

PERSONNEL

1	Area District Coordinator
2	Administrative Assistant
3	Planner (Conservation, Nutrient Management)
4	
5	District Manager
6	Watershed Aide
7	District Technician
8	NRCS Shared Staff
9	Special Project Position
10	
11	
12	Unallocated (Temporary Employee)

OPERATING EXPENSE ITEM CODES**EQUIPMENT & SUPPLIES**

20	Supplies - Office
21	Supplies - Information Tech
22	Supplies - Printing
23	Supplies - Agricultural
24	Supplies - Educational
25	Supplies - Laboratory
26	Supplies - Motor Vehicle
27	Supplies - Equipment
28	Supplies - Safety
29	Supplies - Arch and Engineer
30	Supplies - Janitorial
31	Supplies - Resource Material
32	
33	
34	
35	
36	Equipment - Motor Vehicle
37	Equipment - Office
38	Equipment - Information Tech
39	Equipment - Educational
40	Equipment - Construction
41	Equipment - Telecommunication
42	Equipment - Agriculture
43	Equipment - Laboratory
44	
45	
46	Equipment - Repair of

ADMINISTRATIVE

60	Advertising
61	Auditing
62	Bonds
63	Dues/Memberships
64	
65	Exhibits, Shows & Events
66	
67	Information Services (i.e. newspaper)
68	Travel Expense (lodging, per diem)
69	Mileage
70	Fees - Notary, Licenses, Permits, etc.
71	Phone/Internet/IT
72	Postage/Freight
73	Printing & Binding
74	Registration
75	Rent - Office Space
76	Rent - Other Building
77	Rent - Post Office Box
78	Scholarships
79	Unemployment Insurance
80	Utility - Electric
81	Utility - Gas
82	Utility - Other
83	Other - Not Listed
84	Insurance Premiums
92	Director Meeting Expense

ITEM CODES THAT HAVE NO EFFECT ON OPERATING EXPENSES

(Should be included as part of regular reimbursement claim)

86	Copier Rental Payments
94	Longevity
95	Terminated Leave

ITEM CODES THAT MAY HAVE NO EFFECT ON OPERATING EXPENSES

(Must be claimed on a separate claim form, otherwise will be charged to operating)

89	Long Range Plan (LRP) Publication Expense
93	Direction Election Expense

ITEM CODES ONLY TO BE USED IF PRIOR APPROVAL IS RECEIVED FROM OCC

(Must be claimed on a separate claim form, otherwise will be charged against allocation)

87	Training
88	Program Expenses
90	Registration
91	Mileage
96	Watershed Operation & Maintenance
97	Roadside Erosion
98	Administrative Charge
99	Special Project