

**Grant Account Codes - Quick Reference  
(1003a School Improvement, Title I, and Title II)**

The ISBE grant Function & Object Codes use different numbers than the DPS accounting system. The table below shows their equivalents.

**\*Color coded codes are the ones to use for IVisions requisitions. \*\*Please keep in mind, these are the account codes most commonly used- if an expenditure does not fit into the below criteria, please reach out to the Grants Specialist for the correct account code. \*\***

| <b>Grant &amp; Program Code</b>                       | <b>Expenditure</b>   | <b>ISBE Function Code</b> | <b>DPS Function Code</b> | <b>ISBE Object Code</b> | <b>DPS Object Code</b> |
|---|--|---------------------------|--------------------------|-------------------------|------------------------|
| 1003a SIP - 4331<br>Title I - 4300<br>Title II - 4932 | Instructional Subscriptions & Software                                   | 1000                      | 1250                     | 300                     | 327                    |
| 1003a SIP - 4331<br>Title I - 4300<br>Title IV - 4400 | Instructional Supplies & Materials (less than \$500)                     | 1000                      | 1250                     | 400                     | 410                    |
| Title I - 4300<br>Title IV - 4400                     | Instructional Supplies & Materials Non-Capital (over \$500 under \$2499) | 1000                      | 1250                     | 700                     | 750                    |
| 1003a SIP - 4331                                      | Attendance & Social Work Services  | 2110                      | 2110                     | 400                     | 410                    |
| Title II - 4932<br>Title I - 4300<br>1003a SIP - 4331 | Professional Development- Stipends                                       | 2210                      | 2210                     | 100                     | 115                    |
| Title II Only<br>4932                                 | Professional Development- Substitutes                                    | 2210                      | 2210                     | 100                     | 120                    |
| 1003a SIP - 4331<br>Title II - 4932                   | Professional Development- Conference Registration                        | 2210                      | 2210                     | 300                     | 312                    |
| 1003a SIP - 4331<br>Title II - 4932                   | Professional Development- Conference Travel                              | 2210                      | 2210                     | 300                     | 332                    |
| Title II - 4932                                       | Professional Development- Supplies & Materials                           | 2210                      | 2210                     | 400                     | 410                    |
| Title I - 4300  | Community Services   | 3000                      | 3850                     | 400                     | 410                    |

## **Here are the top account codes that are used most frequently with grant funds**

### Title I

#### Instruction

- 10.xx.1250.4300.1.410 (instructional supplies and materials for classrooms)
- 10.xx.1250.4300.1.327 (online subscriptions such as Moby Max)

#### Parent/Community

- 10.xx.3850.4300.2.410 (food for parent events)

### Title II

#### Professional Development

- 10.xx.2210.4932.1.115 (stipends for professional development)
- 10.xx.2210.4932.1.120 (substitutes for professional development)
- 10.xx.2210.4932.1.312 (conference registration)
- 10.xx.2210.4932.1.332 (conference travel such as hotel, meals, airline tickets)
- 10.xx.2210.4932.1.410 (professional development materials for PLC meetings)

### 1003a School Improvement

#### Instruction

- 10.xx.1250.4331.1.410 (instructional supplies and materials for classrooms)
- 10.xx.1250.4331.1.327 (online subscriptions such as Moby Max)

#### Professional Development

- 10.xx.2210.4331.1.115 (stipends for professional development)
- 10.xx.2210.4331.1.312 (conference registration)
- 10.xx.2210.4331.1.332 (conference travel such as hotel, meals, airline tickets)

#### Attendance & Social Work Services

- 10.xx.2110.4331.1.410 (flexible seating, student sensory and focus materials)

**Account codes are made up of six sets of numbers, each representing a different category:**

**Fund**            **10.01.1250.4300.1.115**

**10**= Identifies the **fund source**. For Title I and Title II it will almost always be 10, which is the Education Fund. The only other possible fund source that might be used for Title I is 40, which is the Transportation fund. (Used primarily for summer camp programs)

**Location**            **10.01.1250.4300.1.115**

**01**= identifies the **school building**. This is the building that the item will be charged to.

**Function**            **10.01.1250.4300.1.115**

**1250**= Identifies the **function** of the item. This is identifying what the purpose of the expense is.

Here are the most commonly used function codes for Title I and Title II.

1250-Instruction. Items to be used in the classrooms, student devices, manipulatives, classroom materials, etc. (*Title I & 1003a School Improvement*)

2210-Professional development. Items for teachers or for school plc meetings, substitutes for teachers attending Professional development, stipends for teachers attending Professional development (food for professional development meetings or trainings is NOT allowed) (Title II)

3850-Parent/Community. Items for parent events and to encourage parent involvement. This is the **ONLY** line item in Title I or Title II that food is allowable. Be sure to follow proper procedures to document the purchase of food for this line item. (*Title I only*)

**Program**            **10.01.1250.4300.1.115**

**4300**= Identifies the specific **program or grant**.

4300= Title I

4932=Title II

4331=1003a School Imp

**Year Code**            10.01.1250.4300.**1.115**

**1**= Identifies the **year code**. Title I and II renew July 1<sup>st</sup> of each year. This is when we change the year code to indicate which year of the grant funds are being used.

We use a revolving cycle of year 1 and year 2

1= Odd numbered school years (2018-201**9**)

2= Even numbered school years (2017-201**8**)

**Object Code**            10.01.1250.4300.1.**115**

**115**=Identifies the **object code**, more specifically the type of expenditure

Here are the most commonly used object codes for the below listed grants:

115-stipend (*Title II only*)

120-substitute (*Title II only*)

312-conference registration (*Title II & 1003a School Improvement*)

327-software, online subscription (Title I & 1003a School Improvement)

332-conference travel (hotel, meals, travel, etc.) (*Title II & 1003a School Improvement*)

333-inter-district mileage (Title I)

410-supplies and materials (individual items priced under \$500)

550-capital equipment (individual items priced at \$2500 or more)

750- non-capital equipment (individual items priced between \$500 and \$2499)