

General Ledger Object Codes

Object Code	Description	Notes
4002	Supplies Operating	
4003	Supplies Instructional	
4005	Supply Books Not For Resale	
4006	Supplies - Periodicals	
4008	Supplies - Food	
4009	Supplies - Printing	
4009	Supplies - Printing By Vendor	
4012	Supplies - Audio Visual	
4013	Supplies - Stock Purch (4014)	
4014	Supplies - Charge Back (4013)	Do not use on Requisitions
4015	Supplies - Library Materials	For use by LRC's only
4016	Supplies - Gas Purch (4017)	
4017	Supplies - Gas Chrgback (4016)	Do not use on Requisitions
4020	Telephone Expense	
4021	Supplies - Computer Software & Hardware <\$200	
4023	Supplies - Equipment <\$200	
4999	Supplies - Budget Pool	Do not use on Requisitions
5001	Postage	
5002	Postage Meter/Bulk	
5008	Special Activities & Studies	
5009	Licenses & Permits	
5010	Sites Fiduciary Trust Exp	
5011	Fees - Fines And Penalties	
5014	Federal Refunds (Pell)	Do not use on Requisitions
5015	Interest Expense	Do not use on Requisitions
5101	Contractual Lease Bldgs	
5101	Contract Lease Temp Port	
5102	Contractual Lease Equip	
5103	Contract Facilities Use Permit	
5105	Incidental Rental Equip	
5106	Incidental Rental Vehicle	
5107	Contractual Lease K-12	
5151	Contracted Computing Services	
5152	Contracted Instructional Services	
5155	Contracts For Service	
5161	Contracts-Other	
5162	Contract Software Services	
5167	Excess Copy Cost Xerox	
5168	Copy Charge Back	
5201	Contract Out Repair	
5210	District Repair	
5251	District Memberships	
5252	Accreditation Visits	
5303	Contracts Professional Services	See Section 2-2 for Required Attachments
5351	Employee Mileage	Do not use on Requisitions
5352	Employee Travel & Conference	
5353	Cocurricular Entry Fees	

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Object Code	Description	Notes
5401	Fees - Legal Fees	
5402	Advertising Expense	
5403	Contract Audit Services	
5405	Election Expense	
5406	Legal Expense	
5601	As Officers' Scholarships	
5602	As Membership Salses Promotion	
5604	As Donations	
5605	As Awards And Recognitions Exp	
5606	As Other Misc Operat Exp	
5607	As Sp Events & Activities	
5609	As Graduation Expenses	
5611	As Govt Scholarship	
5612	As Sp Clubs Activities	
5801	Telephone-Data Service	
5802	Telephone-Security Serv	
5803	Telephone-Voice Comm	
5804	Telephone Maintenance	
5805	Telephone Long Distance	
5806	Telephone Add/Move	
5807	Telephone-Cellular	
5808	Telephone Pager Air Time	
5809	Internet-24Hr-Service	
5810	Electricity	
5815	Gas	
5820	Water & Sewer	
5825	Waste Disposal	
5830	Laundry Services	
5835	Pest Control	
6101	Land Improvement	
6201	Building Acquisition	
6202	Building Major Improvement	
6203	Building Minor Improve/Alterat	
6204	Infrastructure Assets	
6301	Library Books	
6402	Equipment-New	
6403	Equipment-Lost/Pilfered	Must be approved and have Police Report attached
6405	Capital Asset Freight Install	
6406	Equipment-Replacement	Must state EQ# on Requisition
6407	Equipment Software Only	
6408	Prop S Furniture & Equip Contra	
6410	Equipment Computer Hardware	
6411	Equipment Telecom Hardware	
6415	Equipment <\$5000 Freight/ Installation	
6999	Capital Outlay Budget Pool	Do not use on Requisitions