

**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	Director 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