

Sample Budget Descriptions

Function and Object Code	Chart of Account Description	Vague Description <i>(NOT APPROVABLE)</i>	Specific and Concise Description <i>(APPROVABLE)</i>
1000-113	Substitute	Substitutes for CTAE Department	Substitutes for CTSO advisors to attend CTSO regional, state and national events
2213-113	Substitute	Substitutes for CTAE teachers	Substitutes for CTAE teachers to attend instructional staff training (e.g., EOPA crosswalks, CPR update training to teach students)
1000-580	Travel - Employees	CTAE staff travel with students	Travel for CTSO advisors to attend CTSO regional, state and national events
2210-580	Travel - Employees	CTAE staff travel	Travel for CTAE teachers to attend Model Schools Conference
2213-580	Travel - Employees	CTAE travel for instructional staff training	Travel for CTAE teachers to attend GACTE Conference
2230-580	Travel - Employees	CTAE Director travel	Travel for CTAE Director to attend technical assistance workshops
1000-610	Supplies	Supplies for CTAE programs	Instructional supplies for FACS (list 3 examples), Healthcare Science (list 3 examples) and Construction (list 3 examples)
1000-610	Supplies	EOPA supplies	Study guides for Architectural Drafting
2210-610	Supplies	Supplies for CTAE staff	General office supplies for CTAE staff
2230-610	Supplies	Basic supplies for Administration	Office supplies for CTAE Director
1000-611	Supplies – Technology Related	Technology supplies for CTAE programs	Technology supplies (list 3 examples) for CTAE programs
2230-611	Supplies – Technology Related	Technology supplies for Administration	iPad for CTAE Director
1000-532	Web-Based Licenses and Subscriptions	Software licenses for CTAE programs	Adobe Creative Suite software licenses for Graphic Arts and GMetrix for Business
1000-612	Computer Software	Computer software for CTAE program	AutoCAD for Drafting program
1000-615	Expendable Equipment	Expendable equipment for CTAE programs	Equipment for FACS (list 3 examples), Healthcare Science (list 3 examples) and Construction (list 3 examples)

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1000-616	Expendable Computer Equipment	Upgrade computers at a high school	Computers to upgrade Drafting Lab
2210-616	Expendable Computer Equipment	Computer equipment for CTAE teachers	Chromebooks for CTAE teachers
2230-616	Expendable Computer Equipment	Equipment for Administration	Printer for CTAE Director's office
1000-642	Books (Other than Textbooks) and Periodicals	Supplemental resources	Supplemental books for EOPA preparation
2210-642	Books (Other than Textbooks) and Periodicals	Supplemental resources	Teacher resource books for FACS program
1000-730	Purchase of Equipment (Cost of \$5,000 or More per Unit)	Major equipment for the CTAE labs	Laser engraver for Engineering lab
1000-734	Purchase or Lease-Purchase of Computers (Cost of \$5,000 or More per Unit)	Major computer equipment for the CTAE labs	Plotters for Engineering labs
1000-810	Dues and Fees	Registration fees for CTSO conferences	Registration fees for CTSO Advisors to attend CTSO conferences
2213-810	Dues and Fees	Conference registration fees for CTAE teachers	GACTE registration for CTAE teachers at member rate only