

Oklahoma Cost Accounting System - Purchasing Cheat Sheet

Code	Function Description	Notes	Code	Function Description	Notes
1000	Instruction	Requires program, site code	2620	Operation of Buildings Services	
2112	Attendance Services	Job 000,109,110,214,304,308,310, 348,356,604,609,614,615	2630	Care and Upkeep of Grounds Services	
2113	Social Work Services	Job 000,109,203,214,217,313,322, 330,352,356,615	2640	Care and Upkeep of Equipment Services	
2120	Guidance Services	Job 000,109,110,202,203,214,323, 348,401,404,414,609,615	2650	Vehicle Operation and Maintenance Services	Maint. Vehicles, not buses
2132	Medical Services	Job 000,109,110,214,217,328,333,339,345, 347,360,409,507,609,614,615,965	2660	Security Services	Job 000,109,316,409, 513,605,607,615,959,961,964
2135	Occupational Therapy	Program 239 only; Job 000,214,334,416,615	2670	Safety	Job 000,109,110,409, 506,607,951,957,959,964
2140	Psychological Services	Prog 239,430,431,432,433,434,437,438,497,499, Program 239,431,432,433,434; Job	2720	Vehicle Operation Services	Job 000,109,110,513, 605,609,615,801,802,803
2152	Speech Pathology Services	000,110,214,215,216,351,353,512,615	2730	Monitoring Services	Job 000,951
2153	Audiology Services	Prog. 239 only; Job 000,214,309,615	2740	Vehicle Servicing and Maintenance Services	
2170	Physical Therapy	Job 000,214,338,417,615	3110	Food/Mild Purch. for A LA CARTE/Catered	Prog. 700; no proj 385,760s,791
2194	Parental Advisory	Job 000,110,214,322,328330,405,415,609,615	3120	Food Preparation and Dispensing Services	Program 700; Job code limits
2199	Other Support Services-Student		3130	Food and Supplies Delivery Services	Program 700
2212	Instr. and Curriculum Dev. Services	Job 000,101,107-110,204,210- 212,214,305,354,609,615	3140	Other Direct and/or Related Child Nutrition	Program 700
2213	Instructional Staff Training Services		3150	Food and Milk Purchases for Reimb.	Program 700
2220	Library/Media Services	Job 000,109,110,206,214 ,410,411,508,609,615 Can't use object codes 621-627; Job	3155	Food and Milk Purchases for Adult Meals	Program 700; Only job 000
2230	Instruction-Related Technology	000,109,214,315,324,332,406,502,603	3160	Nonreimbursable Services	Program 700
2240	Academic Student Assessment	Job 000,108,214,321,409,615	3180	Nutrition Education and Staff Development	Program 700
2312	Board Clerk/Dep. Clerk/Minute Clerk Serv.	Requires job code	3190	Other Child Nutrition Programs Operations	Program 700
2313	Board Treasurer Services	Requires job code; Can't use object 320	3200	Enterprise Operations	Only object 660,670,982
2314	Election Services		3300	Community Services Operations	
2317	Legal Services	Can't use 330 object series	4200	Land Acquisition Services	Object 440s,710,834
2318	Audit Services	Can't use object 320	4300	Land Improvement Services	
2319	Other Board of Education Services		4400	Architecture and Engineering Services	
2321	Office of the Superintendent Services	Can't use object 330; Program 000,251,426,800,900; Can't use Project 421- 589,592-713,731-791,799; Job 000,101,106,107,115,214,609,612,613,690	4500	Educational Specifications Development Services	
2330	State and Federal Relations Services		4610	New Construction of Safe Rooms/Storm Shelters	
2340	Other General and Admin, Services		4620	All Other New Construction	Can't use object 331,336
2410	Office of the Principal Services	Can't use site 050 except w/ prog 495	4710	Retrofitting Existing Structures w/ Safe Rooms	
2490	Other Support Services-School Admin.		4720	All Other Building Improvement Services	
2511	Business Office	Requires job code	5100	Debt Services	Fd 21,41; Obj 810,820,831
2518	Tax Assessment and Collection Services	Only use object code 870	5200	Fund Transfers/Reimbursements	Use 930,950,960,970,981,982
2520	Purch., Warehousing, and Distrib. Serv.		5300	Clearing Account	Use 290,960; close to 0 @ FYE
2530	Printing, Publishing, and Dupl. Serv.		5400	Indirect Cost Federal Entitlement Programs	Object 642,970 only, site req.
2541	Planning, Research, Dev. & Eval.		5500	Private, Nonprofit Schools	Site required
2560	Information Services		5600	Correcting Entry	Object code 930, 960 only
2571	Recruitment,Planning,In-Service, Health & Other Staff Services (2573 - no job 210,213)		5800	Charter School Reimbursement	Object code 970 only
2580	Administrative Technology Services	Job 000,109,110,214,314,315, 324,332,406,502,513,603,604,615	8100	Restricted Funds (state/federal)	Object code 890 only