

# Technology Coding Guidance





## Technology-Related Function Codes

- **1111, 1131, 1151 - Instruction** - Technology used by students in the classroom is coded to the instruction function code 1111, 1131, 1151, or other function code the instruction must be coded to as appropriate.

Below are examples of technology that should be coded to function code 1111, 1131, 1151 or other function code the instruction must be coded to as appropriate:

- Smart boards
- Computers
- Tablets
- Subscription fees for software used by students
- Service agreements for technology hardware used in the classroom by students.
- Annual maintenance agreements for software used in the classroom by students.

- **2225 Instruction Related Technology** - All technology activities and services for the purposes of supporting instruction. Cost associated with the operation and support of computer labs, media centers, instructional technology centers, and instructional networks. Computer centers that are primarily dedicated to instruction should be coded to instruction. This includes network support and hardware maintenance and support. Technology used by students in the classroom or that have student instruction focus should be coded to 1111, 1131 or 1151 as appropriate.

Below are examples of technology that should be coded to function code 2225:

- Activities concerned with supporting and maintaining computer centers established to support the instructional environment. They are not primarily dedicated to student-teacher learning. Computer centers that are primarily dedicated to instruction should be coded to instruction (1111, 1131, or 1151 as appropriate).
  - Computer labs
  - Student computer centers
  - Media centers
- Hardware maintenance and support used in computer centers.
  - Service agreements for technology hardware used in computer centers.
- Activities concerned with scheduling and maintaining all software and other activities involved in systems operations of computer centers.
  - Annual maintenance agreements for software used by computer centers.
- Activities involved with directing, managing, and supervising computer centers.
- Activities associated with network support for computer centers.
- Professional development cost for instruction-focused technology personnel who work in computer centers.

- **2331 Administrative Technology Services** - Activities concerned with supporting the school districts information technology. These activities include cost associated with the

administration and supervision of technology personnel, system operation, network support services, hardware maintenance and support services, and other technology-related

administrative cost. Also includes professional development cost for administrative technology personnel.

Below are examples of technology that should be coded to function code 2331:

- Activities concerned with directing and managing data processing services and procedures.
- Activities concerned with scheduling, maintaining all hardware and software used by school district staff outside of the instruction of students.
  - Annual maintenance agreements for software used by staff
  - Service agreements for technology hardware
- Technology personnel
- Network and network support services
- Professional development cost for administrative technology personnel.

### **Technology-Related Object Codes**

- **6316 Data Processing and Technology Related Services** - Services performed by persons, organizations, or other agencies qualified to process data or perform technology-related services. This includes data processing services, purchasing and warehousing services, and graphic arts design services.

Below are examples of technology that should be coded to object code 6316:

- Contracting with an outside company to create or to maintain a website for the district
- Contracting with an outside company to store back-up files of the district's data
- Contracting with an outside company to create a new school logo
- Expenditures for all types of information technology consulting and the outsourcing of information technology functions. Also includes the expenditures for services such as system analysis, software development, and data entry; typically on a short-term basis.

- **6337 Technology-Related Repairs and Maintenance** - Expenditures for repairs and maintenance services for technology equipment that are not directly provided by district personnel.

Below are examples of technology that should be coded to object code 6337:

- Service agreements for technology hardware (computers and servers)
- Expenditures for services to repair and maintain all information technology hardware including information technology network, communication, and infrastructure equipment performed by non-district personnel.
- Expenditures for the yearly maintenance fees for computer programs, utilities, and other computer logic instructions generally described as software. This does not include one-time or first-time purchase of software.

- **6338 Rentals of Computers and Related Equipment** - Expenditures for leasing or renting computers and related equipment for both temporary and long-range use.

Below are examples of technology that should be coded to object code 6338:

- Cost to lease printers and network copiers
- Cost to lease computers or tablets
- Cost to lease servers and routers

- ☐ **6361 Communication** - Services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and voice communication services, data communication services to establish or maintain computer-based communications, networking, and Internet services, video communication services to establish or maintain one-way or two-way video communication via satellite, cable, or other devices, postal communication services to establish or maintain postage machine rentals, postage, express delivery services, and couriers.

Below are examples of items that should be coded to object code 6361. These expenditures may or may not be associated with a technology Function Code:

- Internet services
- Networking services
- Two-way radio service
- Cell phone service
- Telephone and voice communication services
- Data communication services to establish or maintain computer-based communications
- Video communication services to establish video communication via satellite, cable, or other devices
- Postage
- Postage machine rentals
- Express delivery services and couriers

- ☐ **6412 Supplies - Technology-Related** - Includes technology-related supplies that are typically used in conjunction with technology-related hardware or software and technology-related items that fall below the capitalization threshold.

Below are examples of technology that should be coded to object code 6412:

- Computer file storage supplies (flash or jump drives, CD's, other storage drives)
- Technology related cables and accessories (mouse, computer speakers, etc.)
- Computer monitors
- Tablets (iPads or other such tablets, e-readers)
- Computers that fall below the capitalization threshold
- TV's
- Cell phone purchases
- Subscriptions fees for software that is not for student use
- Subscription fees for software that is used for students
- Subscription license fees for software if amount per license is less than \$5,000

- Subscription license fees for software if the amount per year is less than \$5,000 (\$9,000 for three year virus protection plan equals \$3,000 per year)
- Information Technology items such as paper and other consumables for large printers, magnetic tapes and optical platters for data storage, miscellaneous cables, and other consumables used in data center or Information Technology hub operation

□ **6543 Technology-Related Hardware** - Expenditures for technology-related equipment and technology infrastructure.

Below are examples of technology that should be coded to object code 6543:

- Network equipment over the capitalization threshold
- Servers, PCs, printers, and other peripherals over the capitalization threshold
- Wiring buildings for internet and technology (technology infrastructure)
- Smart boards over the capitalization threshold
- Air conditioner and dehumidifier for server rooms over the capitalization threshold
- Expenditures for information technology networking, infrastructure, and communication equipment over \$1,000
- Expenditures for mainframes, disk drives, tape drivers, and other peripheral equipment attached to mainframes

□ **6544 Technology Software** - Expenditures for purchased software used for the educational or administrative purposes that exceed the capitalization threshold.

Below are examples of technology that should be coded to object code 6544:

- Perpetual Licenses
  - Student Information System
  - Financial Accounting System
  - Transportation Route Mapping Software
- One time purchase or initial acquisition of already developed computer programs, utilities, and other computer logic for non-mainframe computers or upgrades to software on non-mainframe computer
- One time purchase or initial acquisition of already developed computer programs, utilities, and other computer logic for mainframe computers only
- Capitalized software, including site licenses or single-use software that is over the threshold of \$5,000 for software