



2024

CODING CHART

199-11-6399-CA-001-11-000(001)

199	Fund
11	Function
6399	Object
CA	Sub-Object
001	Organization
11	Program Intent
000	Local
(001)	Budget Owner

FY 2024

September 1, 2023 – August 31, 2024

**Program Year may be different for
Federal Funds or Grants**

**All items purchased need to be
received by August 31st or it will
come out of next year's Budget**

GENERAL FUNDS – (100's)

131 – Education Foundation Grants
 140 – Concession
 141 – Catering
 144 – SHAC Healthy & Wise/SPARK
 151 – Emergency Situation/COVID-19
 161 – Special Education (Impact Aid)
 162 – Special Education
 163 – Career & Technology
 164 – Technology
 165 – Bilingual/ELL
 166 – State Compensatory Education (SCE)
 176 – AP/Pre AP
 177 – Gifted and Talented
 178 – Athletics
 195 – KISD Self Insurance Fund
 199 – Local Maintenance

FEDERAL FUNDS – (200's)

211 – Title I, Part A
 224 – IDEA B—Formula
 225 – IDEA B—Preschool
 226 – IDEA B—Discretionary (Deaf)
 240 – School Nutrition
 242 – Summer Feeding Program
 255 – Title II, Part A
 244 – Vocational Ed –Basic Grant
 263 – Title III, Part A (LEP)
 281 – ESSER II – Coronavirus Response and Relief Supplemental Appropriations (CRRSA)
 282 – ESSER III – American Rescue Plan (ARP)
 289 – Title IV, SSAEP
 290 – EPA Clean School Bus

STATE – (300's & 400's)

386 – Regional Day School for the Deaf
 410 – Instructional Materials Allotment
 426 – TX Clean Bus
 429 – Read to Succeed; IB/AP; Prekindergarten Grant Program
 461 – Campus Activity
 479 – Shoemaker High School Endowment
 498 – Music Enrichment Program (MEP)
 499 – Gear Up Grant

Debt Service – (500's)

599 - Debt Service

CAPITAL/BOND PROJECTS (600'S)

617 – 2017 – 2018 Bond Proposition A
 618 – 2017 – 2018 Bond Proposition B
 645 – Capital Improvement
 646 – General Fund Transfer – Strategic Facilities Plan
 687 – Impact Aid—Sec 8007 Construction
 696 – New Schools
 753 – Insurance—Minimum Essential Coverage (MEC)
 773 – Self Funded Health Insurance

TRUST & AGENCY FUNDS – (800'S)

816 – Memorial Funds
 820 – Campus Scholarships
 821 – Miscellaneous Scholarships
 823 – Board Scholarships
 863 – Payroll Account
 864 – Clearing Account
 865 – Central Org Activity Fund

FUND

11 Instructional	Use for Classroom direct instruction
12 Instructional Resources & Media Services	Use for Library, Media, Campus Technologist
13 Instructional Staff/Curriculum Development	Use for Teacher/Instructional Aide Staff Development, Campus Instructional Specialist (CIS), Curriculum Development, Curriculum Director
21 Instructional Administration	Use for Assistant Superintendent, Special Ed Admin, Exec. Directors for Leadership, Special Ed Coordinator
23 School Leadership	Use for Principal, AP, Secretary, CIP, Staff Awards, Direct management of Campus
31 Counseling, Guidance & Evaluation Services	Use for Counseling, Assessing, Diagnosing, Facilitator, Standard Testing, ARD's, Academic Advisor, Campus Advisor, Registration Timecards, Board Builder Timecards
32 Social Work Services	Use for Attendance Officers, Social Workers, Social Work Services
33 Health Services	Use for Clinic, Nurse, Nurse's Aide, Physical Health Services
34 <i>Pupil Transportation</i>	<i>Central Office Use Only</i>
35 School Nutrition	Used by School Nutrition Only Not for Campus use
36 Extra-Curricular	Use for School Sponsored activities outside the school day to include competitions, Science Olympiad, Student Clubs, Student Activities Coordinator
41	<i>Central Office Use Only</i>
51 Facilities Maintenance & Operations	Use for Maintaining Grounds/Facilities, Outdoor Flags, Breakroom Ice Machines
52 Security & Monitoring Service	Use for KISD Police, Safety Dept, Activities to keep students/staff safe
53 <i>Data Processing Services</i>	<i>Central Office Use Only</i>
61 Community Services	Use for Parenting Events, Facility Usage, Community Services, Expenditures Other Than Regular Public Education
71 Debt Services	Central Office Use Only
81 Facilities Acquisition & Construction	Central Office Use Only
95 Payment/Juvenile Justice Alternative Ed Program	Central Office Use Only
99 Other Intergovernmental Charges	Central Office Use Only

FUNCTION

6100's PAYROLL COSTS

- 6112 – Non-Staff Development Subs (Professional)
- 6116 – Staff Development Subs – Professional
- 6117 – Supplemental Pay – Professional
- 6118 – Supplemental Pay – Professional
- 6119 – Professional Position Salary
- 6121 – OT/Supplemental Pay Support/Auxiliary
- 6122 – Secretary/Aides Subs
- 6125 – Temporary Auxiliary Support
- 6129 – Auxiliary/Support Position Salary
- 6134 – Car Stipend – Travel
- 3135 – Cell Phone Stipend
- 6139 – Employee Allowances
- 6141 – Social Security
- 6142 – Health/Life/Dental
- 6143 – Workers Compensation
- 6144 – TRS Care-On-Behalf Payments
- 6145 – Unemployment Compensation
- 6146 – Teacher Retirement
- 6149 – Employee Benefits

6200's PROFESSIONAL & CONTRACTED SERVICES

- 6211 – Legal Services
- 6212 – Audit Services
- 6213 – Tax Appraisal & Collection
- 6214 – Lobbying ****Must Use for Lobbying % of Memberships****
- 6219 – ****Professional Service****
- 6221 – Staff Tuition Higher Education
- 6222 – Student Tuition – Public Schools
- 6223 – Student Tuition – Non-Public Schools
- 6229 – Tuition & Transfer Payments
- 6239 – Education Service Center Services
- 6249 – Contracted Maintenance, Repair, Installation (upgrades)
- 6254 – Cable
- 6255 – Water
- 6256 – Telephone
- 6257 – Electricity
- 6258 – Gas
- 6259 – Utilities
- 6264 – Copier Service ****Central Office Use ONLY****
- 6269 – Rentals & Operating Leases
- 6291 – Consulting Services *****Rarely Used see Box #1*****
- 6299 – Miscellaneous Services *****Commonly Used see Box #2*****

6300's SUPPLIES & MATERIALS

- 6311 – Vehicle Fuel
- 6315 – Custodial Supplies
- 6316 – Building /Grounds Materials
- 6319 – Other Parts
- 6321 – Textbooks
- 6329 – Reading Materials (Audiobooks, E-Books, Dictionaries)
- 6339 – Testing Materials
- 6341 – Food (Fund 240 & 242 ONLY)
- 6342 – Non-Food Supplies (Fund 240 & 242 ONLY)
- 6343 – Items for Resale
- 6344 – USDA Donated Commodities (Fund 240)
- 6349 – Sm Equip/Kitchen Ware (Fund 240 & 242)
- 6393 – Furniture Non-Controlled Items
- 6394 – Technology Supplies
- 6395 – Controlled Items (Non-Tech)
- 6396 – Software License (Apple,iPad/iPod Apps)
- 6397 – In District Printing (KISD Print Shop)
- 6398 – Controlled Items (Technology)
- 6399 – Supplies (File Cabinets)

6400's OTHER OPERATING COSTS

- 6411 – Employee Travel (including ONLINE Registrations)
- 6412 – Student Travel (including ONLINE Registrations/NOT including School Buses)
- 6413 – Stipends Non-Employee
- 6419 – Travel & Subsistence Non-Employee
- 6429 – Bonding & Insurance Costs
- 6439 – Election Costs
- 6449 – Depreciation Expense (Central Office Use Only)
- 6491 – Statutorily Required Public Notices
- 6494 – Yellow School Bus/Field Trips (Students ONLY)
- 6495 – Membership Fees & Dues (must provide Start & End Dates)
- 6496 – Advertising
- 6498 – Awards
- 6499 – Miscellaneous Expense – (Food, Fees, Licenses, Sams Club Membership, Royalty Fees)

6500's DEBT SERVICES (Central Office Use Only)

- 6511 – Bond Principal
- 6512 – Capital Lease Principal
- 6513 – Long Term Debt Principal
- 6519 – Debt Principal
- 6521 – Interest on Bonds
- 6522 – Capital Lease Interest
- 6523 – Interest on Debt
- 6524 – Amortization of Bond & Other Debt Costs
- 6529 – Interest Expenditures
- 6599 – Other Debt Service Fees

6600's CAPITAL OUTLAY

- 6619 – Land Purchase
- 6629 – Purch/Const/Improve/General Contractor
- 6631 – Vehicles \$5,000 or More
- 6636 – Software \$5,000 or More
- 6638 – Technology \$5,000 or More
- 6639 – Furn/Equip \$5,000 or More
- 6649 – Capital Assets Locally Defined
- 6659 – Capital Lease
- 6669 – Items Cataloged in Library

6900's CONSTRUCTION IN PROGRESS

- 6998 – Holding Account for Construction
- 6999 – Construction in Progress

6219 – Should only be used for Professional Services as defined by TX Government Code. These professionals are required to be licensed by or registered with the state:

- ✓ Architecture
- ✓ Optometry
- ✓ Landscape Architecture
- ✓ Land Surveying
- ✓ Professional Engineering
- ✓ Real Estate Appraising
- ✓ Medicine
- ✓ Professional Nursing
- ✓ Accounting (non-Audit)

Campuses as well as most departments **RARELY** use a consultant as defined by TEA. A true consultant performs research and analysis on a specific issue or problem found within KISD – the district as a whole, a specific department to a campus – on his/her own or with a team. The consultant will present the results of the research and analysis as well as any suggestions for improvement to administration, but not the District, Campus, Grade, Department as a Whole. **Box #1**

6299 – If you are paying someone to present information during an organized activity (Professional Development Training, Instructional Presentation for the Students, Grade-Level Meetings, etc.) **You are paying for a Miscellaneous Services. Box #2**

OBJECT

Sub-Objects

These are the most frequently used, but this is not a complete list.

(See the current Budget Reference Manual for a more complete listing.)

Generic	00
Central Org	CN
Band-Varsity	BV
Campus Allocations	CA
Choir Beginning	CB
Choir Chamber	CC
Cheerleading	CH
Choir Varsity	CV
District Allocation	DA
Dual Credit	DC
Deaf Ed	DF
Drill Team	DT
Elementary Curriculum	EC
Elementary	EL
ELL Summer Program	ES
Fine Arts	FA
Grade 1	G1
Grade 2	G2
Grade 3	G3
Grade 4	G4
Grade 5	G5
Grade Kindergarten	GK
Grade Pre-K	GP
Gifted & Talented	GT
Government Travel	GV
Homebound	HB
Hazardous Waste	HC
Hardware Maintenance	HM
Homeless	HO
High School	HS
LEP	LE
Maintenance Allocations	MA
Math Coach	MC
Music	MU
Online Services/Subscriptions	OL
Professional Development	PD
Pre-K	PK
Professional Learning/Plug	PL
Prior Year	PY
Safety Allocations	SA
Strings Beginning	SB
State Deaf Schools	SD
Science Labs	SL
Software Maintenance	SM
Strings Varsity	SV
Technology Allocations	TA
Transportation Charter Buses	TR
Teacher Training Reimbursement	TT

SUB-OBJECT

<p>HIGH SCHOOLS 001 – Killeen HS 002 – Ellison HS 003 – KISD Career Center 004 – Gateway HS 006 – Pathways 007 – Harker Heights HS 008 – Shoemaker HS 013 – Early College HS 015 – Chaparral HS 021 – Woods Psychiatric 022 – Advent Health 023 – Cedar Crest 034 – Beyond District Travel</p> <p>MIDDLE SCHOOLS 009 – Gateway MS 043 – Rancier MS 044 – Manor MS 046 – Eastern Hills MS 048 – Palo Alto MS 049 – Liberty Hill M 050 – Live Oak Ridge MS 051 – Union Grove MS 052 – Audie Murphy MS 053 – Patterson MS 054 – Roy J. Smith MS 055 – Nolan MS 056 – Dr. Jimmy Don Aycock MS</p> <p>ELEMENTARY SCHOOLS 100 – Elementary Alternative Center 105 – Harker Heights ES 108 – Meadows ES 109 – Peebles ES 115 – Nolanville ES 116 – Clarke ES 119 – Hay Branch ES 120 – Willow Springs ES 121 – Mountain View ES 122 – Reeces Creek ES 123 – Clear Creek ES 124 – Cedar Valley ES 125 – Brookhaven ES 126 – Venable Village ES 127 – Trimmier ES 128 – Montague Village ES 129 – Maxdale ES 130 – Ira Cross ES 131 – Iduma ES 132 – Oveta Culp Hobby ES 133 – Timber Ridge ES 135 – Saegert ES 136 – Skipcha ES 137 – Cavazos ES 138 – Haynes ES 139 – Dr. Joseph A Fowler ES 140 – Alice W. Douse ES 141 – Maude Moore Wood ES 142 – Pershing Park ES 143 – Killeen ES 144 – Clifton Park ES 145 – Pat Carney ES 146 – Atchison 147 – Whitis/Turnbo 196 – St. Joseph’s ES 197 – Memorial Christian Academy 200 – Grace Lutheran 201 – Seventh Day Adventist 207 – Lighthouse Christian Academy 209 – Excellent Covenant Christian Academy 210 – Monarch Academy 211 – New Life Academy 212 – Killeen Adventist Junior Academy</p>	<p>SPECIAL 699 – Summer Learning</p> <p>ADMINISTRATIVE 701 – Superintendent 702 – Board of Trustees 703 – Tax Costs 704 – PEIMS Department 721 – Recruiting & Retention 723 – Strategic Initiatives & Accountability 724 – Data & Information Services 725 – Network Operations 726 – Technology Services 727 – Deputy Superintendent for Operations 728 – Desk Top Operations 729 – Business & Financial Support Services 730 – Budgetary Services 731 – Accounts Payable 734 – Human Resources Operations 735 – Substitute Center 736 – Communication Services 737 – Network Communications 738 – Financial Reporting 739 – Admin Complex 740 – Purchasing 741 – Property Management 742 – Risk Management 744 – Auxiliary Human Resources 745 – Accounting 746 – Payroll 747 – Treasury 748 – Employee Benefits 749 – Financial Services 750 – District Wide (func 41) 802 – Old Clifton Park Building 804 – Old Fowler Building 811 – Old Sugarloaf Building 812 – Old West Ward Building 813 – Old Bellaire Building 817 – Old Duncan Building 841- Old Fairway Building 842 – Franklin & Emily Pratt Learning & Leadership Center 844 – Deaf Ed 850 – STEM Department 853 – College, Career, Military Readiness 866 – Transportation 872 – Health Services 873 – Attendance 874 – Athletics Department Office (not at campuses) 875 – Special Education 876 – Hood Stadium 888 - Control Account 891 – Title I (Fund 211) 892 – Comp Ed (Fund 166) 893 – Bilingual/ELL</p>	<p>901 – Buckley Stadium 902 – Natatorium 903 – Athletic Warehouse 906 – Gateway Complex 910 – KLSS 911 – KLSS Athletic Field 914 – JPLC 915 – Joseph L. Searles III Stadium 916 – Technology Center/Beeline 917 – Channel 17 920 – Print Shop 923 – Education Foundation 926 – Telecommunications (non func 53) 931 – Investigations & School Safety 932 – Media Center 933 – KISD Police 934 – Human Resources (non 41) 935 – Custodial Services 936 – Facilities Services 937 – Distribution Center 938 – School Nutrition 939 – Admin Complex (non 41) 940 – Mail Room 941 – Exec. Dir. Student Services 943 –Asst. Superintendent of Learning Services 946 – Executive Director for Secondary Schools 947 – Executive Director for Elementary Schools 948 – Federal and State Programs 949 – Advanced Programs 950 – Chief Learning Officer for ES 952 – Student Hearings 953 – Assessment & Accountability 956 – Guidance & Counseling 957 – Fine Arts 958 – Casualty Insurance 959 – Ticket Sales/Cash Receipts 960 – Chief Learning Officer for Secondary Schools 961 – Audio Visual Services 962 – Parenting/Community 963 – Student/District/Parent Relations 970 – School Nutrition Catering 990 – Summer Enrollment Center 995 – JJAEP 998 – District Wide Undistributed 999 – District Wide Distributed</p>
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ORGANIZATION

Program Intent Codes

- 11 – Instructional (all codes with function 11 and funds 131, 164, 199, 255, 410, 446)
- 21 – Gifted and Talented (all codes in fund 177)
- 22 – Career & Technology (all codes in funds 163 & 244)
- 23 – Special Education (all codes in funds 161, 162, 224, 225, 226, 227, 228, 386)
- 24 – Compensatory Education—At Risk (some codes in funds 166, 206, 211)
- 25 – Bilingual/ESL (all codes in funds 165 and 263)
- 26 – Non-Disciplinary Alternative Education Program (fund 166, org 006)
- 28 – Disciplinary Alternative Education – Basic Services (Fund 166, Orgs 004, 009, 025, 100)
- 29 – Disciplinary Alternative Education Comp Ed Supplemental Cost (Fund 166 Orgs 004, 009)
- 30 – Title 1, Part A, School Wide (including Comp Ed At-Risk Grants for Title I Part A School wide campuses in fund 166)
- 32 – Pre-Kindergarten, Non-Special Ed, Non-Comp Ed, Non-Bilingual
- 33 – Pre-Kindergarten, Special Ed
- 34 – Pre-Kindergarten, Compensatory Ed
- 35 – Pre-Kindergarten, Bilingual
- 36 – Early Education Allotment
- 37 – Dyslexia
- 38 – College, Career, and Military Readiness
- 91 – Athletics (all fund 178)
- 99 – Undistributed

Local

In budget code structure, the last 5 characters are xxyyy. The items below pertain to the last 3-yyy. Those shown are commonly used by Campuses & Special Programs other than Athletics. There are MANY more Local codes than those shown below.

000 – Generic/No Special Meaning	CAM – Cameras or Campus	PC0 – Pest Control
00B – Band	CB0 – College Board	OFQ – Office Equipment
00C – Choir	CH0 – Cheerleading	PAR – Parenting
00D – Drill Team	CIS – Communities in Schools	PB0 – Portable Buildings
00G – Color Guard	CN0 – College Night	PC0 – Pest Control
00P – Piano Tuning/Pandemonium	CT0 – Campus Tech	PL0 – Principal
00S – Strings	DA0 – Duty Assignment Travel	PLG – Plug/Holding Account
120 – Postage	DG0 – District Growth	PLQ – Playground Equipment
130 – Mileage Reimbursement Non-Prof	DN0 – Detention	PRD – Professional Development
Leave	DY0 – Dyslexia	PRM – Prom
13T – Dual Campus Mileage	EQB – Band Equipment Repair	RDG – Read to Succeed
220 – Varsity Football/Marketing	EQS – Strings Equipment Repair	RDG – Reading
230 – Boys Basketball/Graphic Arts	ES0 – ELL Grant	RDG – Read About
240 – Baseball/Office Admin Coop	EV0 – Elevator	RGE – Registration-Elementary
250 – Boys Track/Business Technology	FAC – Facilities Usage	RGS – Registration-Secondary REC – Recovery
260 – Power Lifting	FB0 – Flex Gain	REF – Reference Materials
270 – Tennis	FCR – Furniture/Copier Replace	RT0 – ROTC
280 – Volleyball/Masonry	FEQ – Furniture & Equipment	RY0 – Recycling
290 – Golf/Industrial Technology	GF0 – Gift	SA0 – Student Activities
330 – Girls Basketball	HVU – Hire Vue	SBD – Subsidy, Dance
340 – Girls Track	ID0 – Identification Cards	SBG – Subsidy, Guard
350 – Boys Wrestling	IMA – Imaging	SC0 – Student Council
360 – Girls Wrestling	IMA – Instructional Materials	SCH – Subsidy, Cheer
440 – Boys Soccer	INC – Increase	SCI – Science Olympiad
450 – Swimming	IND – Indirect Costs	SCI – Science
460 – Girls Soccer	IPD – iPod/iPad	SIP – School Improvement
480 – Boys Cross Country	IS0 – Instructional Specialist	ST0 – Safety/Safety Grant
520 – Athletic Trainer	JFR – Job Fair	TRA – Charter Bus, Art
540 – Girls Cross Country	JHS – Junior Honor Society	TRB – Charter Bus, Band
550 – Girls Softball	JOU – Journalism	TRC – Charter Bus, Choir
600 – Off post Crossing Guards	KFA – Knights First Act	TRD – Charter Bus, Drill
620 – On Post Crossing Guards	LD0 – Long Distance	TRG – Charter Bus, Guard
AA0 – Academic Awards	LIT – Literacy	TRH – Charter Bus, Cheer
ADJ – Adjustment	MAS – Mass Notification System	TRP – Charter Bus, Steel Drum
AEP – AEP (for 045 & 052 only)	MCT – Math Center	TRS – Charter Bus, Strings
AP0 – Assistant Principal	MKI – Mentor Stipend	TRT – Charter Bus, Theater
APT – AP Testing	NAT – Natatorium	TSC – Test Scoring
AR0 – At-Risk	NET – Networking	UNF – Uniforms
ART – Art	OB0 – Obsolete Inventory	UNG – Uniforms, Guard
ATM – Telephone Maintenance	OFQ – Office Equipment	VAC – SpEd Student Worker
AUX – Auxiliary	PAR – Parenting	VAC – Vacancy
AVD – AVID	PB0 – Portable Buildings	
BD0 – Beyond District		
BI0 – Bilingual		
BLU – Texas Bluebonnet Reading		

PROGRAM INTENT/LOCAL

Capital Outlay*	Controlled Items**	Supplies	Furniture	Band Instruments
UNIT COST of \$5,000+	UNIT COST \$1,000 - \$4,999 or as shown below	UNIT COST under \$1,000	UNIT COST under \$1,000	Most Instruments go to 6395
Vehicles = 6631	Technology = 6398	Technology = 6394	Object = 6393	Object = 6395
Software = 6636	Non-Technology = 6395	Non-Technology = 6399		
Tech = 6638				
Other = 6639				

TECHNOLOGY VS NON-TECHNOLOGY

**** CONTROLLED ITEMS IF UNIT COST IS UNDER \$1,000 ****

CPUs/Computers/ Laptops/Tablet PC	6398	Interactive Boards	6398
Cricut – Connected to computer	6398	iPads	6398
Data & Video Projectors	6398	Most Instruments	6395
Digital Camera/Camcorder	6398	Printers – ALL	6398
E – Readers	6398		

Examples of Technology Supplies vs. Non-Technology Supplies

Tech Supplies (6394) Unit cost under \$1,000 each ONLY

Computer Batteries Copper GBIC
 Digital Cameras Document
 Cameras External Drives
 iPods/Digital Music Players Laptop
 Docking Station Port Replicators
 Charging Stations
 Memory and Memory upgrades Microscopes/Probes
 (Computer –Based) Monitors
 Digital Learning Resources (i.e, Osmo, Tiggly, Sphero, Ozobot, Makey Makey, Bloxels, etc)
 Port Replicator
 Printer Sheet/Stacker/Stapler Promethean
 Controllers/Wands Router
 Scanners
 Security Cameras - Updated 11/29/23

Additional Information

Protection Plan purchased by itself is 6249-HM, if purchased with tech item 6398
 Software renewal – 6249-SM
 Online Services – 6299-OL
 Education Service Center Online Services – 6239-OL if paying directly to ESC

Non-Tech Supplies (6399) Unit cost under \$1,000 each ONLY

35mm Cameras; 35mm Flash; 35mm Lens Appliances (Microwaves, Refrigerators, etc.)
 Bluetooth PA System
 Buffers (6315 for Custodial use)
 Calculators
 Cell
 Phones/Digital/IP Phones
 Computer Accessories
 Phones/Accessories Computer/Tablet Accessories Digital & IP Phones
 Digital & Video Camera Cases
 Digital Media (Digital Video Tapes, CD's and DVD's)
 DVD/VCR Combo
 Fax machines
 Gaming Systems (i.e., Wii, etc) Hand Held Two-Way Radios
 Headphones (to include computer headphones) Laptop Carrying Case & Backpacks
 Lawn Care Equipment Power tools
 Printer supplies
 Projector replacement bulbs Student Uniforms
 Surge protectors Televisions
 TI Inspire 30 User Navigator

TECHNOLOGY VS. NON-TECHNOLOGY

Items using object codes 6394, 6398, 6636, or 6638 must be approved in Frontline ERP by the Exec. Director for Technology and the Purchasing Technology Procurement Specialist.

Items using object codes 6395, 6399, 6631, 6639 are not approved in Frontline ERP by these individuals.

Budget Codes with function – Frequently Used

Campus

Item	Function	Object Code
Student Code of Conduct	11	6399
Perm Records	23 – ES 31-MS	6399
Parent Teacher Conference	11	6399
Passes	23	6399
Promotion/Retention	11	6399
Tardy Slips	23	6399
Discipline Forms	23	6399
RTi Forms	23	6399
Shared Reading	11	6329
Guided Reading	11	6329
LLI Kits	11	6399
STAAR Snacks	31	6499
Privacy Screens	11	6399
Power Hour supplies under \$1000	11	6399
Campus Probation	23	6399
Awards – following Admin Procedure VI-JJ	Depends on Population Served	6498
Piano Tuning	11	6249
Goode towing of trailers	36	6299
Penske Truck	36	6269

All District

Item	Function	Object Code
Rentals	Depends on use	6269
Uniform Cleaning	Depends on use	6299
E-Books – Downloaded	Depends on Population Served	6329
E-Books – Accessed each time online	Depends on Population Served	Object 6299 Sub Object OL
Registrations – PD	Depends on Position	6411
Online Registrations – PD	Depends on Position	6411
Personalization (item purchased and different vendor providing service of personalization)	Depends on Position	6299
Employee Membership	Depends on Position	6495
Lobby Fees associated with Membership	Follows Membership Function	6214
Docking Stations/Charging Station	Depends on Position	6394
Adapters for computers	Depends on Position	6399

FREQUENTLY USED

Budget Owner/BCR Approvals

Campus Fine Arts Owner Examples

Organization Number	Budget Owners
Campus Organization Number (Band)	Band-HS Band-MS EqRprBand SubsidBand UnifBand
Campus Organization Number (Strings)	Strings-HS Strings-MS UnifString
Campus Organization Number (Choir)	Choir-HS Choir-MS UnifChoir
Campus Organization Number (Cheer)	Cheer-HS SubsidCher UnifCheer
Campus Organization Number (Guard)	Guard-HS SubsidGuard
Campus Organization Number (Dance)	SubsidDance UnifDance
Campus Organization Number (Art)	Art-HS
Campus Organization Number	FA_Equip Fine Arts Equipment

Reminders for Budget Owners

Funds can only be moved within the same Fund and Budget Owner.

Example:

Org 001 cannot move from Owner 001 into Owner Band-HS in fund 199.

HARD COPY BCR

If you are moving from a non-6411 travel code into a 6411-travel code

BCR Reminders

1. Attach your Quote or Exception to your BCR for approval.
2. Only move within the same Budget Owner.
3. Check Status of your BCR in FERP
4. Multiple lines can be entered on a BCR

Fiscal Year	Request Date	Description	Status
2023	07-13-2023	Travel	Board Approved
2023	07-17-2023	Travel	Board Approved
2023	07-17-2023	District Growth	Board Approved

BUDGET OWNER/BCR APPROVALS