Object Code Definitions

Code	Code Title	Definition or Examples
0301	Subscriptions	Subscriptions to magazines, newspapers and professional literature **including** electronic subscriptions.
0407	BOCES Vehicle Repair	Used primarily by **Transportation** for repairs to BOCES vehicles. Other departments will be charged via Inter-divisional from Transportation and should **not** use this code.
0420	Show Tickets	For staff and student attendance. Used for the cost of the tickets **only**.
0421		

Code	Code Title	Definition or Examples
0475	Building Equipment Repair	Used by **Facilities** for repair work done on BOCES building equipment like Air Conditioning equipment.
0476	Upkeep of Grounds	**Facilities** purchase of items needed for maintenance of BOCES grounds (e.g. wasp spray, weed killer, safety ropes)
0478	Cellular Phones and Pagers	Monthly charges as described.
0479	Business Meetings	Travel and lodging for offsite meetings not conferences including approved travel and lodging costs for consultants.
0480	Travel Training	Reimbursement of expenses incurred when a requires travel experiences. **Special Education**.
0481	Meals/Food	Payments for food purchased per board guidelines.
0482	Advertising	Used primarily by **Human Resources** for recruitment services and job listings. Used by co-op bidding for public bid notifications.
0483	Postage	Used by **BOCES Graphics** Charges to departments are done as part of the I/D.
0484	Membership Dues	Institutional memberships in the name of Nassau BOCES are charged to this code. Requests for individual memberships in any professional group are subject to review and approval of the Executive Director of the dept.
0485	Mileage	Employee mileage reimbursement for use of personal vehicles for Agency business.
0486	Travel Conference	All expenses except meals/food (0481) for offsite conferences **<u>including</u>** non-BOCES staff when districts are billed for their attendance. Conferences are **informational** in nature and not related to learning a specific skill.
0487	Travel Recruitment	Travel expenses incurred for recruitment of staff.
0491	Guard Services	Used for payment of non-BOCES security staffing.
0492	Tempo Services	Used for payment to outside employment agencies for temporary workers including nurses.
0493	Moving	As described.
0494	Tempo Personnel	Charges for BOCES tempo personnel.
0496	Fuel for BOCES Vehicles	Payments for fuel used in BOCES vehicles charged using the Agency account.
0497	Stipend	Not in use at this time.
0498	Staff Development	All costs, including travel and lodging (except meals/food), for **employee training** whether onsite or offsite. Employee training includes classes to learn how to do1n /P /<MCID 73>B5