



# OBJECT CODE GUIDELINES

## **4000 – BOOKS, SUPPLIES AND SOFTWARE**

### **4100 – Textbooks**

Classroom instructional textbooks designed and intended for use by students and instructors. Titles and ISBNs must be listed separately on requisition. Examples: Printed textbooks, manuals, and instructor editions.

### **4210 – Magazines & Subscriptions**

Individual prints or annual subscriptions of newspapers, magazines and other print and non-print (electronic) periodicals used in connection with district business. Titles and term dates of the subscription must be included on the requisition. Reference related Object Code 5620 for online and software subscriptions and Object Code 6300 for library electronic subscriptions. Examples: Magazines, newspapers, and newsletters.

### **4220 – Reference Books**

Informational reference books designed and intended for use by faculty and staff. Titles and ISBNs must be listed separately on requisition. Examples: Legal reference books, state reporting books, and other instructional books not directly used in the classroom.

### **4300 – Instructional Supplies**

Supplies intended for use in the classroom by students and instructors. Items must be consumable with a lifespan of one year or less, replaced rather than repaired, and usually has unit costs less than \$200. See attached reference from the CCCCCO Budget and Accounting Manual on "supplies versus equipment" for further clarification. Reference related Object Codes 6400 and 6420 for equipment. Examples: Classroom, laboratory, and shop supplies.

### **4430 – Software**

Computer software programs to be stored and maintained by the district usually less than \$200 and limited capacity typically delivered by CD for use on a single computer. Titles must be listed on requisition. Intended use and technical language must be described in Notes section of requisition. Reference related Object Codes 5639 for software maintenance, 5620 for ongoing software licensing/upgrades, and 6420 for initial enterprise software purchases. Examples: Minor, limited software purchases.

## **4440 – Media**

Electronic items used as a means of instruction, communication or storage. Titles of materials must be listed on requisition.

Examples: video tapes, compact discs, and DVD blanks or pre-recordings.

## **4500 – Non-instructional Supplies**

Items or supplies intended for use by faculty and staff. Items must be consumable with a lifespan of one year or less, replaced rather than repaired, and usually has unit costs less than \$200. Unit cost includes item price, applicable tax, shipping and handling, freight, general fees, and installation charges. See attached reference from the CCCCCO Budget and Accounting Manual on supplies versus equipment for further clarification. Reference related Object Codes 6400 and 6420 for equipment.

Examples: Office and logistical-support supplies, calculators, toner.

## **4510 – Maintenance Supplies**

Supplies intended for use by M&O staff for maintenance of district property. Items must be consumable with a lifespan of one year or less, replaced rather than repaired, and usually has unit costs less than \$200. See attached reference from the CCCCCO Budget and Accounting Manual on supplies versus equipment for further clarification. Reference related Object Codes 6400 for equipment.

Examples: Paint, key locks and wiring.

## **4520 – Custodial Supplies**

Supplies intended for use by custodial staff for the maintenance of district property. Items must be consumable with a lifespan of one year or less, replaced rather than repaired, and usually has unit costs less than \$200. See attached reference from the CCCCCO Budget and Accounting Manual on supplies versus equipment for further clarification. Reference related Object Codes 6400 for equipment.

Examples: Cleaning agents, restroom paper products and can liners.

## **4530 – Grounds Supplies**

Supplies intended for use by grounds staff for the maintenance of district grounds. Items must be consumable with a lifespan of one year or less, replaced rather than repaired, and usually has unit costs less than \$200. See attached reference from the CCCCCO Budget and Accounting Manual on supplies versus equipment for further clarification. Reference related Object Codes 6400 for equipment.

Examples: Grass seed, fertilizers, and sprinkler heads.

## **4551 – Printing, SBCCD**

In-house printing completed at cost by SBCCD Printing Services. Requisitioning departments are only covering basic costs of supplies and staffing.

Examples: Colored printing, laminating, and specialized print orders.

### **4560 – Commencement Supplies**

Supplies intended for use during commencement ceremonies. Items must be consumable with a lifespan of one year or less, replaced rather than repaired, and usually has unit costs less than \$200. See attached reference from the CCCCCO Budget and Accounting Manual on supplies versus equipment for further clarification. Reference related Object Codes 6400 for equipment. Examples: Balloons, robes, and diplomas.

### **4700 – Food Supplies**

Food supplies intended for use by restaurant, child development and other instructional and instructional support programs. Items must be consumable with a lifespan of one year or less, replaced rather than repaired, and usually has unit costs less than \$200. See attached reference from the CCCCCO Budget and Accounting Manual on supplies versus equipment for further clarification. Reference related Object Code 6400 for equipment, Object Code 5200 for employee refreshments and meals, and Object Code 5809 for non-employee refreshments and meals.

Examples: Food, utensils, and preparation materials.

## **5000 – CONTRACTS, SERVICES AND UTILITIES**

### **5112 – No longer used, see 5113**

### **5113 – Consultants & Other Services**

Consulting and other general services for administrative or instructional purposes provided by an outside vendor not already described under another object code. Board approved contract required. \*

Examples: Speakers, specialists, evaluators, outside printing, document shredding, and towing.

### **5114 – Officials**

Officiating for athletic programs.

Examples: Umpires and referees.

### **5120 – No longer used, see 5113**

### **5200 – Travel/Refreshments/Conference Expenses**

Conference, related travel, meals, refreshments, and other reimbursable personal expenses for district employees. Department must include the expense Board approval date on the requisition for the following reasons: conferences which are out-of-state and/or with expenses greater than \$1,000, refreshments and meals greater than \$500. Requisitions for conferences must include type of expense, employee name, conference name, conference date, and conference location. Requisitions for meals must include the employee name, purpose of the meeting, and location of the meeting.

Examples: Conferences, refreshments for department meetings, and air flights.

### **5210 – Mileage**

Mileage expenses incurred using personal vehicle while a district employee is on district business. Employee must be on the approved driver's list prior to incurring expense to be eligible for reimbursement.

Examples: Mileage to district meetings, off-site meetings, and site-to-site visits.

### **5310 – Dues and Memberships**

Expenditures as fees for district membership in any authorized society, association, or organization and for membership fees of the governing board, its members, or its employees who are required to join a society, association, or organization because of their position or employment responsibilities. Memberships in the name of individual employees must have board approval.

Examples: Institutional and individual memberships.

### **5350 – Postage and Freight**

Expenditures for sorting, handling, shipping and postage of mail and documents.

Examples: USPS postage, UPS freight, and bulk mailings.

### **5410 – Fire Insurance**

Insurance coverage for claims to district property due to fire, smoke and soot. Restricted for district use.

Examples: Arson, accidental, and brush fire insurance.

### **5420 – Liability Insurance**

Insurance coverage for claims caused by district actions, errors, or omissions. Restricted for district use.

Examples: General and professional liability insurance.

### **5430 – Fidelity Bond Insurance**

Insurance coverage for district claims incurred as a result of employment. Restricted for district use.

Examples: fidelity bond insurance.

### **5440 – Student Insurance**

Insurance coverage for student claims incurred on district property. Restricted for district use.

Examples: Personal and property student insurance.

### **5450 – Automobile Insurance**

Insurance coverage for claims caused by district vehicles. Restricted for district use.

Examples: Automobile insurance.

### **5510 – Gas**

Natural gas utility.

Example: Southern California Gas Company.

### **5520 –Electric**

Electric utility.

Example: Southern California Edison.

## **5530 – Water**

Water utility.

Example: San Bernardino City Water.

## **5531 – Water Treatment**

Water treatment for waste and de-ionization.

Examples: Chemistry lab de-ionized water, water treatment.

## **5535 – Solid Waste Disposal**

Common non-hazardous solid waste disposal. Board approved contract required.\*

## **5536 – Hazardous Materials**

Hazardous material waste disposal. Board approved contract required.\*

Examples: Transmission oil, anti-freeze, and biochemical waste.

## **5540 – Telephone**

Landline and wireless utilities for phones, tablets and other wireless devices. Phone numbers must be included on requisition.

Examples: Telephones, broadband/wireless connections, cell phone service, tablets wireless service, and fax lines.

## **5550 – Laundry, Cleaning and Uniforms**

Laundry and uniform cleaning services. Board approved contract required.\*

Examples: College police, custodial, maintenance, and food service uniform cleaning.

## **5560 – Pest Control**

Services for the inspection and control of pest and vermin. Board approved contract required.\*

Examples: Mouse, bat, and insect control.

## **5580 – Fire Extinguisher Service**

Services and maintenance of district fire extinguishers. Board approved contract required.\*

Examples: Testing, maintenance, and replacement of fire extinguishers.

## **5610 – Rentals**

Expenditures as payment for rent or lease of land, athletic fields, equipment, and buildings.

Amounts expended for lease purchase agreements are recorded within object code 6419.

Rental agreements for property excluding vehicles. Terms of rental must be included on requisition. Board approved contract required.\*

Examples: Booth space, furniture, and equipment.

### **5611 – Bus/Car Rentals**

Rental agreements for vehicles. Terms and dates of rental must be included on requisition.

Board approved contract required.

Examples: Bus, car, and van rentals.

### **5620 – Leases and Software Licensing**

Lease agreements for any property including software licensing and electronic subscriptions.

Software licensing agreements are for the annual (or periodic) renewal of licenses to grant or extend District access to enterprise or single-use software (see Object Codes 6420 and 4430, respectively, for initial purchases). Terms of lease must be included on requisition. Board approved contract required.

Examples: Equipment, vehicles, electronic/online subscriptions, software licensing, domain name registration

### **5630 – Maintenance Agreements**

General maintenance agreements not covered under other specific agreements below for the inspection, monitoring, and repair of leased and owned district property. Terms of agreement must be included on requisition. Board approved contract required.

Examples: Alarms and specialized equipment.

### **5631 – Maintenance Agreements – AC/Heating**

Maintenance agreements for the inspection, monitoring, and repair of heating, ventilation, and air conditioning systems. Terms of agreement must be included on requisition. Board approved contract required.

Examples: HVAC equipment and ducting.

### **5634 – Maintenance Agreements - Building**

Maintenance agreements for the inspection, monitoring, and repair of equipment and property integrated into buildings. Terms of agreement must be included on requisition. Board approved contract required.

Examples: Elevators and mechanized doors.

### **5637 – Maintenance Agreements – Office Equipment**

Maintenance agreements for the inspection, monitoring, and repair of office and logistical support equipment. Terms of agreement must be included on requisition. Board approved contract required.

Examples: Copiers, typewriters, and printers.

### **5639 – Maintenance Agreements – Computer Systems**

Maintenance agreements for the inspection, monitoring, and repair of district software and computer systems. Terms of agreement must be included on requisition. Board approved contract required. Reference related Object Code 5620 for annual software licensing renewals. Examples: Software, databases, and servers.

### **5640 – Repairs and Maintenance**

General inspection, monitoring, and repair of leased and owned district property. Expenses also include agreements to maintain assets in operating condition. Board approved contract required.\*

Examples: Repairs to equipment, furniture, and buildings. Replacement of minor parts; adjustments and inspections; repainting and recarpeting; and ordinary expenses needed to keep assets in operating condition.

### **5660 – Repairs, Boiler, Chillers, A/C**

General one-time inspection, monitoring, and repair of HVAC, boilers, and refrigeration systems. Board approved contract required.\*

Examples: HVAC, boilers, and refrigeration systems.

### **5711 – Legal Expenses, Private**

Legal and investigatory fees conducted by private counsel. Restricted for District use only.

Examples: Attorney, court, and investigation fees.

### **5730 – Audit Expenses**

Expenses associated with the annual financial audit of district and foundation books.

Examples: Annual audit by external auditors.

### **5801 – Advertising**

Print, radio, or television promotion of the district or schools. Terms of promotion and dates must be included on the requisition. Encompasses items printed, embossed, or embroidered with any logos representative of the district and its subordinate entities. Board approved contract required.\*

Examples: Newspaper ads, SBVC/CHC pencils, promotional giveaways for students, customized banners or table skirts

### **5802 – Physical, Fingerprinting, TB Test**

Expenses associated with the health and safety evaluations of new and existing district employees. Board approved contract required.

Examples: Physicals, fingerprinting, and tuberculosis tests.



### **5809 – Other Expenses & Fees**

Expenses and fees for services not encompassed under other object codes. Includes travel, conferences, meals, refreshments, and other personal expenses for non-employees; awards and non-promotional giveaways; professional certification fees; license and permit fees; government fees. Note: All non-employee expenses within this category require the expense Board approval date to be included on the Requisition.

### **5813 – Athletics Entry Fee**

Invitational and league competition entry fees associated with the school athletics programs. Examples: Entry and league fees.

### **5830 – Contract Services – no longer used**

Refer to Object Codes 4430 Software, 5540 Telephone Utilities, 5620 Leases, and 6420 IT Equipment for more appropriate coding.

### **5831 – Broadcast Program Rights/Performance Rights**

Licensing expenses for district television and radio programs and stage performances. Board approved contract required.

Examples: KVCR broadcasts and drama department performances.

### **5850 – Self-Insurance Claims**

Expenses for claims against district self-insurance. Restricted for district use.

Examples: Worker's Compensation claims and other self-insured claims.

\*Most contracts, services and utilities object codes require a contract signed prior to services being rendered. For further explanation and exceptions to certain contract requirements, please refer to the Contract Guidelines document available online.

## **6000 – CAPITAL ASSETS**

### **6110 – Site Purchase**

Expenditures for the purchase of land and incidental expenses of site acquisition, such as appraisal fees, title search and title insurance, surveys, and condemnation proceedings and fees. Board approval date must be included on the requisition.

Examples: Land purchases.

### **6119 – Site Acquisition – Lease to Purchase**

Expenses associated with procurement of new site property through a lease-to-purchase agreement. Terms of lease must be included on requisition. Board approval date must be included on the requisition. Board approved contract required.

Examples: Land leases-to-purchase.

### **6120 – Site Improvement**

Expenses for the improvement of new sites or existing land, infrastructure, sidewalks, and landscaping. Board approved contract required.

Examples: Landscaping, grading, sidewalks, roadways, retaining walls, sewers, and storm drains.

### **6210 – New Buildings**

Expenses associated with the construction or acquisition of new buildings. Costs of construction include, but are not limited to, advertising; architectural and engineering fees; blueprinting and inspection services; demolition work in connection with construction of new buildings; tests and examinations; installation of plumbing, electrical, sprinkling, or warning devices; and installation of built-in fixtures, such as heating and ventilating and their attachments. Board approval must be included on requisition. Board approved contract required.

Examples: New building construction.

### **6220 – Building Improvements**

Expenses for the improvement, remodel, or renovation of existing buildings. Board approved contract required.

Examples: Permanent changes and additions to buildings.

### **6299 – Building – Lease to Purchase**

Expenses associated with procurement of new buildings through a lease-to-purchase agreement. Terms of lease must be included on requisition. Board approval must be included on the requisition. Board approved contract required.

Examples: Building leases-to-purchase.

## **6300 – Library Books - Expansion**

Bulk book purchases for addition to school library collections. Also for electronic library book and magazine subscriptions (contract required). For Library use only.

Examples: Library books and electronic subscriptions.

## **6400 – Equipment & Furniture**

Instructional and non-instructional equipment, including furniture, vehicles and fixtures.

Excludes computer and information technology equipment. Items must have life spans greater than one year, be repaired rather than replaced, and usually have unit costs greater than \$200. Unit cost includes item price, applicable tax, shipping and handling, freight, general fees, and installation charges. See Appendix D of the CCCC Budget and Accounting Manual on supplies versus equipment for further clarification. Reference related Object Codes 4300, 4500 and 6420.

Examples: Desks, electric carts, industrial machines.

## **6419 – Equipment, Lease to Purchase**

Expenses associated with procurement of instructional and non-instructional equipment through a lease-to-purchase agreement. Terms of lease must be included on requisition. Board approval must be included on the requisition. Board approved contract required. Fixed asset must be checked on requisition. Items must have life spans greater than two years, be repaired rather than replaced, and usually have unit costs greater than \$1,000. Unit cost includes item price, applicable tax, shipping and handling, freight, general fees, and installation charges. See Appendix D of the CCCC Budget and Accounting Manual on supplies versus equipment for further clarification. Fixed asset must be checked on requisition.

Examples: Equipment leases-to-purchase above \$1,000.

## **6420 – Computer & Information Technology Equipment**

Computer and information technology equipment including the initial purchase of a major software program which is installed on District servers and maintained by District personnel. Also used for the purchase of additional software modules which improve the value and functionality of the enterprise software programs (see Object Code 5620 for annual software licensing renewals and 5639 for annual software maintenance agreements). Items must have life spans greater than one year, be repaired rather than replaced, and usually have unit costs greater than \$200. Unit cost includes item price, applicable tax, shipping and handling, freight, general fees, and installation charges. See Appendix D of the CCCC Budget and Accounting Manual on supplies versus equipment for further clarification. Fixed asset must be checked on requisition. Reference related Object Codes 4300, 4430, 4500, 5620 and 6400.

Examples: Computers, routers, servers and enterprise software.

## **7000 – OTHER OUTGOING**

### **7500 – Student Financial Aid**

Expenditures for direct student aid in the form of grants and fellowships.

Examples: Student grants.

### **7600 – Other Student Aid**

Expenditures paid to/for students for non-cash assistance, such as bus tickets, child care vouchers, bookstore vouchers.

Examples: Childcare, books, and supplies for students.

## **Guidelines for Distinguishing Between Supplies and Equipment**

One common accounting challenge districts face is that of distinguishing between supplies and equipment, between equipment and improvement of grounds, and between equipment/building fixtures and service systems. Nevertheless, districts must correctly identify each expenditure if they are to achieve the necessary uniformity of accounting.

Whether an item should be classified as equipment or as supplies is determined on the basis of the length of time the item is serviceable and on its contribution to the value of the district. For example, supplies are constantly being consumed and replaced without increasing the value of the physical properties of the district. Equipment has relatively permanent value, and its purchase increases the value of the physical assets of the district.

Expenditures made by districts for equipment, improvement of sites, building fixtures and service systems are charged as capital outlay; expenditures for supplies are charged as current expense. The purchase of equipment either as direct purchase or lease-purchase must be recorded in object classification 6400, Equipment.

Supplies are items of expendable nature that are consumed or worn out, deteriorate in use, or are easily broken, damaged or lost. Examples include paper, pencils, cleaning materials, nails, scissors, test tubes, and keys.

Items that have a relatively short service life (less than one year) and that, therefore, must be replaced frequently are also charged as supplies. Examples include brooms, tools, and rubber stamps.

Computer software and hardware could fall into either category, supplies or equipment, depending on the cost and useful life. To determine which category of expenditure an item belongs, follow the questions and/or guidelines listed below.

Some articles clearly cannot be classified as either supplies or equipment. They have the characteristics of equipment, but they have a low unit cost or are frequently lost, broken or worn out and replaced in normal use. To obtain uniformity, the district should assign items to the various classifications on the basis of the answers to the questions in the list below:

1. Does the item lose its original shape and appearance with use?
2. Is it consumable, with a normal service life of less than one year?

3. Is it easily broken, damaged, or lost in normal use?
4. Is it usually more feasible to replace it with an entirely new unit than to repair it?
5. Is it an inexpensive item? Does the small unit cost make it inadvisable to inventory the item? See *Education Code* Section 81600.

If the answer to one of the above five questions is yes, the item should be classified as a supply item and the expenditure should be recorded within object classification 4000. If all answers are no, the item should be classified under object classification 6400, Equipment.

Another method of distinguishing equipment from supplies is to follow the useful flowchart below.

**Guidelines for Distinguishing Equipment from Supply Items**  
(Listed in Priority Order)

Lasts more than one year	⇒	NO	
↓ YES			
Repair rather than replace	⇒	NO	
↓ YES			
Independent unit rather than being incorporated into another unit item	⇒	NO	At first NO item is declared to be SUPPLY
↓ YES			
Cost of tagging and inventory small percent of item cost	⇒	NO	
↓ YES			

**EQUIPMENT**

By way of example, let us classify both a personal computer and a calculator. The computer is likely to last more than one year, and if it did break down, it is most likely to be repaired. The calculator may last more than one year, but in the event that the calculator stopped working, it

Would be replaced, not repaired. Thus, it would be declared a supply. Although it is not necessary to continue down the list of other criteria, note that many of them support the classification of calculator as supply rather than equipment. It would not be subject to special control, because the cost of keeping inventory on it would represent a large percentage of the cost. Nor is the cost in excess of the minimum dollar value established by the Budget and Accounting Manual. All of these criteria strengthen the classification of calculators as supplies.

**NOTE: It is important to note that the policies of a district may override any of these guidelines. Districts may also wish to include in their historical inventories, audit trace inventory system, or any other acceptable inventory system those items whose acquisition costs are less than the amount cited in the Budget and Accounting Manual. It may be desirable for individual districts to establish and maintain Capital Accounts for charging noninventoriable equipment that do not warrant the keeping of inventory records.**

Repair parts that the district purchases for buildings, equipment and grounds, regardless of cost, are normally charged as supplies and would be accounted for under object 4000. Examples include plumbing fixtures; compressors, if part of a larger unit; bus transmissions; engines; and timer devices for automatic sprinkling systems.

Repair costs are those outlays which are necessary to keep an asset in its intended operating condition but which do not materially increase the value or physical properties of the asset. These costs would be accounted for under object 5000.

In contrast, all additions and betterments to fixed assets should be charged to a Capital Outlay account when acquired or when construction or installation is completed. An addition refers to a physical extension of some existing asset. A betterment exists when part of an existing asset is replaced by another and the replacement provides a significant increase in the life or value of the asset.

Capital Outlay expenditures are those that result in the acquisition of capital assets or additions to capital assets. They are expenditures for sites, improvement of sites, buildings, improvement of buildings, building fixtures, service systems, and purchase of initial or additional equipment.