

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	Shared Technician (NRCS)
9	Land Management Technician
10	Shared Administrative Assistant (NRCS)
11	Conservation Planner
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	Equipment - Safety
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