

Account Code Quick Reference
(Title I and Title II)

Here are the top 8 account codes that are used most frequently with Title I and Title II 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.3850.4300.1.410 (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)

There are 6 sets of numbers in the account codes.

[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)

10.[01](#).1250.4300.1.115

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

10.01.[1250](#).4300.1.115

1250= Identifies the function of the item. This identifies what type of expenditure it 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 only*)

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*)

10.01.1250.4300.1.115

4300= Identifies the specific program or grant.

4300= Title I

4932=Title II

10.01.1250.4300.1.115

2= Identifies the year code. Title I and II renew July 1st 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**)

10.01.1250.4300.1.115

115=Identifies more specifically the type of expenditure

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

115-stipend (*Title II only*)

120-substitute (*Title II only*)

312-conference registration (*Title II only*)

327-software, online subscription (Title I)

332-conference travel (hotel, meals, travel, etc.) (*Title II only*)

333-inter-district mileage (Title I)

410-supplies and materials (a single item less than \$500)

550-capital equipment (a single item over \$2500)

750- non-capital equipment (a single over \$500 but less than \$2499)

Here are the top 8 account codes that are used most frequently with Title I and Title II 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)