



## 75.70

### Object/Subobject/Sub-subobject Codes

**75.70.10**

July 1, 2009

**Sequential by code number**

<b>Code</b>	<b>Statewide Sub- subobject</b>	<b>Title</b>
<b>A - SALARIES AND WAGES</b>		
AA		State Classified
	SW01	· Regular Salaries
	SW02	· Shift Differential
	SW03	· Standby
	SW04	· Assignment Pay
	SW07	· Salary Advance
AB		Higher Education Classified
AC		State Exempt
	SW01	· Regular Salaries
	SW03	· Standby
AD		Higher Education Exempt
AE		State Special
	SW13	· Board and Commission Member Compensation
	SW14	· Specified Rate Compensation
AF		Higher Education Faculty
AG		Commissioned State Patrol Officers
AH		Higher Education Graduate Assistants
AJ		State Other
AK		Higher Education Other
AL		Higher Education Students
	SW15	· Work Study
AM		Initiative 732 Employees
AN		Justices and Judges
AR		Elected Officials
AS		Sick Leave Buy-Out
	SW01	· OASI Taxable
AT		Terminal Leave
AU		Overtime and Callback
	SW11	· Callback
	SW12	· Overtime
	SW13	· Overtime for Holidays

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Code	Statewide Sub- subject	Title
	SW14	. Shift Differential Overtime
	SW17	. Assignment Pay Overtime
		<b>B - EMPLOYEE BENEFITS</b>
BA		Old Age, Survivors, and Disability Insurance
BB		Retirement and Pensions
BC		Medical Aid and Industrial Insurance
	SW33	. Medical Aid Fund
	SW34	. Supplemental Pension
	SW35	. Accident Fund
BD		Health, Life, and Disability Insurance
BE		Allowances
	SW21	. Commute Trip Reduction
BF		Unemployment Compensation
BG		Supplemental Retirement Payments
BH		Hospital Insurance (Medicare)
BR		Other Post Employment Benefits
BT		Shared Leave Provided - Sick Leave
BU		Shared Leave Provided - Personal Holiday
BV		Shared Leave Provided - Vacation Leave
BW		Shared Leave Received
BZ		Other Employee Benefits
		<b>C - PERSONAL SERVICE CONTRACTS</b>
CA		Management and Organizational Services
CB		Legal and Expert Witness Services
CC		Financial Services
CD		Computer and Information Services
CE		Social Research Services
CF		Technical Research Services
CG		Marketing Services
CH		Communication Services
CJ		Employee Training Services
CK		Recruiting Services
CZ		Other Personal Services
		<b>E - GOODS AND SERVICES</b>
EA		Supplies and Materials
EB		Communications and Telecommunications Services

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<b>Code</b>	<b>Statewide Sub- subobject</b>	<b>Title</b>
EC		Utilities
ED		Rentals and Leases – Land and Buildings
EE		Repairs, Alterations, and Maintenance
EF		Printing and Reproduction
EG		Employee Professional Development and Training
EH		Rentals and Leases – Furnishings and Equipment
EI		Retailer Commissions
EJ		Subscriptions
EK		Facilities and Services
EL		Data Processing Services (Interagency)
EM		Attorney General Services
EN		Personnel Services
EP		Insurance
ER		Other Purchased Services
	SW31	· Employee Parking
ES		Vehicle Maintenance and Operating Costs
ET		Audit Services
EV		Administrative Hearings Services
EW		Archives and Records Management Services
EX		OMWBE Services
EY		Software Licenses and Maintenance
EZ		Other Goods and Services
<b>F - COST OF GOODS SOLD (Proprietary Funds Only)</b>		
FA		Net Cost of Goods Sold
FB		Purchases
FC		Returned Purchases
FD		Freight-In
FE		Discounts
FF		Inventory Adjustment
FG		Direct Labor
FH		Raw Materials (Direct Materials)
FJ		Manufacturing Overhead
<b>G - TRAVEL</b>		
GA		In-State Subsistence and Lodging
	SW41	· Meals Taxable
	SW42	· Meals Taxable – Board and Commission Members
GB		In-State Air Transportation
GC		Private Automobile Mileage

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Code	Statewide Sub- subobject	Title
GD		Other Travel Expenses
GF		Out-of-State Subsistence and Lodging
	SW46	· Meals Taxable – Out of State
GG		Out-of-State Air Transportation
GN		Motor Pool Services
<b>J - CAPITAL OUTLAYS</b>		
JA		Noncapitalized Assets
JB		Noncapitalized Software
JC		Furnishings and Equipment
JD		Library Resources
JE		Land
JF		Buildings
JG		Highway Construction
JH		Improvements Other Than Buildings (Non State Highway System)
JJ		Grounds Development
JK		Architectural and Engineering Services
JL		Capital Planning
JM		Art Collections, Library Reserve Collections, and Museum & Historical Collections
JN		Relocation Costs
JQ		Software
JR		Intangible Assets
JZ		Other Capital Outlays
<b>M - INTERFUND OPERATING TRANSFERS</b>		
MA		Interfund Operating Transfers In
MB		Interfund Operating Transfers Out
MC		Interfund Transfers In - Principal
MD		Interfund Transfers In - Interest
MI		Interfund Transfers Out - Interest
MM		Agency Incentive Savings Transfers Out
MP		Interfund Transfers Out - Principal
<b>N - GRANTS, BENEFITS, AND CLIENT SERVICES</b>		
NA		Direct Payments to Clients
NB		Payments to Providers for Direct Client Services
NF		Workers' Compensation Payments
NH		Public Employee Benefit, Basic Health, and Community Health Service Payments

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<b>Code</b>	<b>Statewide Sub- subject</b>	<b>Title</b>
NL		Lottery Prize Payments
NR		Loan Disbursements
NT		Pension Refund Payments
NU		Pension Benefit Payments
NW		Special Employment Compensation
NX		Distributions to Local Governments Other Than General Fund State
NY		Participant Withdrawals
NZ		Other Grants and Benefits
	SW91	· Employee Awards - Taxable
<b>P - DEBT SERVICE</b>		
PA		Principal
PB		Interest
PC		Other Debt Costs
PD		Principal COP Lease/Purchase Agreements
PE		Interest COP Lease/Purchase Agreements
PF		Amortization of Gain/Loss on Bond Refunding
<b>S - INTERAGENCY REIMBURSEMENTS</b>		
SA		Salaries and Wages
SB		Employee Benefits
SC		Personal Service Contracts
SE		Goods and Services
SG		Travel
SJ		Capital Outlays
SN		Grants, Benefits, and Client Services
SP		Debt Service
SZ		Unidentified
<b>T - INTRA-AGENCY REIMBURSEMENTS</b>		
TA		Salaries and Wages
TB		Employee Benefits
TC		Personal Service Contracts
TE		Goods and Services
TG		Travel
TJ		Capital Outlays
TN		Grants, Benefits, and Client Services
TP		Debt Service
TZ		Unidentified

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<b>Code</b>	<b>Statewide Sub- subobject</b>	<b>Title</b>
		<b>W - OTHER</b>
WA		Depreciation/Amortization
WB		Amortization
WC		Bad Debts
WD		Change in Capitalization Policy
WE		Pollution Remediation (General Long-Term Obligations Subsidiary Account Only)
WR		Other Post Employment Benefits (General Long-Term Obligations Subsidiary Account Only)

**Note:** Statewide Sub-subobjects are used for processing payroll in the Human Resource Management System (HRMS).

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July 1, 2010

**Sequential by code number with description**

<b>Code</b>	<b>Title and Description</b>
<b>A</b>	<p><b>SALARIES AND WAGES</b></p> <p>Amounts paid to persons who provide personal services subject to the direction and control of a state agency (employer/employee relationship) are to be classified as salaries and wages, except for those persons who are considered employees for payroll tax reporting only (refer to Subobject NW). It does not matter that the state agency permits the employee considerable discretion and freedom of action as long as the state agency has the legal right to supervise and control the method and the result of the services.</p>
<b>AA</b>	<p><b>State Classified</b></p> <p>Those state employees/positions whose salaries are set in accordance with the Washington Personnel Resources Board salary schedule and compensation plans, except those employees/positions whose salaries are set by the Washington Personnel Resources Board under the provisions of additional exemptions requested by elected officials and the executive assistants for personnel administration as prescribed by RCW 41.06.070. Also includes those employees under the Washington Management Services program.</p>
<b>AB</b>	<p><b>Higher Education Classified</b></p> <p>All classified employees/positions of institutions of higher education and related boards under the jurisdiction of the Washington Personnel Resources Board as defined by chapter 41.06 RCW.</p>
<b>AC</b>	<p><b>State Exempt</b></p> <p>Those employees/positions whose salaries are set by the governor, upon recommendation of the State Committee on Agency Officials' Salaries, or by appropriate boards and commissions; and those employees/positions whose salaries are set by the Washington Personnel Resources Board under the provisions of additional exemptions requested by elected officials and the executive assistant for personnel administration as prescribed by RCW 41.06.070. This category includes those employees/positions whose salaries are established by agency heads such as confidential secretaries, administrative assistants, and assistant attorney generals.</p>

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<b>Code</b>	<b>Title and Description</b>
AD	<p>Higher Education Exempt</p> <p>All employees/positions in institutions of higher education and related boards which have been defined as exempt by chapter 41.06 RCW by the Washington Personnel Resources Board and by the governing board of the institution excluding faculty, graduate assistants, students, and higher education other.</p>
AE	<p>State Special</p> <p>All legislative staff employees/positions for which the legislature establishes compensation rates. Also includes members of statutorily established boards, commissions, councils, and committees.</p>
AF	<p>Higher Education Faculty</p> <p>All employees/positions in institutions of higher education whose primary responsibilities are teaching, research, public service, or a combination of these, including librarians and counselors designated as faculty. Term(s) may be for quarter, semester, year, annual year, or longer.</p>
AG	<p>Commissioned State Patrol Officers</p> <p>All employees commissioned as Washington State Patrol Officers pursuant to chapter 43.43 RCW, and members of the Washington State Patrol Retirement System as prescribed by RCW 43.43.120.</p>
AH	<p>Higher Education Graduate Assistants</p> <p>All employees/positions held by matriculated students who are approved by the graduate school and whose primary responsibilities are related to teaching, research, and public service at institutions of higher education.</p>
AJ	<p>State Other</p> <p>Those employees/positions whose salaries are set through direct negotiation between designated agencies and employee representatives (e.g., State printer, craft and trade unions, or employees not covered in the other groups).</p>
AK	<p>Higher Education Other</p> <p>All employees/positions within the institutions of higher education not subject to other classifications.</p>



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<b>Code</b>	<b>Title and Description</b>
AL	<p>Higher Education Students</p> <p>All student employees other than graduate assistants or those covered by Washington Personnel Resources Board, including work-study students.</p>
AM	<p>Initiative 732 Employees</p> <p>Usage as prescribed by Initiative 732 (approved by voters November 7, 2000) for academic employees (defined in RCW 28B.52.020) of community and technical college districts; classified employees of technical colleges (defined in RCW 28B.50.030) who are under the jurisdiction of Chapter 41.56 RCW only; and certificated employees at the School for the Deaf and School for the Blind as impacted by RCW 72.40.028. Effective July 1, 2003. 100% of each applicable employee's salary is to be charged to this subobject.</p>
AN	<p>Justices and Judges</p> <p>All Supreme Court Justices and judges of the court of appeals, superior courts, and district courts for which the Washington Citizens' Commission on Salaries for Elected Officials establishes compensation rates.</p>
AR	<p>Elected Officials</p> <p>State elected officials including Governor, Lieutenant Governor, Secretary of State, Treasurer, Auditor, Attorney General, Superintendent of Public Instruction, Commissioner of Public Lands, Insurance Commissioner, Senators, and Representatives for which the Washington Citizens' Commission on Salaries for Elected Officials establishes compensation rates.</p>
AS	<p>Sick Leave Buy-Out</p> <p>Salaries and wages expended for accrued employee sick leave as provided under RCW 41.04.340.</p>
AT	<p>Terminal Leave</p> <p>Salaries and wages expended for accrued vacation leave made to employees upon termination of employment.</p>
AU	<p>Overtime and Call-Back</p> <p>Additional amounts paid to employees for working overtime, compensatory time, and under call-back provisions of contracts and work agreements.</p>

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Code	Title and Description
<b>B</b>	<b>EMPLOYEE BENEFITS</b>
BA	Old Age, Survivors, and Disability Insurance  The amounts expended as the State's share of Old Age, Survivors, and Disability Insurance. Does not include Hospital Insurance (Medicare) premiums.
BB	Retirement and Pensions  The amounts expended as the State's share of retirement and pension benefits.
BC	Medical Aid and Industrial Insurance  The amounts expended as the State's share of medical aid and industrial insurance.
BD	Health, Life, and Disability Insurance  The amounts expended on the pay-as-you-go basis for the State's share of health, life, disability insurance, and the administrative fee for flexible spending and dependent care programs.
BE	Allowances  The amounts expended for special payments to employees to cover costs of board, quarters, clothing, and commute trip reduction cash incentives.
BF	Unemployment Compensation  The amounts expended to pay for unemployment compensation benefits received by former state employees.
BG	Supplemental Retirement Payments  Amounts expended by colleges and universities for required supplemental payments to retired individuals when pension annuity payments are less than what the retiree would be eligible to receive under the public employee's retirement system.
BH	Hospital Insurance (Medicare)  The amounts expended as the State's share of Hospital Insurance (Medicare).

Code	Title and Description
BR	Other Post Employment Benefits  The amount that represents the State's share of the annual net other post employment benefits cost.
BT	Shared Leave Provided - Sick Leave  The dollar value of sick leave donated by state employees in conjunction with the State's shared leave program.
BU	Shared Leave Provided - Personal Holiday  The dollar value of personal holiday leave donated by state employees in conjunction with the State's shared leave program.
BV	Shared Leave Provided - Vacation Leave  The dollar value of vacation leave donated by state employees in conjunction with the State's shared leave program.
BW	Shared Leave Received  The dollar value of shared leave received by state employees, to be used in lieu of sick leave, in conjunction with the State's shared leave program.
BZ	Other Employee Benefits  The amounts expended for benefits other than those indicated above.
C	<b>PERSONAL SERVICE CONTRACTS</b>  Personal service means professional or technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statement. This category includes contracts with independent individuals or firms to perform a service or render an opinion or recommendation according to the consultant's methods and without being subject to the control of the agency except as to the results of the work.  This includes both new contracts and amendments and/or renewals of existing contracts.  Agencies are <b>not to include</b> amounts expended for architectural and engineering services on capital projects. These amounts are to be recorded as Subobject JK. Also excluded are client services, whether paid directly to the

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Code	Title and Description
CA	<p data-bbox="483 323 1443 499">client or to the provider. These amounts are to be recorded as Subobjects NA and NB, respectively. Where travel expenses are authorized and included as part of a contract or grant, the payment is to be recorded under the appropriate subobject code for the contract or grant. Travel related to client services should be recorded as s NA and NB, as appropriate.</p> <p data-bbox="483 541 997 573"><b>Management and Organizational Services</b></p> <p data-bbox="483 615 1430 1115"><b>Management Services</b> - The amounts expended for services that impact agency policy, regulatory and business issues, or that have broad agency or statewide policy implications. Includes services that result in operational or managerial recommendations related primarily to business and policy processes. (Services related primarily to employee issues fall under Organizational Services.) Also includes services for program development, implementation and coordination; program evaluation and/or external quality review (may be mandated by Legislature or federal funding source). Includes conduct of performance audits, business assessments, accreditation reviews, management studies, including studies requested by the Legislature; and feasibility studies with significant policy impact. Also includes services for project management, quality assurance and business process re-engineering related to the agency's business and policy responsibilities; risk management and loss prevention; mediation; arbitration; and lobbying.</p> <p data-bbox="483 1157 1438 1507">Management services also includes design, development, and/or implementation of "major" agency information technology (IT) or telecommunications systems; re-engineering of major IT systems; project management of major IT systems; quality assurance on, or evaluation of, IT systems; development of significant IT strategic plans; and business analysis regarding the IT needs of an agency. "Major" systems for the purpose of this definition are those that have significant agency-wide or statewide impact and are subject to Information Services Board or Department of Information Services approval. Other types of IT personal services fall under Subobject CD.</p> <p data-bbox="483 1549 1430 1726"><b>Organizational Services</b> - Includes services with a primary focus on agency organizational and human resource issues. Includes services to study, analyze or review the organizational structure, framework, or culture of the agency or divisions within the agency, and/or services implementing the recommendations of such an organizational study or effort.</p> <p data-bbox="483 1768 1380 1902">Also includes services that provide recommendations to management on enhanced efficiencies, productivity and process improvements related to employee functions at an agency and strategic planning within the organization; quality control services related to employee responsibilities</p>

Code	Title and Description
	<p>within the organization; services to assist agencies in developing strategies to improve communication or processes with staff and customers to implement an agency's mission and to gain a better understanding of employee issues/concerns; personnel investigations and mediation; and facilitation services. (Services related primarily to agency business issues fall under Management Services.)</p>
CB	<p><b>Legal and Expert Witness Services</b></p> <p>The amounts expended for legal services and legal research and consultation by non-state employed attorneys, bond counsel, patent counsel, hearing examiners, etc. Expert witness contracts are for the purpose of providing expert testimony in litigation, but may also include other services such as case consultation, research, and legal services.</p> <p><b>Does not include</b> services for court reporters, legal aides or lay witnesses, which are classified as purchased services under Subobject ER.</p>
CC	<p><b>Financial Services</b></p> <p>The amounts expended for financial services, actuarial services, economic analysis, cost/benefit analysis, cost allocation, accounting and financial audit services. Also includes investment management, cash management and stockbroker services.</p> <p><b>Does not include</b> amounts expended for routine bookkeeping and fiscal services or for the state actuary, attorney general, or state auditor services.</p>
CD	<p><b>Computer and Information Services</b></p> <p>The amounts expended for design, development, and/or implementation of agency information technology (IT) systems, and project management of systems, that are not considered "major" agency systems, as defined under Subobject CA. Includes services to analyze, enhance, modify or implement computer systems or telecommunications systems. Includes IT security analysis, security vulnerability assessments, business analysis of agency IT systems, disaster recovery planning services, and IT systems analysis.</p> <p><b>Does not include</b> amounts expended for data processing charges or programming and data entry services, which are classified as purchased services under Subobject ER.</p> <p><b>Also, does not include</b> design or development of major information systems, which is classified under Subobject CA.</p>

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Code	Title and Description
CE	<p>Social Research Services</p> <p>The amounts expended for studies or services related to health care, public health, behavioral science, criminal justice, education, medical issues, employment issues, community-based services or other social services. Includes services such as recruitment and retention of licensed foster care providers and adoptive homes; disaster relief services; technical assistance on literacy programs; development of housing opportunities for low-income population; immunization and infectious disease studies; medical records consultation; pharmaceutical consultation; behavioral consultation for special needs children; implementation of Work Force legislation, etc. Includes educational services related to the state's student population and development and enhancement of educational programs.</p> <p><b>Does not include</b> client services whether paid directly to clients or providers/contractors of direct services to clients. Payments to clients are classified as Subobject NA; contracts with providers/contractors who provide direct services to clients are classified as client service contracts under Subobject NB.</p>
CF	<p>Technical Research Services</p> <p>The amounts expended for studies or services related to transportation, traffic safety, commute programs, natural resources, agriculture, environment, science, biology, marine biology, water resource, hydrology and aquatic issues. Also includes property appraisals; real estate services; historical research; archaeological and historic site surveys; aerial surveys, and photogrammetry; industrial safety and industrial hygiene services; hazardous and non-hazardous waste services; and seismic safety studies.</p>
CG	<p>Marketing Services</p> <p>The amounts expended for services to develop or implement a marketing or advertising plan or campaign; services related to marketing or promoting an agency's services or agricultural commodities and state tourism; public relations, market branding; media specialist and media relations services; and market research and development. Also includes public involvement and public outreach campaigns; trade development and assistance; development of market research and customer satisfaction surveys and/or assessment of survey results; conference or trade show coordination/planning/funding; fund raising; and related types of services.</p>

Code	Title and Description
CH	<p>Communication Services</p> <p>The amounts expended for services to design, develop, and/or provide oversight of audio/video media productions, brochures, manuals, guidelines, newsletters, display exhibits, signs, posters, annual reports, etc.; technical writing/editing; speech writing; oral history writing; grant writing; graphic design services; development of communication strategies; and other related services to inform the public or other governmental agencies about a subject or issue.</p> <p><b>Does not include</b> services related to installation of computer system linkage and telecommunications systems, which are classified under Subobject EB.</p>
CJ	<p>Employee Training Services</p> <p>The amounts expended for training provided to meet employee training needs, for training provided to all or most state agency employees on an infrequent basis (generally no more than six times each year) unless otherwise excluded in the following paragraphs.</p> <p>Also includes managerial training; employee counseling services; guest speakers for most types of functions (not limited to state employees as the audience); curriculum development for all types of training services (not limited to state employee training) and includes conversion to on-line courses; and development of tests and test questions and administration of testing when it includes evaluation of candidates or similar services.</p> <p><b>Does not include</b> services to provide personal service training to local government or other public or private entities, which are classified under Subobject CZ.</p> <p><b>Does not include</b> training provided directly to agency clients or guest speakers for clients, which is classified as a client service contracts under Subobject NB.</p> <p><b>Does not include</b> purchased service training that is coded to Subobject EG that is offered to all or most state employees on a continual or recurring basis (more than six times per fiscal year), such as basic first aid, grammar review, effective writing skills, and harassment prevention.</p> <p><b>Also, does not include</b> IT purchased service training that is also coded to Subobject EG including:</p>

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Code	Title and Description
	<ul style="list-style-type: none"> <li>• Training provided incidental to the purchase of IT hardware or software (usually within one month of purchase or installation of the equipment), but not included in the purchase price;</li> <li>• Standard training related to hardware or software in use by an agency, such as Word and Excel, and related network administrator, system administrator, or software administrator training; and</li> <li>• Technology based distance learning options (satellite, e-learning, webcasting).</li> </ul>
CK	<p>Recruiting Services</p> <p>The amounts expended for the services performed by a professional search firm to assist in recruitment of a successful candidate to fill a vacant position in an agency.</p> <p><b>Does not include</b> amounts paid to trade magazines or newspapers for publishing open position announcements.</p>
CZ	<p>Other Personal Services</p> <p>The amounts expended for personal service contracts other than those described above, including insurance brokering, labor negotiations, development of test questions for professional licensing exams, acquisition development, safety audits, ergonomic evaluations, ADA evaluations, and creation of original works of art. Includes personal service training provided specifically to local government or other public or private entities who are not clients of the agency.</p> <p><b>Does not include</b> training provided directly to agency clients, which is classified under Subobject NB.</p>
E	<b>GOODS AND SERVICES</b>
EA	<p>Supplies and Materials</p> <p>The amounts expended for all materials and supplies whether acquired by formal contract or an open account, which are (a) ordinarily consumed or expended within one year after being put into service, (b) converted in the process of construction or manufacture, or (c) used to form an incidental part of noncapitalized equipment or a capital asset.</p>



Code	Title and Description
EB	<p>Communications and Telecommunications Services</p> <p>The amounts expended for transmission of voice and data messages. This category includes: contractual charges for land telegraph service, radio and wireless telegraph services, telephone, including wireless service, teletype, and facsimile services; letter postage; rental of post office boxes or postage meter machines and/or mailing machines; contractual messenger service; switchboard service charges; telephone installation costs; and internet access charges. Also includes amounts expended for videoconferencing and data communication, such as data line costs, modems, routers, gateways, Internet and other bundled service costs.</p>
EC	<p>Utilities</p> <p>The amounts expended to heat, cool, and light state owned and/or leased facilities not obtained through the Department of General Administration, where energy costs are not included as part of the monthly lease payments. Also, includes the amounts expended for water, sewer, and garbage.</p>
ED	<p>Rentals and Leases – Land and Buildings</p> <p>The amounts expended for leases and rentals for the occupancy and continued use of property owned by the Department of General Administration and other state agencies, private landlords, and other public and non-profit entities. This category includes: land, buildings, and structures. Refer to Subobject EH for temporary use of space for conferences and meetings, and rentals and leases for furnishings, equipment, and to Subobject EY for software licenses and maintenance.</p>
EE	<p>Repairs, Alterations, and Maintenance</p> <p>The amounts expended for the normal upkeep and restoration of buildings, structures, equipment, or other improvements. Includes expenditures to remodel, restore, and recondition which do not extend the useful life of the asset. Also includes support and/or maintenance agreements on equipment, including hardware. Refer to Subobject EY for software licenses and maintenance.</p>
EF	<p>Printing and Reproduction</p> <p>The amounts expended for contractual printing and reproduction, binding operations, and all common processes of duplication performed by the State Printer or commercial printers. Includes printed matter such as publications, books, pamphlets, and the cost of office copier supplies.</p>

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Code	Title and Description
EG	<p>Employee Professional Development and Training</p> <p>The amounts expended for the payment of tuition, fees, and/or other related expenses for individuals engaged in or conducting educational or training programs which are offered to all or most employees on a continual or recurring basis (more than six times per fiscal year) such as:</p> <ul style="list-style-type: none"> <li>• Basic first aid, grammar review, effective writing skills and harassment prevention;</li> <li>• Standard training related to hardware or software used by an agency, such as Word and Excel, and related network administrator, system administrator, or software administrator training;</li> <li>• Distance learning training options such as satellite, e-learning, and webcast training; and</li> <li>• Training provided incidental to the purchase of an asset but not included in the purchase price of the asset.</li> </ul> <p>Also includes the amounts expended for individual and/or agency participation in associations, organizations, conventions, and the cost of subscriptions that accompany these memberships. Also, includes nontaxable employee recognition and productivity awards of nominal economic value <b>excluding</b> cash or cash equivalents, such as gift certificates, which are taxable and are to be reported under Subobject NZ.</p> <p><b>Does not include</b> training and related services provided under Subobject CJ.</p> <p><b>Also, does not include</b> lodging or subsistence costs except where meals and/or lodging are included as an integral part of the fee.</p>
EH	<p>Rentals and Leases – Furnishings and Equipment</p> <p>The amounts expended for the possession and use of furnishings, equipment (excluding travel expense rentals), and the temporary use of space for conferences and meetings. Refer to Subobject ED for rentals and leases for continued use of land and buildings, and structures, and to Subobject EY for software licenses and maintenance.</p>
EI	<p>Retailer Commissions</p> <p>The amounts paid to retailers for selling lottery tickets, agents for selling liquor, and agents for selling state health insurance.</p>

Code	Title and Description
EJ	<p>Subscriptions</p> <p>The amounts expended for subscriptions to newspapers, periodicals and databases, and/or services providing informational reports. Includes items purchased for use in state libraries that do not have a useful life greater than one year whether or not they are cataloged.</p> <p><b>Does not include</b> subscriptions accompanying individual and/or agency memberships.</p> <p><b>Also, does not include</b> items purchased for use in state libraries that are cataloged and have a useful life greater than one year. These are classified as capital outlays and coded to Subobject JD.</p>
EK	<p>Facilities and Services</p> <p>Charges by the Department of General Administration for central services provided to agencies. Includes, but is not limited to, maintenance of capital buildings and grounds, campus mail service, and fees charged by the Office of State Procurement.</p>
EL	<p>Data Processing Services (Interagency)</p> <p>Charges by state agencies for information technology services. Examples include computing services, hosting services, network services, and web services by agencies such as Department of Information Services, Office of Financial Management, and Department of Personnel.</p>
EM	<p>Attorney General Services</p> <p>Charges by the Office of Attorney General for legal services.</p>
EN	<p>Personnel Services</p> <p>Charges by the Department of Personnel for services in connection with the appointment, training, promotion, transfer, layoff, recruitment, retention, classification, compensation, removal, discipline, labor relations, and welfare of state classified and higher education classified employees. Also includes charges by the Office of Financial Management for labor relations.</p>
EP	<p>Insurance</p> <p>The amounts expended for liability, property, vehicle, fire, accident, including risk management and self-insurance payments, and all other forms of insurance except for state employee insurance benefits.</p>

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Code	Title and Description
ER	<p>Other Purchased Services</p> <p>The amounts expended for <b>contractual</b> services provided to accomplish routine, continuing and necessary functions not otherwise specifically mentioned or included under the other subobjects within Object E “Goods and Services,” Object C “Personal Service Contracts,” Object N “Grants, Benefits, and Client Services,” or Subobject JK “Architectural and Engineering Services.”</p> <p>Other contractual services could include, but are not limited to, custodial, interagency, court reporters, lay witnesses, process servers, security, data entry, keypunch, testing and application programming services, offsite data storage, and network monitoring.</p>
ES	<p>Vehicle Maintenance and Operating Costs</p> <p>The amounts expended for the maintenance and operation of state owned vehicles. Includes, but is not limited to, such costs as gasoline, oil, tires, parts, and supplies.</p>
ET	<p>Audit Services</p> <p>Charges by the Office of State Auditor for audit services.</p>
EV	<p>Administrative Hearings Services</p> <p>Charges by the Office of Administrative Hearings for hearings services.</p>
EW	<p>Archives and Records Management Services</p> <p>Charges by the Secretary of State for archiving, storage, and records management services.</p>
EX	<p>OMWBE Services</p> <p>Charges by the Office of Minority and Women’s Business Enterprises for services.</p>
EY	<p>Software Licenses and Maintenance</p> <p>Amounts expended for purchased software or licenses of commercially available software with a useful life of one year or less, including upgrades and/or maintenance agreements. Software licensing includes, but is not limited to, the right to use the software, support for the software, and upgrades.</p>

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Code	Title and Description
	<b>Note:</b> Prior to July 1, 2009, software repairs and maintenance were coded to Subobject EE and software rentals and leases were coded to Subobject EH.
EZ	Other Goods and Services
	The amounts expended for goods and services other than those described above. Includes such items as bonds, freight (when not allocable to items purchased), advertising, and other goods and services from vendors or other agencies.
F	<b>COST OF GOODS SOLD (Proprietary Funds Only)</b>
	In budgeted accounts, to be used with General Ledger Code 6516 "Cost of Goods Sold" only. Revenue Source code 0450 "Sales of Goods and Supplies - Proprietary Funds" is to be used by agencies recording cost of goods sold with one exception; the Liquor Control Board is to use 0455 "Sales of Liquor."
FA	Net Cost of Goods Sold
	Amounts expended for the acquisition of merchandise purchased for resale, including purchase costs, freight-in costs, and inventory adjustments less returns and discounts. (For use by agencies not using itemized Subobjects FB through FF.)
FB	Purchases
	Amounts expended to acquire merchandise purchased for resale. (Agencies electing not to separately identify returns, freight costs, and discounts may record purchases net of these items.)
FC	Returned Purchases
	Amounts recovered from total purchase costs for merchandise returned to the vendor.
FD	Freight-In
	Amounts expended to common carriers for delivery of merchandise purchased for resale by the agency.
FE	Discounts
	Amounts deducted by vendors from the total invoiced amount of merchandise due to prompt payment or cash payment by the agency.

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Code	Title and Description
FF	Inventory Adjustments  Amounts recorded to increase or decrease the cost of goods sold due to inventory losses or gains recognized during the accounting period.
FG	Direct Labor  Labor expended directly upon the materials comprising the finished product.
FH	Raw Materials (Direct Materials)  All materials that represent an integral part of the finished product and that can be included directly in calculating the cost of the product.
FJ	Manufacturing Overhead  The cost of indirect materials, indirect labor, and all other manufacturing expenses that cannot readily be direct charges to specific units, jobs, or products.
G	<b>TRAVEL</b>  In addition to state employees, these subobject codes are to be used to record travel expenses paid to or for individuals who serve on boards, commissions, councils, committees and task forces, or volunteers and other individuals who are authorized to receive travel expense reimbursements.  Where travel expenses are authorized and included as part of a contract or grant, the payment is to be recorded under the appropriate subobject code for the contract or grant.
GA	In-State Subsistence and Lodging  The amounts paid for lodging and/or subsistence expenses incurred while traveling within the state's boundary on official state business, including lodging taxes.
GB	In-State Air Transportation  The amounts paid for air transportation expenses incurred while traveling within the state's boundary on official state business.

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Code	Title and Description
GC	<p>Private Automobile Mileage</p> <p>The amounts paid as reimbursement for private car mileage incurred while traveling on official state business.</p>
GD	<p>Other Travel Expenses</p> <p>The amounts paid for all other costs incurred while traveling on official state business. Includes, but is not limited to: prospective employee interview expenses; employee relocation expenses; rail, bus, ferry, shuttle, or taxi fares; tolls; rental cars; parking fees; stenographic services; telephone calls; and other miscellaneous expenses.</p>
GF	<p>Out-of-State Subsistence and Lodging</p> <p>The amounts paid for lodging and/or subsistence expenses incurred while traveling outside the state's boundary on official state business, including lodging taxes.</p>
GG	<p>Out-of-State Air Transportation</p> <p>The amount paid for air transportation expenses incurred while traveling outside the state's boundary on official state business.</p>
GN	<p>Motor Pool Services</p> <p>The amounts expended for use of vehicles obtained from either the central or agency- operated motor pools. The expenditures incurred may be for vehicles used on either a specific trip(s) or permanently assigned basis.</p>
<b>J</b>	<p><b>CAPITAL OUTLAYS</b></p> <p>The amounts expended for the acquisition of, or addition to, capital assets intended to benefit future periods. Also includes those capital assets acquired through capital leases. Refer to Subsection 30.20.30 for capital lease criteria.</p> <p><b>Note:</b> In budgeted proprietary funds, except for Subobjects JA and JB, the use of these subobjects also requires a corresponding entry to General Ledger code 6525 "Expense Adjustments/Eliminations (GAAP)."</p>
JA	<p>Noncapitalized Assets</p> <p>The amounts expended for capital assets with a useful life of greater than one year and not considered a capital asset in accordance with the state's capitalization policy in Subsection 30.20.20.</p>

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Code	Title and Description
	<p><b>Does not include</b> minor assets with a useful life of greater than one year such as staplers, waste containers, and tape dispensers.</p> <p>This subobject is used for acquisitions falling under the capitalization limit in the following categories:</p> <ul style="list-style-type: none"> <li>• Infrastructure (other than the state highway system).</li> <li>• Buildings, building improvements, leasehold improvements.</li> <li>• Intangibles (other than noncapitalized software reported in Subobject JB).</li> <li>• Other capital assets individually or as a group falling below the limits set in Subsection 30.20.20.</li> </ul>
JB	<p>Noncapitalized Software</p> <p>The amounts expended for purchased software or licenses of commercially available software, types of intangible assets, with a useful life of greater than one year and not considered a capital asset in accordance with the state's capitalization policy in Subsection 30.20.20.</p>
JC	<p>Furnishings and Equipment</p> <p>The amounts expended for furnishings and equipment considered a capital asset in accordance with the state's capitalization policy.</p>
JD	<p>Library Resources</p> <p>The amounts expended for: the cost of books, maps, and films formally cataloged by a library or audiovisual center; sound film strips, slide sets, prepared transparencies, and prerecorded audio or video recordings; and periodicals and other electronic resources purchased and cataloged for libraries.</p> <p><b>Does not include</b> items with a useful life less than one year, whether they are cataloged or not.</p>
JE	<p>Land</p> <p>The amounts expended for the acquisition of land. Includes: cost of acquiring land; clearing and grading costs; and the cost of razing buildings or other improvements acquired with land which were not intended for permanent use at time of acquisition. Also includes indefinite land use rights acquired with the purchase of the underlying land.</p>



Code	Title and Description
JF	<p>Buildings</p> <p>The amounts expended for the acquisition of already constructed buildings including broker and appraisal fees, legal expenses, and repairs to put buildings in required condition for intended use.</p> <p>The amounts expended on contracts for construction, additions, alterations, and modernization of buildings including contracts for general, mechanical, and electrical costs, even though negotiated separately. Also, includes the cost of all change orders or contract extensions negotiated for the construction of the building, and the amount of interest on project loans that accrues during the period of construction. The amounts expended for equipment installed as an integral part of the structure, whether the building is purchased or constructed.</p> <p><b>Does not include</b> those items classified as equipment under Subobject JC "Furnishings and Equipment."</p>
JG	<p>Highway Construction</p> <p>The amounts expended for the construction, improvement, or addition to the state highway system.</p>
JH	<p>Improvements Other Than Buildings (Non State Highway System)</p> <p>The amounts expended for the construction, addition, and/or alteration of improvements other than buildings and infrastructure not related to the state highway system, such as: tunnel and utility systems; water and sewer systems; street lights and signs; braces and retaining walls; parking facilities; toll bridge construction; shoreline protection projects; and leasehold improvements. State highway system construction is recorded in Subobject JG.</p>
JJ	<p>Grounds Development</p> <p>The amounts expended for landscaping and other grounds development unrelated to a building or other facility for general aesthetic, weed control, or other purposes.</p>
JK	<p>Architectural and Engineering Services</p> <p>The amounts expended for the services of architectural or engineering firms or individuals relating to the development and/or construction of a specific capital project.</p>

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Code	Title and Description
JL	<p>Capital Planning</p> <p>The amounts expended for the purpose of planning or determining the feasibility of a specific capital project or projects.</p>
JM	<p>Art Collections, Library Reserve Collections, and Museum and Historical Collections</p> <p>The amounts expended for the acquisition and maintenance of permanent works of art and historical artifacts.</p>
JN	<p>Relocation Costs</p> <p>The amounts expended as reimbursement for personal moving costs associated with the relocation of either individuals or items associated with capital projects.</p>
JQ	<p>Software</p> <p>The amounts expended for purchased software or licenses of commercially available software, types of intangible assets, with a useful life of greater than one year and considered a capital asset in accordance with the state's capitalization policy.</p>
JR	<p>Intangible Assets</p> <p>The amounts expended for the purchase or construction of intangible assets considered a capital asset in accordance with the state's capitalization policy. Examples of intangible assets include:</p> <ul style="list-style-type: none"> <li>• Patents, trademarks, copyrights.</li> <li>• Land use rights having definite useful lives if the cost can be separately identified from the land purchase.</li> </ul> <p><b>Does not include</b> Software, Subobject JQ, and any intangible land use rights included in Land, Subobject JE.</p>
JZ	<p>Other Capital Outlays</p> <p>The amounts expended for capital projects not specifically indicated above.</p>

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Code	Title and Description
<b>M</b>	<b>INTERFUND OPERATING TRANSFERS</b>
MA	Interfund Operating Transfers In  Fund transfers specified in the appropriations act that are recorded as a reduction of expenditures.
MB	Interfund Operating Transfers Out  Fund transfers specified in the appropriations act that are recorded as an increase of expenditures.
MC	Interfund Transfers In – Principal  Debt service transfer into a debt service fund for principal payments paid by the General Fund.
MD	Interfund Transfers In – Interest  Debt service transfer into a debt service fund for interest payments paid by the General Fund.
MI	Interfund Transfers Out – Interest  Debt service transfer for interest payments paid by the General Fund to a debt service fund.
MM	Agency Incentive Savings Transfers Out  Fund transfer from the General Fund for agency program incentive savings. (OFM Only)
MP	Interfund Transfers Out – Principal  Debt service transfer for principal payments paid by the General Fund to a debt service fund.
<b>N</b>	<b>GRANTS, BENEFITS, AND CLIENT SERVICES</b>
NA	Direct Payments to Clients  Amounts paid directly to clients for such items as income maintenance, child support, childcare, food stamps, job counseling and training, medical and mental health treatments, and transportation expenses. Payments may be made as either grants or reimbursements of expenses incurred by the clients.

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Code	Title and Description
NB	<p>Payments to Providers for Direct Client Services</p> <p>Client service contracts entered into for professional, technical or other services, which will result in the delivery of direct services to individual clients. Clients are members of the public who have social, physical, medical, economic, or educational needs, for whom the agency has statutory responsibility to serve, protect or oversee. The services may be provided to individuals, such as residents of state and non-state institutions, outpatients, unemployed workers, indigents, crime victims, and including (but not limited to) students in the public schools system and institutions of higher education.</p> <p>Clients in the public school system may include parents and teachers, if they meet the requirements of a “client” as noted above. Client services include such items as medical and mental health treatments, and related transportation; job counseling and training; childcare; foster care; and chore services.</p> <p><b>Note:</b> For payments related to federal assistance programs, refer to Section 50.30 for vendor versus subrecipient information.</p>
NF	<p>Workers' Compensation Payments</p> <p>The amounts paid for qualifying individuals sustaining work related injuries. (To be used by the Department of Labor and Industries only.)</p>
NH	<p>Public Employee Benefit, Basic Health, and Community Health Service Payments</p> <p>The amounts paid to contractors for qualifying individuals covered by the State-administered health and benefits programs. (To be used by the Health Care Authority only.)</p>
NL	<p>Lottery Prize Payments</p> <p>The amounts paid for winning lottery tickets. (To be used by the State Lottery Commission only.)</p>
NR	<p>Loan Disbursements</p> <p>Allotment charges for budgeted long-term loan issues.</p>
NT	<p>Pension Refund Payments</p> <p>The amounts refunded to qualifying individuals under a state-sponsored retirement system.</p>

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Code	Title and Description
NU	<p>Pension Benefit Payments</p> <p>The benefits paid to qualifying individuals under a state-sponsored retirement system.</p>
NW	<p>Special Employment Compensation</p> <p>The amounts expended on salaries for individuals considered employees for payroll tax reporting, but not for state staff reporting (FTE) such as; Washington Conservation Corps, Ecology Youth Corps, Voluntary Separation and Retirement Incentive Program (Financial Incentive Payments only), and supported employment groups. (OFM approval is required to use this subobject.)</p> <p><b>Note:</b> Do not code participants in the state internship program under this code. Refer to the Object A series as appropriate. FTEs generated for interns and executive fellows will not count as budgeted FTEs.</p>
NX	<p>Distributions to Local Governments Other Than General Fund State</p> <p>Amounts distributed to local units of government including excess monies collected by the Liquor Control Board that are required by statute to be distributed to local units of government, and amounts distributed to the Washington Wine Commission for dedicated wine tax. Also included are amounts distributed by the State Lottery Commission to local governments as required by statute.</p>
NY	<p>Participant Withdrawals</p> <p>The amounts withdrawn by participants from various state sponsored programs such as, the Local Government Investment Pool, the Deferred Compensation Program, and the Guaranteed Education Tuition Program.</p>
NZ	<p>Other Grants and Benefits</p> <p>The amounts expended for grants and benefits other than those described above. Also includes taxable employee recognition and productivity awards such as gift certificates.</p> <p><b>Note:</b> For payments related to federal assistance programs, refer to Section 50.30 for vendor versus subrecipient information.</p>

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Code	Title and Description
<b>P</b>	<b>DEBT SERVICE</b>
PA	Principal  The amounts expended for the payment of principal on the various forms of indebtedness incurred by the state.
PB	Interest  The amounts expended for interest on the various forms of indebtedness incurred by the state.
PC	Other Debt Costs  The amounts expended for other related charges on the various forms of indebtedness incurred by the state.
PD	Principal COP Lease/Purchase Agreements  The amounts expended for the payment of principal on COP (Certificates of Participation) lease/purchase agreements with the Office of the State Treasurer.
PE	Interest COP Lease/Purchase Agreements  The amounts expended for the payment of interest on COP (Certificates of Participation) lease/purchase agreements with the Office of the State Treasurer.
PF	Amortization of Gain/Loss on Bond Refunding  Expense that represents the portion of the deferred gain/loss on bond refunding that is allocable to the accounting period. (Only used with General Ledger code 6512 - "Amortization Expense.")
<b>S</b>	<b>INTERAGENCY REIMBURSEMENTS</b>  To record payments received by a state agency as reimbursements of expenditures/expenses incurred for another state agency/agencies. These reimbursements are to be broken out to reflect which subobject is reimbursed.  This will allow the tracking of reimbursements as well as provide sufficient detail for input to the <i>Comprehensive Annual Financial Report</i> . Whenever possible, Object S is not to be used by internal service funds. Reimbursements to internal service funds should generally be recorded as revenue.

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<b>Code</b>	<b>Title and Description</b>
SA	Salaries and Wages  Payments received by a state agency from other state agencies as reimbursements of salaries and wages.
SB	Employee Benefits  Payments received by a state agency from other state agencies as reimbursements of employee benefits.
SC	Personal Service Contracts  Payments received by a state agency from other state agencies as reimbursements of personal service contracts.
SE	Goods and Services  Payments received by a state agency from other state agencies as reimbursements of goods and services (Subobjects E) and noncapitalized furnishings and equipment (Subobject JA) and noncapitalized software (Subobject JB).
SG	Travel  Payments received by a state agency from other state agencies as reimbursements of travel.
SJ	Capital Outlays  Payments received by a state agency from other state agencies as reimbursements of capital outlays, which does not include noncapitalized furnishings and equipment (Subobject JA) and noncapitalized software (Subobject JB). For reimbursements of Subobject JA and JB expenditures, use Subobject SE, Goods and Services.
SN	Grants, Benefits, and Client Services  Payments received by a state agency from other state agencies as reimbursements of grants, benefits, and client services.
SP	Debt Service  Payments received by a state agency from other state agencies as reimbursements of debt service.

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Code	Title and Description
SZ	Unidentified  Payments received by a state agency from other state agencies as reimbursements of expenditures.  <b>Note:</b> Agencies must reallocate to the appropriate subobject of expenditure within Object S at least annually at fiscal year end.
T	<b>INTRA-AGENCY REIMBURSEMENTS</b>  The reallocation of expenditures and accruals within an agency by transfers between accounts or programs This code is not to be used for payment of services or recovery of expenditures from a proprietary fund. The total for this object at the subobject level is to equal zero for all accounts within the fiscal year.
TA	Salaries and Wages  Reallocation of expenditures within an agency for salaries and wages.
TB	Employee Benefits  Reallocation of expenditures within an agency for employee benefits.
TC	Personal Service Contracts  Reallocation of expenditures within an agency for personal service contracts.
TE	Goods and Services  Reallocation of expenditures within an agency for goods and services (Subobjects E) and noncapitalized furnishings and equipment (Subobject JA) and noncapitalized software (Subobject JB).
TG	Travel  Reallocation of expenditures within an agency for travel.
TJ	Capital Outlays  Reallocation of expenditures within an agency for capital outlays, which does not include noncapitalized furnishings and equipment (Subobject JA), and noncapitalized software (Subobject JB). For reallocations of Subobjects JA and JB expenditures, use Subobject TE, Goods and Services.



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Code	Title and Description
TN	Grants, Benefits, and Client Services  Reallocation of expenditures within an agency for grants, benefits, and client services.
TP	Debt Service  Reallocation of expenditures within an agency for debt service.
TZ	Unidentified  Reallocation of expenditures within an agency.  <b>Note:</b> Agencies must reallocate to the appropriate subobject of expenditure within Object T at least annually at fiscal year end.
W	<b>OTHER</b>
WA	Depreciation/Amortization  Expense that represents the portion of the expired service cost of capital assets during the accounting period. Only used with General Ledger codes 6511 and 6591 "Depreciation/Amortization Expense."
WB	Amortization  Expense that represents the portion of the amortization of premiums and/or discounts on bonds or other debt instruments, and amortization of the deferred gain/loss on bond refunding that is allocable to the accounting period. Only used with General Ledger codes 6512 "Amortization Expense" and 6593 "Amortization Expense (General Long-Term Obligations Subsidiary Account Only)."
WC	Bad Debts  Expense that represents the portion of receivable balances, recorded previously as revenue, which has now been determined to be uncollectible. Only used with General Ledger code 6515 "Bad Debts Expense."
WD	Change in Capitalization Policy  This amount represents the total immaterial book value of capital assets that are to be deleted from the records due to changes in the State's capitalization policy. Only used with General Ledger code 6525 "Expense Adjustments/Eliminations (GAAP)."

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<b>Code</b>	<b>Title and Description</b>
WE	<p>Pollution Remediation Expense (General Long-Term Obligation Subsidiary Account Only)</p> <p>Expense that represents the pollution remediation costs associated with governmental fund type accounts. Only used with General Ledger Code 6594 "Pollution Remediation Expense (General Long-Term Obligation Subsidiary Account Only)."</p>
WR	<p>Other Post Employment Benefits Expense (General Long-Term Obligation Subsidiary Account Only)</p> <p>Expense that represents the cost of post employment benefits for employees of governmental fund type accounts. Only used with General Ledger code 6595 "Other Post Employment Benefits Expense (General Long-Term Obligation Subsidiary Account Only)."</p>