Newcastle Public Schools

Purchase Requsition Coding Examples

ACTIVITY FUND

Project Code:		Your particular Sub-account number (three digits, starts with an 8 or a 9)
Function Code:		If your activty fund is related to a course where a student gets a grade, then use Function 1000
		If your activity fund is extra-curricular, meaning they do not get a grade, then use Function 2199
Object Code:		See Notes Below
Program Code:		If using Function 1000: Use Program 100 unless told otherwise.
		If not using Function 1000, then use Program 000
Subject Code:		If using Function 1000: See Notes below
		If not using Function 1000, then use Subject 0000
Job Class Code:		This is always 000 - it is a payroll code
Unit Code:		See Notes Below

Object Code:		
Student Lodging	515	
Student Meals	516	
Staff Travel	580	
General Supplies	619	(Pencils, crayons, rubber bands)
Books / ebooks	641	
Periodicals	642	
Workbooks	645	
Uniforms	657	
Merchandise for Resale	670	(Fundraiser cost of goods sold)
Instructional Supplies	681	(lab supplies, food for instruction, used for teaching
Awards, gifts, regalia	682	
Extra-curricular Supplies	683	(Supplies for activities coded to Function 2199)

Unit:	
High School	705
Middle School	505
Elementary School	105
Early Childhood Center	110

Subject - ECC / ES / MS	
PreK Full Day	1013
KG Full Day	1024
Elem Self Contained	1050
1st Grade	1051
2nd Grade	1052
3rd Grade	1053
4th Grade	1054
5th Grade	1055
Careers	1350
Computers	1320
Health / Nutrition	1340
Language Arts	1110
Mathematics	2200
Music / Band	1170
Physical Ed / Sports	1360
Science	2250
Social Studies	2300
Title I Reading	1134
Yearbook	1150

Subject - High School Only:	
Ag Education	8000
Arts	2800
Business & Information Tech	8100
Character Education	2500
Family & Consumer Science	8400
Health / PE / Sports	3300
Humanities	2950
Language Arts	4000
Leadership	2760
Math	4400
Music (Band or Vocal)	3000
Science	5000
Social Studies	5400
Spanish	3100