

Oklahoma City Board of Education

APPROVED

Sub-Account (Project) Codes

- Numeric
- Alphabetical

OKLAHOMA CITY PUBLIC SCHOOLS
School Activity Fund
Sub-Account (PROJECT) Codes - NUMERIC Order

Sub Account (Project) #	Program Code	Special Notes	Description
801	900		General Activities
802	900		General - Special
803	900		<i>NOT Oklahoma City Board Approved for Use</i>
804	900		Student Supply Donation
805	900		Library Account
806	900	A	Adult Education - SDE Refund
807	900	A	Day Care/Latchkey Tuition - GENERAL FUND Refund
808	900	A	Preschool Tuition - GENERAL FUND Refund
809	900		Before/After School Academics
810	900		Student ID
811	900	A	Community Education Tuition - GENERAL FUND Refund
812	900		<i>NOT Oklahoma City Board Approved for Use</i>
813	900	A	Lost Student Technology – GENERAL FUND Refund
814	900	A	Lost Textbook Fees - GENERAL FUND Refund
815	900		Lost Library Books – Refund on Returns
816	900		Clinic
817	900		Gifts and Donations
818	900		Grants
819	900		Registrar
820	900		Homeless (Admin only)
821	800		Athletics - General
822	800		Athletics - Reserve
823	800		Basketball - Girls
824	800		Golf - Girls
825	800		Soccer - Girls
826	800		Softball - Girls
827	800		<i>NOT Oklahoma City Board Approved for Use</i>
828	800		Tennis - Girls
829	800		Track - Girls
830	800		Cross Country
831	800		Volleyball - Girls

832	800	Basketball - Boys
833	800	Baseball
834	800	Golf - Boys
835	800	Soccer - Boys
836	800	Rowing Team
837	800	<i>NOT Oklahoma City Board Approved for Use</i>
838	800	Tennis - Boys
839	800	Track - Boys
840	800	Cross Country - Boys
841	800	<i>NOT Oklahoma City Board Approved for Use</i>
842	800	Wrestling - Boys
843	800	Football - Boys
844	800	<i>NOT Oklahoma City Board Approved for Use</i>
845	800	<i>NOT Oklahoma City Board Approved for Use</i>
846	800	Aerobics/Physical Ed
847	800	<i>NOT Oklahoma City Board Approved for Use</i>
848	800	All City Athletic Conference
849	800	Athletic - Other
850	900	Finance Academy
851	900	BPA - Business Professionals of America
852	900	DECA - Distributive Education Clubs of America
853	900	<i>NOT Oklahoma City Board Approved for Use</i>
854	900	VICA - Vocational Industrial Clubs of America
855	900	FHA/FCCLA - Family Career & Community Leaders of America
856	900	Consumer Law Club
857	900	Ethics Club
858	900	Adelante Leadership Program
859	900	Future Teacher/Teachers Cadet Program
860	900	Diversity
861	900	Black Lives Matter
862	900	Business Education
863	900	Bike and Run Club
864	900	Shop - General
865	900	Great Expectations
866	900	Woodwork
867	900	Metalwork
868	900	Environmental/ Earth Club
869	900	Horticulture
870	900	Teacher Recruit
871	900	Partners in Action

872	900	Coats for Kids
873	900	AOE – Academy of Engineering
874	900	Industrial Arts
875	900	Home Economics
876	900	Cooking Club
877	900	Technology Student Association (TSA) – High Tech Workshop
878	900	Thespians Society
879	900	Vocational Department
880	900	Parents as Teachers
881	900	Cheerleaders – Varsity
882	900	Cheerleaders – Junior Varsity
883	900	Cheerleaders
884	900	Pom Pom
885	900	<i>NOT Oklahoma City Board Approved for Use</i>
886	900	Pep Club
887	900	Dance Team
888	900	Flag Club
889	900	Poetry Club
890	900	Film Club
891	900	Yearbook - Elementary School
892	900	Yearbook - Middle School
893	900	Yearbook - High School
894	900	<i>NOT Oklahoma City Board Approved for Use</i>
895	900	Newspaper
896	900	Journalism Club/ProjectVOICE
897	900	Psychology Club
898	900	Young Republicans
899	900	Young Democrats
900	900	Core Knowledge
901	900	Class of 2031
902	900	Class of 2032
903	900	Class of 2024
904	900	Class of 2025
905	900	Class of 2026
906	900	Class of 2027
907	900	Class of 2028
908	900	Class of 2029
909	900	Class of 2030
910	900	National Honor Society - Middle School
911	900	Human Relation Brotherhood Club

912	900	Black History Club
913	900	Native American/Indian Education
914	900	Prom
915	900	Interact
916	900	Key Club
917	900	Link Crew
918	900	Family Literacy
919	900	AVID
920	900	Fine Arts
921	900	Student Council
922	900	SADD Students Against Destructive Decisions
923	900	Student Store
924	900	FCA - Fellowship of Christian Athletes
925	900	Drug Use Prevention
926	900	ROTC - Reserve Officer Training Corps - Federal
927	900	ROTC - Reserve Officer Training Corps - Special
928	900	Builders Club
929	900	Middle School Art
930	900	Youth in Government
931	900	The Thirst Project Club
932	900	Mu Alpha Theta
933	900	National Honor Society
934	900	National Arts Society
935	900	Tri -M Music Honor Society
936	900	Kit-A-Kid
937	900	Playground
938	900	Scholarships
939	900	Presidential Academic
940	900	Pride (OU Band)
941	900	Band
942	900	Band - Special
943	900	Choir
944	900	Choir - Special
945	900	Orchestra
946	900	Orchestra - Special
947	900	Guitar Department/ Club
948	900	Academic Decathlon
949	900	Fine Arts Department
950	900	Asian Club
951	900	French Club
952	900	German Club

953	900	Latin Club
954	900	International Interaction
955	900	Spanish Club
956	900	International/Multi-Cultural Club
957	900	Fine Arts - Special
958	900	Advanced Placement Testing
959	900	Travel Funds
960	900	Latino Club
961	900	Math Club
962	900	Science Club
963	900	Language Arts Club
964	900	Computer Club
965	900	Bio-Med Activities Club
966	900	Super Scholars - Gems
967	900	Gifted
968	900	Social Studies Club
969	900	Scholastic Testing
970	900	HOSA
971	900	Art Club
972	900	Speech Club
973	900	Drama Club
974	900	Debate Club
975	900	Thespians
976	900	Modern Dance
977	900	Young Talent
978	900	Visual Arts
979	900	Chess Club
980	900	Anime Club
981	900	Hearing Impaired
982	900	Learning Disabled
983	900	Emotionally Disturbed
984	900	Gay Straight Alliance (GSA) Club
985	900	Online Learning - E3
986	900	Severe/ Profound Intellectually Disabled
987	900	Team Management
988	900	Administrative Account
989	900	Professional Development Services
990	900	Faculty - Hospitality Account
991	900	Faculty - Operations Center Hospitality Account
992	900	Crochet and Community Service Club
993	900	Faculty - Cabinet Hospitality Account

994	900	Robotics
995	900	Food Bank Club
996	900	Charitable Contributions
997	900	Counselors
998	800	Energy Football Club
999	900	<i>NOT Oklahoma City Board Approved for Use</i>

OKLAHOMA CITY PUBLIC SCHOOLS
School Activity Fund
Sub-Account (PROJECT) Codes - ALPHABETICAL Order

Sub Account (Project) #	Program Code	Special Notes	Description
948	900		Academic Decathlon
858	900		Adelante Leadership Program
988	900	A	Administrative Account
806	900		Adult Education – SDE Refund
958	900		Advanced Placement Testing
846	800		Aerobics/Physical Ed
848	800		All City Athletic Conference
980	900		Anime Club
873	900		AOE – Academy of Engineering
971	900		Art Club
950	900		Asian Club
849	800		Athletic – Other
821	800		Athletics – General
822	800		Athletics – Reserve
919	900		AVID
941	900		Band
942	900		Band – Special
833	800		Baseball
832	800		Basketball – Boys
823	800		Basketball – Girls
809	900		Before/After School Academics
863	800		Bike and Run Club
965	900		Bio-Med Activities
861	900		Black Lives Matter
851	900		BPA – Business Professionals of America
928	900		Builders Club
862	900		Business Education
996	900		Charitable Contributions
883	900		Cheerleaders
882	900		Cheerleaders – Junior Varsity
881	900		Cheerleaders – Varsity
979	900		Chess Club

943	900		Choir
944	900		Choir – Special
903	900		Class of 2024
904	900		Class of 2025
905	900		Class of 2026
906	900		Class of 2027
907	900		Class of 2028
908	900		Class of 2029
909	900		Class of 2030
901	900		Class of 2031
902	900		Class of 2032
816	900		Clinic
872	900	A	Coats for Kids
811	900		Community Education Tuition – GEN FUND Refund
964	900		Computer Club
856	900		Consumer Law Club
876	900		Cooking Club
900	900		Core Knowledge
997	900		Counselors
992	900		Crochet and Community Service Club
830	800		Cross Country
840	800		Cross Country - Boys
887	900		Dance Team
807	900	A	Day Care/Latchkey Tuition - GENERAL FUND Refund
974	900		Debate Club
852	900		DECA - Distributive Education Clubs of America
860	900		Diversity
973	900		Drama Club
925	900		Drug Use Prevention
983	900		Emotionally Disturbed
998	900		Energy Football Club
868	900		Environmental/ Earth Club
857	900		Ethics Club
990	900		Faculty - Hospitality
991	900		Faculty - Operations Center Hospitality Account
993	900		Faculty - Cabinet Hospitality Account
918	900		Family Literacy
924	900		FCA - Fellowship of Christian Athletes
855	900		FHA/FCCLA - Family Career & Community Leaders of America
890	900		Film Club

850	900		Finance Academy
920	900		Fine Arts
957	900		Fine Arts - Special
949	900		Fine Arts Department
888	900		Flag Club
995	900		Food Bank Club
843	800		Football - Boys
951	900		French Club
859	900		Future Teacher/Teachers Cadet Program
984	900		Gay Straight Alliance (GSA) Club
801	900		General Activities
802	900		General - Special
952	900		German Club
967	900		Gifted
817	900		Gifts and Donations
834	800		Golf - Boys
824	800		Golf - Girls
818	900		Grants
865	900		Great Expectations
947	900		Guitar Department/ Club
981	900		Hearing Impaired
875	900		Home Economics
820	900		Homeless (Admin only)
869	900		Horticulture
970	900		HOSA
911	900		Human Relation Brotherhood Club
874	900		Industrial Arts
915	900		Interact
954	800		International Interaction
956	900		International/Multi-Cultural Club
896	900		Journalism Club/ProjectVOICE
916	900		Key Club
936	900		Kit-A-Kid
963	900		Language Arts Club
953	900		Latin Club
960	900		Latino Club
982	900		Learning Disabled
805	900		Library Account
917	900		Link Crew
815	900		Lost Library Books – Refund on Returns
813	900	A	Lost Student Technology – GENERAL FUND Refund

814	900	A	Lost Textbook Fees - GENERAL FUND Refund
961	900		Math Club
867	900		Metalwork
929	900		Middle School Art
976	900		Modern Dance
932	900		Mu Alpha Theta
934	900		National Arts Society
933	900		National Honor Society
910	900		National Honor Society – Middle School
913	900		Native American/Indian Education
895	900		Newspaper
803	900		<i>NOT Oklahoma City Board Approved for Use</i>
812	900		<i>NOT Oklahoma City Board Approved for Use</i>
827	800		<i>NOT Oklahoma City Board Approved for Use</i>
837	800		<i>NOT Oklahoma City Board Approved for Use</i>
841	800		<i>NOT Oklahoma City Board Approved for Use</i>
844	800		<i>NOT Oklahoma City Board Approved for Use</i>
845	800		<i>NOT Oklahoma City Board Approved for Use</i>
847	900		<i>NOT Oklahoma City Board Approved for Use</i>
853	900		<i>NOT Oklahoma City Board Approved for Use</i>
885	900		<i>NOT Oklahoma City Board Approved for Use</i>
894	900		<i>NOT Oklahoma City Board Approved for Use</i>
999	900		<i>NOT Oklahoma City Board Approved for Use</i>
985	900		Online Learning - E3
945	900		Orchestra
946	900		Orchestra - Special
880	900		Parents as Teachers
871	900		Partners in Action
886	900		Pep Club
937	900		Playground
889	900		Poetry Club
884	900		Pom Pom
808	900	A	Preschool Tuition - GENERAL FUND Refund
939	900		Presidential Academic
940	900		Pride (OU Band)
989	900		Professional Development Services
914	900		Prom
897	900		Psychology Club
819	900		Registrar
994	900		Robotics
926	900		ROTC - Reserve Officer Training Corps - Federal

927	900	ROTC - Reserve Officer Training Corps - Special
836	800	Rowing Team
922	900	SADD Students Against Destructive Decisions
938	900	Scholarships
969	900	Scholastic Testing
962	900	Science Club
986	900	Severe/ Profound Intellectually Disabled
864	900	Shop - General
835	800	Soccer - Boys
825	800	Soccer - Girls
968	900	Social Studies Club
826	800	Softball - Girls
955	900	Spanish Club
972	900	Speech Club
921	900	Student Council
810	900	Student ID
923	900	Student Store
804	900	Student Supply Donation
966	900	Super Scholars - Gems
870	900	Teacher Recruit
987	900	Team Management
877	900	Technology Student Association (TSA) - High Tech Workshop
838	800	Tennis - Boys
828	800	Tennis - Girls
931	900	The Thirst Project Club
975	900	Thespians
878	900	Thespians Society
839	800	Track - Boys
829	800	Track - Girls
959	900	Travel Funds
935	900	Tri-M Music Honor Society
854	900	VICA - Vocational Industrial Clubs of America
978	900	Visual Arts
879	900	Vocational Department
831	800	Volleyball - Girls
866	900	Woodwork
842	800	Wrestling - Boys
891	900	Yearbook - Elementary School
893	900	Yearbook - High School
892	900	Yearbook - Middle School

899	900	Young Democrats
898	900	Young Republicans
977	900	Young Talent
930	900	Youth in Government

A- These sub-accounts are restrictive in nature. See SAF Budget Process.

Oklahoma City
Board of Education

APPROVED

PROGRAM

Codes

OKLAHOMA CITY PUBLIC SCHOOLS

Program (fundraising & miscellaneous) Codes – Oklahoma City Board of Education Approved
School Activity Fund

NUMERIC Order

PROG#	Description
800	Athletic
801	Blast Athletics
802	eTeamSponsor
900	Non - Athletic Other
901	Advertising Sales
902	Bank Interest/Fees/NSF/Chargebacks
903	Commissions (Vending, School pictures and Book fairs)
904	Donations
905	Dues/Fees
906	Food Resale (Concessions)
907	Fundraising
908	Grants/Scholarships
909	Plays, Parties, Carnivals, Dances
910	Product Resale
911	Student Payments
912	Ticket Sales/Gate Receipts
913	Yearbook
914	Blue & Gold #1
915	Blue & Gold #2
916	Jeans Day
917	World's Finest Chocolate
918	School Pictures
919	T-Shirts/Sweatshirts
920	Otis Spunkmeyer
921	Popcorn
922	Scholastic Books
923	Local Oklahoma Music Association (LOMA)

Oklahoma City Board of Education

APPROVED

- Revenue (Sources)
- Expenditures
- Expenditures NOT Allowed

OKLAHOMA CITY PUBLIC SCHOOLS
School Activity Fund

APPROVED REVENUES (Sources)

- 1) Advertising Sales
- 2) Aluminum can drive and other collections of recyclable items
- 3) Bazaars/Garage Sales
- 4) Blast Athletics donations
- 5) Broadcasting Fees
- 6) Book fairs/Book sales
- 7) Car Wash
- 8) Checking/Savings interest
- 9) Commissions
- 10) Commissions from vending machines and school picture contracts
- 11) Dances and Carnivals
- 12) Donations/Gifts
- 13) Dues and Fees
- 14) eTeamSponsor donations
- 15) Field trip expenses
- 16) Gate receipts and Ticket sales
- 17) Grants and Scholarships
- 18) Jump Rope for the Heart, American Red Cross, and Casual for Kids, or any 503(c)
- 19) Newspapers and Newsletter sales
- 20) Operation of Preschool Day Care facilities
- 21) Operation of latch-key facilities
- 22) Operation of student stores, concession stands, and other food sales
- 23) Pasta for Pennies (Leukemia and Lymphoma programs)
- 23) Payments from students, which are remitted to pay for specific items
- 24) Promotional Athletic events
- 25) Raffles
- 26) Sale of advertisement in student publications
- 27) Sale of items when a profit is not expected
- 28) School pictures and yearbooks
- 29) School sponsored dinners
- 30) Senior assessments
- 31) Supply Donations
- 32) Student Identification

- 33) Student Payments
- 34) Student Payment for field trip expenses
- 35) Student Performance of Services
- 36) Student sales (Fundraiser Merchandise for Resale)
- 37) Summer School Tuition (remitted to General Fund)
- 38) Test Fees
- 39) The Foundation for Oklahoma City Public Schools website fundraisers
- 40) Ticket Sales (movies, plays, assemblies, etc.)
- 41) Tournament entry fees
- 42) Tuition fees collected
- 43) Transportation fees collected
- 44) Yearbook and advertising

OKLAHOMA CITY PUBLIC SCHOOLS

School Activity Fund

APPROVED EXPENDITURES

The Student Activity Fund Policy and Procedure manual has never intended/attempted to list every permissible or non-permissible expense. There will always be something not listed one way or another as new expenses questions come up from year to year. The Principal as the Student Activity Fund Custodian should determine if the requested use is an appropriate use of student funds.

If an audit were to raise a question about an expense, the Principal will need to be able to justify the use of funds and the positive impact on the students of their respective school. As a general rule, funds raised by students should not be used for “Teacher/Coach” expense only. Students should be the direct recipient of funds raised by students.

- 1) Artist-in-residence program expenses
- 2) Assemblies/speakers
- 3) Assertive discipline program expenses
- 4) Athletic equipment and supplies
- 5) Athletic event officials, workers and security
 - Any compensation for District employees are to include 38% benefit costs paid directly to Oklahoma City Public Schools
- 6) Bank Charges
- 7) Banquet/reception expenses for students
- 8) Building operation expenses
- 9) Building supplies expenses
- 10) Building equipment expenses
- 11) Camp Fees
 - Cheerleading, student council, football, etc.
- 12) Classroom Equipment
- 13) Classroom supplies, materials and books
- 14) Class/Club Clothing
- 15) Clothes (coats, shoes etc.) for needy students
 - Using donated fund receipts
- 16) Club/Organization refreshments, parties, luncheons, picnics, etc.
 - allowed only if entire club/organization is invited
- 17) Contest entry fees

- 18) Contributions when money is raised for a specific cause
 - Jump Rope for the Heart, American Red Cross, and Casual for Kids, or any 503(c)
- 19) District reimbursements for fees collected - All General Refund Sub-accounts
 - 806 – SDE Refund
 - 807 – General Refund - Day Care Tuition/Latchkey Tuition
 - 808 – General Refund - Preschool Tuition
 - 811 – General Refund - Community Education Tuition
 - 813 – General Refund - Lost Student Technology
 - 814 – General Refund - Lost Textbook Fees
- 20) Educational trip expenditures (Zoo, Science Museum Oklahoma, etc.)
- 21) Expenses relating to competition or show held for students (science fairs, track meets, and band contest, etc.)
- 22) Fee for a specialized fine arts related, sports, or library skills for instructional staff that can be incorporated in the classroom to benefit students (no extravagant costs are to be incurred)
- 23) Fee for a local (no overnight travel) professional development training for instructional staff funded through 801, limited to one training per semester
 - No extravagant costs are to be incurred
 - It cannot be a professional development funded by Federal funds and if partially funded by Federal Funds it will require Federal review
- 24) Field trips and out of town trips sponsored by Class or School
 - Including Senior Trip etc.
- 25) Film and Development Expenses
 - School pictures
 - Yearbook
- 26) Films and Videos
- 27) Fruit Juice for test days
- 28) Fundraising Expenses
- 29) Graduation Expenses
- 30) Grant/Publication writing services
- 31) Homecoming expenses
- 32) Incentives
 - Students ONLY
- 33) Library Books, periodicals, and newspapers
- 34) Marquee
- 35) Merchandise expense purchased for resale
 - fundraising, merchandise purchased for resale when not for profit
- 36) Nurse's clinic supplies
- 37) Odyssey of the Mind program expenses

- 38) Office equipment
- 39) Office supplies
- 40) Open House Expenses
- 41) Pasta for Pennies (Leukemia and Lymphoma Society)
- 42) Physical education equipment
- 43) Playground equipment and supplies
- 44) Postage
- 45) Preschool/Day Care/Latchkey operation
- 46) Printing expenses
- 47) Prom expenses
- 48) Reimbursements to individuals (students) when money has been collected for a specific cause and not used for that cause
- 49) Rental fees for student use of facilities
- 50) Repairs and maintenance (student and office equipment)
- 51) Ribbons, trophies, plaques and awards
- 52) Sam's card expense
- 53) Security
- 54) School membership to association
 - OSSAA etc.
 - NO individual memberships
- 55) Service projects
- 56) Specialized teaching materials for classes and clubs
 - Home economics, welding, horticulture, band, computers, etc.
- 57) Student club/organization dues and fees
- 58) Student development expenses
- 59) Student display case expenses
- 60) Student production expenses
 - Plays, concerts, etc.
- 61) Student store and concession stand inventory
- 62) Student scholarships
- 63) Student transportation expenses
- 64) Student uniforms and accessories
- 65) Student workshops and conventions
- 66) Test fees and material
- 67) Workers at student events including security, officials, ticket-takers
 - **Any compensation for District employees are to include 38% benefit costs paid directly to Oklahoma City Public Schools**

OKLAHOMA CITY PUBLIC SCHOOLS
School Activity Fund

EXPENDITURES NOT Approved

- 1) Credit Card other than OKCPS P-Card, LOC (Lines of Credit), house accounts or credit accounts of any kind
- 2) Donations (unless specifically approved by the OKCPS Board of Education)
- 3) Gift Cards
- 4) Leases for any equipment or maintenance agreements
- 5) Organization Memberships for INDIVIDUALS
- 6) Political contributions
- 7) Principal's (Student Activity Fund Custodian) office furniture or equipment
- 8) Purchases other than General Fund Refunds using sub-accounts (Only Refunds/Payments are allowed to the General Fund for specific collections):
 - 806 – SDE - Adult Education
 - 807 – General Refund - Day Care Tuition/Latchkey Tuition
 - 808 – General Refund - Preschool Tuition
 - 811 – General Refund - Community Education Tuition
 - 813 – General Refund - Lost Student Technology
 - 814 – General Refund - Lost Textbook Fees
- 9) Staff Incentives – NO EXCEPTIONS
- 10) Staff Luncheons/dinners – Funded through sub-account 801, limited to one activity per semester with a Professional Development agenda. No extravagant costs are to be incurred.