

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
- 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 Land Management Programs
- 98 Administrative Charge
- 99 Special Project