

Operational Unit Codes & Project Codes



Operational Unit Codes

The operational unit code is a three digit code that refers to individual campuses within a district and individual components within the administration, school service, maintenance and operation divisions. The operational unit code is provided for districts to maintain accounts and exercise expenditure control by operational unit.

This level of detail is necessary to comply with Section 160.522, RSMo, which requires the reporting of selected data at the building level.

The local district is encouraged to use the Departments’s Core Data building codes for individual campuses, dropping the last digit or adjusting the third digit to distinguish separate campuses. Otherwise, the district may use any code it wishes for its other operational or “cost” units.

A unique operational unit code may be assigned to summer school even though it physically occupies the same building as another operational unit during the regular school year. A summer school program has its own unique function code; therefore, the summer school program costs may be recorded and reported apart from regular year programs.

The specific codes used by a district are to be selected from the following code ranges:

<u>Code Range</u>	<u>Operational Unit Code</u>
101	Special Education Cooperative Campus
105-199*	High School Campuses
110	Area Vocational Campus
200-299*	Junior High Campuses
300-399*	Middle School Campuses
400-699*	Elementary Campuses
800-999	To be defined as “cost centers” or management responsibility areas by the LEA

* Where individual campuses are to be identified, the operational unit code to be used may be the same as the first three digits of the assigned Core Data building code.

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