

## Object Code Definitions

Code	Code Title	Definition or Examples
0301	Subscriptions	Subscriptions to magazines, newspapers and professional literature <b>including</b> electronic subscriptions.
0407	BOCES Vehicle Repair	Used primarily by <b>Transportation</b> for repairs to BOCES vehicles. Other departments will be charged via Inter-divisional from Transportation and should <b>not</b> use this code.
0420	Show Tickets	For staff and student attendance. Used for the cost of the tickets <b>only</b> .
0421	Outside Printing and Bindery	Used by <b>Printing and BOCES Graphics</b> for print jobs produced by outside companies.
0422	Finance Charges	Used by <b>CIT</b> to record payments for installment purchases or leased equipment for school districts.
0424	Hardware Maintenance	Annual fees for hardware maintenance that provides support and warranty services for computers, printers, scanners, etc.
0425	Software Licensing & Maintenance	All software purchases and software licensing costs regardless of price. Annual fee for software maintenance that provide support, upgrades, etc.
0426	Videoconferencing and Distance Learning	Costs for webinars and online training. Used primarily by <b>CoSer 409</b> for its content provider fees.
0430	Bank Fees	Used by the <b>business office</b> as needed.
0432	Instruction Equipment Rental	Payments for use of third-party equipment used for instructional purposes.
0433	Non-Instruction Equipment Rental	Payments for use of furniture and equipment for non-instructional purposes (e.g. furniture rental at the annual New York State School Board Association Conference).
0441	Outside Messenger Service	Used as needed when BOCES messengers are not available.
0442	School District Trip	Used primarily by <b>Outdoor Education</b> for payment of program offerings. Also used for student trips by <b>CTE</b> and <b>Special Education</b> .
0443	Fingerprinting	Reimbursement of fingerprinting charges to certain civil service employees. Reimbursement of notary license fees.
0451	Transportation - Internal	Reimbursement for Commercial Driver's licenses required by BOCES for certain employees.
0452	Private Carrier	Used by <b>Transportation</b> for payment to private carriers for large buses, vans and coach buses used for student transportation and trips.
0462	Cartage & Rubbish	Used by <b>Facilities</b> to pay for rubbish removal at BOCES buildings.
0466	Renovations	Used to pay for various building renovations, as needed by programs. Can be charged to <b>Facilities</b> or the program.
0471	Contest Fees	Used to pay entrance fees to contests (e.g. submissions to the National School Public Relations Association annual award contest).
0472	Service Contracts	Used for ongoing service and maintenance agreements for copiers and fax machines. Used by <b>Facilities</b> for service contracts required for building maintenance (e.g. fire extinguishers, alarm systems, glass, roofing, environmental testing, etc.) Used by <b>CIT</b> for information technology consultants.
0473	Equipment Repair	Used for general equipment repair.
0474	Building Repair	Used by <b>Facilities</b> for repair work done on BOCES buildings performed by outside firms.

Code	Code Title	Definition or Examples
0475	Building Equipment Repair	Used by <b>Facilities</b> for repair work done on BOCES building equipment like Air Conditioning equipment.
0476	Upkeep of Grounds	<b>Facilities</b> purchase of items needed for maintenance of BOCES grounds (e.g. wasp spray, weed killer, safety ropes)
0478	Cellular Phones and Pagers	Monthly charges as described.
0479	Business Meetings	Travel and lodging for offsite meetings – not conferences including approved travel and lodging costs for consultants.
0480	Travel Training	Reimbursement of expenses incurred when a student's IEP requires travel experiences. <b>Special Education.</b>
0481	Meals/Food	Payments for food purchased per board guidelines.
0482	Advertising	Used primarily by <b>Human Resources</b> for recruitment services and job listings. Used by co-op bidding for public bid notifications.
0483	Postage	Used by <b>BOCES Graphics</b> for all of the Agency's postage. Charges to departments are done as part of the I/D.
0484	Membership Dues	Institutional memberships in the name of Nassau BOCES are charged to this code. Requests for individual memberships in any professional group are subject to review and approval of the Executive Director of the dept.
0485	Mileage	Employee mileage reimbursement for use of personal vehicles for Agency business.
0486	Travel Conference	All expenses except meals/food (0481) for offsite conferences <b>including</b> non-BOCES staff when districts are billed for their attendance. Conferences are <b>informational</b> in nature and not related to learning a specific skill.
0487	Travel Recruitment	Travel expenses incurred for recruitment of staff.
0491	Guard Services	Used for payment of non-BOCES security staffing.
0492	Tempo Services	Used for payment to outside employment agencies for temporary workers including nurses.
0493	Moving	As described.
0494	Tempo Personnel	Charges for BOCES tempo personnel.
0496	Fuel for BOCES Vehicles	Payments for fuel used in BOCES vehicles charged using the Agency account.
0497	Stipend	Not in use at this time.
0498	Staff Development	All costs, including travel and lodging (except meals/food), for <b>employee training</b> whether onsite or offsite. Employee training includes classes to learn how to do something specific (i.e. Advanced Excel classes).
0499	Closing Costs - DASNY	<b>Business Office</b> use only.

Department specific codes have been shaded for easy identification.

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### Consultant Account Codes (All Consultants Require Board Approval)

**0446 – Educational Consultants – District:** Their services must be provided at the district level and billed by BOCES to the district.

**0447 – Educational Consultants – Internal:** The services provided by these consultants are for internal BOCES use and are not billed directly to the districts.

**0449 – Other Professional & Technical Services – District:** Their services must be provided at the district level and billed by BOCES to the district.

**0450 – Other Professional & Technical Services – Internal:** The services provided by these consultants are for internal BOCES use and are not billed directly to the districts.