



## 100 Personal Services – Salaries

<ul style="list-style-type: none"><li>• Add Position Title</li><li>• Add FTE covered</li></ul>
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## 200 Employee Benefits

<ul style="list-style-type: none"><li>• Add Position Title</li><li>• Add FTE covered</li></ul>
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<ul style="list-style-type: none"><li>• Add Position Title</li><li>• Add FTE covered</li></ul>

### 300 Purchased Professional and Technical Services -Must Have Signed Contract

<ul style="list-style-type: none"><li>• Add Service date range</li><li>• Add Specific services provided</li></ul>
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## 400 Purchased Property Services

<ul style="list-style-type: none"><li>• Add Service/rental date range</li><li>• Add Specific services provided</li></ul>
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## 500 Other Purchased Services

<ul style="list-style-type: none"><li>• Add Specific service provided</li><li>• Add Date range of service</li><li>• Add Details of related expense i.e. travel related expenses, per diem, hotel, mileage</li><li>• Add unit cost and number of units for items \$500 or more per unit</li></ul>
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## 600Supplies

<ul style="list-style-type: none"><li>• Add list of planned supply purchases</li><li>• Add Unit cost and number of units for items \$500 or more per unit</li></ul>
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## 700 Property and Equipment

<ul style="list-style-type: none"><li>• Add list of property and equipment to be purchased</li><li>• Add individual unit costs</li></ul>
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## 800 Other Expenditures

<ul style="list-style-type: none"><li>• Add expenditure to be purchased</li><li>• Add Unit cost and number of units if applicable</li></ul>
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