

PERSONNEL

| | |
|----|------------------------------------|
| 1 | Area District Coordinator |
| 2 | Administrative Assistant |
| 3 | Conservation Planner (NRCS Shared) |
| 4 | Farm Bill Specialist (NRCS Shared) |
| 5 | District Manager |
| 6 | Watershed Aide |
| 7 | District Technician |
| 8 | NRCS Shared Staff (08-A, 08-T) |
| 9 | Land Management Technician |
| 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 |