will be coded to 66523 (will receive a new purple tech tag) This is a new code. *\*may not be purchased with the P Card\**
- Computers => \$500 will be coded to 66520 (as they currently are, and will receive a standard WCSD "A" asset tag) *\*may not be purchased with the P Card\**

Property Control will continue to track all "A" WCSD asset tag items but will NOT track purple tech tag items. The purple tech tag will be used for naming/networking purposes only.

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