

COMPREHENSIVE INDEX

7/04

ARTICLE 3 BUSINESS AND NON-INSTRUCTIONAL (SERIES 3000)  
OPERATIONS Page 1 of 4

	CODE		
0. Concepts .....	3000	BP	
A. Goals & Objectives .....	3010		
1. Budget (includes planning, preparation, proposal, budget, adoption, administration) .....	3100	BP	AR
A. Transfer of Funds between Categories, Amendment/Purchases Not Budgeted (includes temporary transfers between classifications) .....	3110		
B. Deferred Maintenance Funds .....	3111		
2. Income x3430.....	3200	BP	
A. Local Funds.....	3210		
B. State Funds.....	3220		
1. Lottery Funds .....	3220.1		
2. Instructional Improvement & Accountability Funds ....	3220.2		
C. Federal Funds.....	3230	BP	
D. Tuition Fees (includes inter-district transfers) x5118 .....	3240		
E. Transportation Fees x3540.....	3250		
F. Materials Fees x6161.2 .....	3260	BP	AR
1. Rental/Loan of District Personal Property .....	3261		
G. Sale & Disposal of Books, Equipment & Supplies.....	3270	BP	AR
H. Sale, Lease, Rental of District-owned Real Property.....	3280		
I. Gifts, Grants & Bequests (does not include state or federal funds).....	3290	BP	AR
3. Expenditures/Expending Authority (includes purchasing guides, standardization, quantity, & quality of goods & services) .....	3300	BP	AR
A. Purchasing Procedures (includes requisitions, specifications, purchase orders, receiving goods) x3551.....	3310	BP	AR
1. Soliciting Prices/Bids & Quotations .....	3311		

	CODE			
2. Contracts .....	3312	BP	AR	
a. State Contract/Cooperative Purchasing .....	3312.1			
b. Educational Travel Program Contracts .....	3312.2			
3. Leases & Agreements .....	3313			
4. Payment for Goods & Services (includes signatures/facsimiles) x4141/4242/4342 .....	3314	BP		
a. Prepayment fund .....	3314.1			
b. Revolving Cash Fund.....	3314.2	BP	AR	
c. Alternative Revolving Cash Fund.....	3314.3	BP	AR	
5. Relations with Vendors.....	3315	BP	AR	
a. Minority and Women’s Businesses.....	3315.1			
B. Claims and Actions Against the District.....	3320	BP		
C. Tuition (includes out of district programs) .....	3330			
D. Rental/Long Term Leasing .....	3340			
1. Purchase, Lease, Rental of Neighboring District-owned Property.....	3341			
E. Travel Expenses .....	3350			
4. Management of District Assets/Accounts (includes systems, encumbering, classification of expend- itures, audits).....	3400	BP		
A. Depository.....	3410			
B. Borrowing .....	3420			
C. Investing.....	3430	BP		
D. Inventories.....	3440	BP	AR	
E. Money in School Buildings.....	3450	BP		
1. Petty Cash Funds.....	3451			
2. School Activity Funds x6145.8.....	3452	BP	AR	E
3. Credit Cards .....	3453		AR	
F. Periodic Financial Reports.....	3460	BP		
5. Non-instructional Operations.....	3500	BP		
A. Operation and Maintenance of Plant x7000 et seq .....	3510	BP	AR	
1. Energy and Water Conservation .....	3511	BP		
a. Integrated Waste Management.....	3511.1			
2. Equipment (includes instructional equipment).....	3512		AR	
3. Buildings and Grounds x1330 .....	3513			
a. Telephone.....	3513.1			

ARTICLE 3 BUSINESS AND NON-INSTRUCTIONAL  
OPERATIONS

(SERIES 3000)

Page 3 of 4

		CODE	
	b. Parking .....	3513.2	
	c. Smoking .....	3513.3	BP
4.	Environmental Safety (regulations) .....	3514	
	a. Hazardous Substances.....	3514.1	
	b. Respiratory Protection Program.....	3514.2	AR
	c. Air Pollution .....	3514.3	AR
	d. Noise Exposure Abatement Procedures.....	3514.4	AR
5.	Campus Security .....	3515	
	a. Crime Data Reporting .....	3515.1	
	i. .. Closed Circuit Television (CCTV)		
	.....Camera Surveillance .....	3515.11	BP AR
	B. Disruptions.....	3515.2	
	C. District Police/Security Department .....	3515.3	BP AR
	D. Recovery for Property Loss or Damage.....	3515.4	
	E. Sex Offender Notification.....	3515.5	
	F. Criminal Background Checks for Contractors.....	3515.6	
6.	Reporting Crime, Violence and Vandalism .....	3516	AR E
	a. Tear Gas Canisters .....	3516.1	BP AR
	b. Bomb Threats.....	3516.2	
	c. Earthquake Emergency Procedure System.....	3516.3	
	d. Air Pollution Episodes .....	3516.4	
	e. Emergency Schedules .....	3516.5	
B.	Office Services.....	3520	BP AR
	1. Data Processing/Word Processing (including software copyright) .....	3521	
	2. Mail and Delivery .....	3522	
	3. Insurance Management (includes liability property, employee bonds).....	3530	BP AR
	a. Compensation for Loss or Damage of Personal Property .....	3530.1	BP AR
C.	Transportation x3250.....	3540	BP
	1. Transportation Routes & Services .....	3541	BP AR
	a. Transportation for School Related Trips.....	3541.1	AR
	b. Transportation for Students with Special Abilities.....	3541.2	
	c. Non-public School Students .....	3541.3	
	d. Alternative Transportation Arrangements .....	3541.5	AR
	e. School Bus Advisors.....	3541.6	AR
	2. Roles and Duties of Employees .....	3542	BP

ARTICLE 3 BUSINESS AND NON-INSTRUCTIONAL  
OPERATIONS

(SERIES 3000)  
Page 4 of 4

CODE

3.	Transportation Safety and Emergencies.....	3543	BP	AR
4.	Equipment (includes maintenance and vandalism).....	3544	BP	AR
	a. District-owned.....	3544.1		AR
	b. Privately-owned .....	3544.2		
D.	Food Service/Child Nutrition Program .....	3550	BP	
	1. Food Service Operations/Cafeteria Fund x3310.....	3551	BP	
	2. Regular Lunch Programs.....	3552		
	3. Free & Reduced Price Meals .....	3553	BP	AR
	4. Competitive Food Sales on Campus by student Organizations & Adult Organizations.....	3544	BP	AR
E.	Debt Service (includes bonds) .....	3560		
F.	Capital Outlay .....	3570		
G.	District Records .....	3580	BP	
	1. Maintenance of.....	3581		
	2. Disposition of.....	3582		
6.	Consultants.....	3600		