

Newcastle Public Schools

Purchase Requisition Coding Examples

GENERAL FUND:

Description	Project	Function	Object	Program	Subject	Job Class	Unit
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CLASSROOM ALLOWANCE							
Instructional Supplies	031	1000	619	100	See Below	000	See Below
Flexible Seating	031	2199	651	000	0000	000	See Below
Technology / chargers	031	1000	653	100	See Below	000	See Below
Books / workbooks	031	1000	641	100	See Below	000	See Below

Non-Classroom Allowance -

See your Building Principal for Project Code, other codes are the same

EXTRA NOTES:

Unit:

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

Object Code:

General Supplies	619	(Pencils, crayons, rubber bands)
Books / ebooks	641	
Periodicals	642	
Workbooks	645	
Technology items`	653	Chargers, online resources
Instructional Supplies	681	lab supplies, materials needed for teaching

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