

WI DPI CODING "Cheat Sheet"

_____ - E - _____ - _____ - _____ - _____
Fund Location Object Function Project

Example: 10 E 150 411 110500 000

(Example code identifies: general fund – expense-elementary school-general supplies – fifth grade – no special project code)

FUND: *This part of the account number indicates from which fund the expenditure will be made.*

- 10 - General Fund (In most cases Fund 10 (General Fund) will be used for budget requests.)
- 21-Gift Fund (Used for Gifts and Fundraising only-approval needs to be given by Business Manager)
- 27 - Special Education Fund (Fund 27 is used for Special Ed. (includes Flow-Thru and some other grants.)
- 50 - Food Service Fund (Food Service personnel only.)
- 60 - Pupil Activity Accounts (PAA)
- 72- Scholarships
- 80 - Community Service Fund (facility usage, pool, etc.)
- 96 - Cooperative Programs Fund (invitational, tournament, etc.)

LOCATION: *This part of the account number designates the location or school against which the expenditure will be recorded.*

- 080 District Wide
- 100 Primary School (EC-Kindergarten)
- 150 Elementary School (Grades 1-5)
- 201 Middle School (Grades 6-8)
- 401 High School (Grades 9-12)
- 420 Charter School
- 450 Swimming Pool
- 501 District Office

OBJECT: (Detailed codes on Page 2) *This part of the account number describes the general category of what "thing or service" is being requested. The object codes that will be used fall into these general areas:*

- 300-399 Purchased Services rendered by individuals who are not on district payroll
- 400-499 Non-Capital Objects which are expendable or consumed in one year
- 500-599 Capital Objects of a permanent nature which are of significant value
- 900-999 Dues and Fees

FUNCTION: (Detailed codes on pages 3 and 4) *This part of the account number identifies the purpose (subject/class/educational program) for which the request is being made.*

PROJECT: *This part of the account number is not typically used, but does/can add a dimension that allows for identification of special projects. Some current project numbers are:*

- 141 Title I (Chapter 1)
- 328 Title IID – Education thru Technology
- 341 (Fund 27) PL94-142 Grant – Flow Through
- 347(Fund 27) PreSchool Entitlement
- 365 Title IIA – Teacher & Principal Training
- 400 Carl Perkins
- 601 Summer School
- 701 Crossing Guards with City
- 703.....OSC Charter School
- 751.....Drug Free Communities Grant
- 810 Curriculum Development

I. **Object Codes:** Identifies the type of purchase you are making

a. Common Codes used by staff

- 310- Purchased Services
- 317- Pupil Travel
- 342- Employee Travel
- 411- General Supplies
- 551- Equipment
- 941- District Dues
- 942- Employee Dues
- 943- Student Dues

b. Specialized Codes used only by certain programs

- 415- Food (FACE Only)
- 417- Paper (Principal Only)
- 431- Audio-Visual Media (LMC Only)
- 432- Library Books (LMC Only)
- 433- Newspapers (LMC Only)
- 434- Periodicals (LMC Only)
- 435- Computer Software Program (LMC Only)
- 436- Rental of Media (LMC Only)
- 439- Other Media (LMC Only)
- 441- Apparel (Athletics & Music Code only)
- 561-Equipment Replacement (Maintenance Only)
- 471-Workbooks (Curriculum & Instruction Only)
- 472-Textbooks (Curriculum & Instruction Only)
- 479-Otherbooks (Curriculum & Instruction Only)

II. Function Codes: Identifies Program Area

110000.... Undifferentiated Curriculum
110110.... Detention Duty
110904.....4-K
110900.... Kindergarten
110100.... 1st Grade
110200.... 2nd Grade
110300.... 3rd Grade
110400.... 4th Grade
110500.... 5th Grade

120000↓ REGULAR CURRICULUM

121000.... Art
122000.... English
122110.... Reading
122112.... Direct Instruction
122115.... Remedial Reading
122643.... 3-Act Play
123219.... Spanish
123500.... Distance Learning Lab
124000.... Mathematics
125100.... General Music
125400.... Vocal Music
125401.... Special Effects Swing Choir
125450.... Solo/Ensemble
125500.... Instrumental Music
125900.... Musical Production
126000.... Science
127000.... Social Studies

130000↓ VOCATIONAL ED

131000.... Agriculture Education
131500.... Greenhouse
132000.... Business Education
135000.... Family/Consumer Ed.
136000.... Technology Education
139500.... Work Experience

140000↓ PHY ED/HEALTH

141000.... Health Education
143000.... Physical Education

150000↓ SPECIAL ED FUND 27

152000.... Early Childhood
156600.... Speech/Language
156700.... Visually Impaired
156900.... Other Phys Hdcp-NonEEN
158000.... Cross Categorical

159100.... Special Ed. Educational Assts.

160000↓ CO-CURRICULAR

161207.... Danz Team
161211.... Fair Coordinator
161213.... Upham Woods
161301.... ES After School Clubs
161307.... Cheerleading, Basketball
161308.... Cheerleading, Football
161309.... Cheerleading, Wrestling
161310.... FBLA
161311.... FFA
161312.... FHA
161320.... Math Team
161321.... Mock Trial
161322.... NHS
161328.... Environmental Club
161336.... Advocate, HS Newspaper
161338.... Annual
161339.... Forensics
161340.... Academic Decathlon
161341.... Odyssey of the Mind
161350.... Mini Business World
161600.... MacKenzie Environmental
162104.... Girls Softball
162105.... Girls Basketball
162116.... Girls Soccer
162118.... Girls Tennis Team
162121.... Girls Volleyball
162204.... Boys Baseball
162205.... Boys Basketball
162208.... Boys/Girls Cross Country
162210.... Football
162212.... Boys Golf Team
162216.... Boys Soccer
162219.... Boys/Girls Track and Field
162222.... Boys Wrestling
162223.... Boys Hockey
162390.... All Athletics
163305.... Flag Corps
163500.... Department Head/Chair
164311.... Student Council
164313.... Stage and Properties
165390.... Homecoming

172000↓ GIFTED/TALENTED

172000.... Gifted and Talented

210000↓ PUPIL SERVICES

213000.... Guidance
214000.... School Nursing Services
215000.... Psychological Services(FUND 27)
218100.... Occupational Therapy (FUND 27)
218200.... Physical Therapy (FUND 27)
221100.... Director of Instruction
221300.... Instructional Staff Training
221930.... Testing
221939.... District Wide Testing

220000↓ LMC CODES

222200.... LMC -Library Media Center
222210.... LMC-Common School Fund

230000↓ SUPERINTENDENT/BOARD

231000.... Board of Education
232000.... District Administrator

240000↓ PRINCIPAL

241000.... Office of the Principal
241101.... Elem. Wellness Program

250000↓ BUSINESS OFFICE

251000.... Business Manager
252000.....Fiscal Services

253000↓ OPERATIONS

253100.... Contracted Cleaning Service
253210.... Lawnmowing/Ball Diamond
253220.... Snow Removal
253230.... Pest Control Services
253240.... Boilers
253306.... Asbestos
253310.... Electrical Operations
253320.... Plumbing Operations
253330.... Heating/AC/Ventilation

253335.... Refrigeration
253340.... Boiler
253380.... Security Operations
253381.... Weekend Building Security

254000↓ MAINTENANCE./REPAIRS

254100.... Maint/Custodial Coordinator
254150.... Grounds/Mail/Custodial
254200.... Site Repairs
254300.... Building repairs
254400 ... Instructional-equipment repairs
254490.... Other equipment repairs
254499.... Safety Equipment
254500.... Vehicle repairs
254600.... Vehicle Acquisition
254900.... Other Maintenance
255000.... Remodeling

256000↓ TRANSPORTATION

256710.... Bus Routes
256720.... Shuttles
256740.... Contracted Co-Curricular
256770.... Field Trips-District Expense

257000↓ FOOD SERVICES

260000↓ CENTRAL SERVICES

263300.... Telephone
263301.... Fax
263305.... Cell Phones
263510.... Auditorium
263900.... Community Link
266400.... Computer Coordinator
266401.... Computer Labs
266600.... Internet