

Form #5	Function Code: "Cost Center" or the school function (department) that uses the actual inventory, equipment, or funds)	
Function Code	Function	Description
5100	Regular K-12:	Regular Classroom Instruction
5200	ESE Education:	Instruction in ESE Classrooms only
6200	School Media Centers	Libraries (Instructional Media Centers)
6400	Instructional Staff Training:	Professional development services for instructional staff including workshops, demonstrations, school visits and in-service trainings
7100	Governing Board	All expenses in support of the governing board
7200	General Administration	All school-wide administration activities and general operation of school.
7300	Principal's Office	Principal, Vice-Principal overseeing school-wide academic instruction (supervision, evaluation, development of teaching staff) and program/school development/outreach.
7500	Fiscal Services	Consists of those activities concerned with fiscal operation of the, school system. This function includes budgeting, receiving and disbursing cash, financial accounting, payroll, inventory control, and internal auditing.
7760	Internal Services	Buying, storing, and distributing supplies, furniture, and equipment (prior to school opening date)

Form #5			
Object Code: Describes the specific type of good or service obtained by expending allocable funds.			
Purchase Type	Function Code (Use one)	Object Code	Description
Audio Visual	*6200, 5100, or 5200	620	Globes, maps, electronic media, audio-visual storage media, CDs/DVDs that are instructional but not computer applications/programming software.
Computer	*5100, 5200, 6200, or 7300	643	All computers, computer accesories, programable digital equipment (ex: Smart Boards), and computer hardware
Computer Installation	*5100, 5200, 6200, or 7300	390	Install computer network or new digital/ computer equipment-school wide network (7200), library computers (6200), computer lab and classroom computers (5100)
Consumables	*5100 or 5200	590	Other instructional materials that are <u>not</u> capital outlays (such as paper, glue, etc.) for classroom use. Includes non-durable PE equipment/supplies, art supplies, and non-durable specialty kits.
Furniture	*5100, 5200, 6200	641	All furniture or equipment that are <u>not</u> computerized/digital
Indirect Costs	7200	790	Indirect costs to be paid to sponsor
Insurance	7200	320	Building insurance, liability insurance for directors and board members only for contracts signed prior to school opening date
Library Books	*5100, 5200, or 6200	610	Library Books for the media center or classroom libraries.
Materials	*5100 or 5200	510	Instructional Materials and supplies for classroom. Does <u>not</u> include janitorial supplies, baskets, etc.
Postage	7200	370	Marketing mailings to promote the new school program
Rent	7200	360	Lease/Building rentals for up to 3 months prior to school opening from Implementation 1 grant or Rental space for school outreach activities (town hall, library, YMCA, church, etc.) before school has own facility.
Salary	7300	110	Principals, assistant principals, curriculum coordinators, and deans. Executive and general directors, assistant directors, supervisors, and coordinators. - Full time salaries only reimbursable in Imp 1 for up to 3 months prior to school opening
	7300	160	Clerical Support Personnell (Usually Principal's Assistant) Only reimbursable in Imp 1 for up to 3 months before school opening
Stipends	*5100 or 5200	290	Stipends for FCAT tutoring outside of normal school hours
Services	*7200, 7500, 7760, or 6400	310	Usually degreed or technical consultants that the schools hires on contract to provide professional/staff development, legal services, marketing development, network installation, etc.
Software	*5100, 5200, 6200, or 7300	691	Application software that the school will purchase and own (software that does <u>not</u> require annual renewal fees).
Textbooks	*5100 or 5200	520	Textbooks and supplemental workbooks.
Travel	*5100,7100, 7200, or 7300	330	Travel related to conferences or training for principal/staff development and board members

* Select **One** Function Code to show where the item will be located or primary operational area supported.