

RESOURCES

Log into SharePoint K12 Home page portal first using your K12 credentials for MS Office 365. Once signed in there (link immediately below) go to the NetSuite link below

[SP K12 Portal](#)

WEBSITE

<https://netsuite.k12.com>

TRAINING VIDEO:

<https://k12training.com//DL.aspx?id=E35EB8643ABE480EAACFAD8475BBF74E>

Expense Help: <https://k12cit.com/> (user name should be your k12 email address without the @k12.com portion)

PLEASE NOTE: ALL STAFF EXPENSE CHECKS MUST BE CASHED/DEPOSITED WITHIN 90 DAYS OF RECEIPT.

EXPENSES 101

NetSuite

PLEASE NOTE: ALL TESTING EXPENSES WILL USE FUND 485 AS INDICATED ON THE SUITE KEYS - TEACHER TAB.

- Enter NetSuite – find the blue button at the bottom of the homepage that says “enter expense report”
- Employees should submit only one expense report per week. Multiple expenses per week should be combined onto a single expense report.
- Date the expense report on the date you are submitting, unless it is the last three days of the month. If this is the case, date it the first day of the next month.
- DO NOT check the corporate card default
- In purpose field – be specific as possible
 - Description of conference or event you attended, or what was purchased
- Date field on the rows you are entering your expense amounts into – use the date that each expense was incurred
- Category – make sure that you are choosing correctly – Admin, Teacher, PD, Travel, etc.
- Description – please do not leave this blank! This needs to be detailed – what was attended or what was purchased – In the same way that you would have filled out in Intacct
 - Type of expense – i.e. supplies with vendor name, conference with hotel name, restaurant you ate at, etc. - what you are expensing in detail
 - For Mileage – calculate mileage and put the amount in – Add your calculation to the itinerary backup/MapQuest map you upload (hand write it or type it in) - new mileage rate for the last 6 months of 2022 is \$0.625 – in the description field ENTER the calculation (Mileage to ____ 150 miles x .625 = \$93.75)
- Receipts – you MUST use the naming convention to save your receipts file as:
 - **Last name_first name_school_date (Your Last Name_Your First Name_MVCA_Date)**
- When you upload your receipts – pick the folder called SCHOOL FOLDERS : MVCA
- Suite Keys – choose the most appropriate for your type of expense. These are on the tab below, "Suite Keys - Teacher"
- FY – please enter FY 2022 in this – if you are told to charge a different grant year please do so

- Function code – should auto populate but if you have questions – PLEASE ASK
- Fund - Refer to the Suite Keys tab below. If you are unsure, please ask your supervisor or Carol Main at cmain@k12.com
- Restricted / non restricted –
Is always Un-Restricted...Unless you are permitted to charge anything to a Title fund. You MUST have all code information on a preapproval form from your manager.
- Make sure you click “ADD” after you done with a line item
- Then, you must "SAVE" – review your expense report one more time and hit “SUBMIT FOR APPROVAL”
- End of Month submissions - You must change the date on your expense report to the first day of the next month. NetSuite is locked for the current month 2 days prior to month-end and your expense will remain unsubmitted.

Important Notes

Receipts

Receipt Naming Format: Your Last Name_Your First Name_MVCA_Date

Detailed receipts are required - your itinerary is not a receipt. Your expense report will be rejected if a detailed receipt is not uploaded with your expense submission.

Please submit a receipt for each line item. Do not attach all expenses in one PDF to one line item in the expense report.

No Alcohol - Receipts with alcohol listed will be rejected

Hotel Bills - you must break out meals and other charges. You must include a detailed receipt for room services per state and federal requirements.
Hotel bill must include your name on the invoice. Please make sure that there is NO tax showing on the bill, we are Tax-Exempt.

Professional Development- Please attach/upload a copy of your approval email and/or bill

Purpose Field

Be as descriptive as possible

Example: MVCA September - February Internet charges, MACUL PD Conference

Monthly office expense reports should be submitted each month, separate from other expenses, to include internet and any allowable monthly expenses, not to exceed \$100. (See below)

You may "mix" all other expenses (professional development, travel, testing, approved supplies) , however, if you have expenses that are funded through different funds/grants, please enter on a separate Expense Report

Restricted Funded Expenses: This is the place to enter any Reference Info. or a Ref Number given to you by your Title Coordinator

Description Field

Be as descriptive as possible

Examples: MACUL Conf - Meals, MACUL Conf Mileage., Sep 2020 Internet

Please break out meals, hotel, conf fees, mileage etc. on separate lines

Mileage Rate 7/1/2022 thru 12/31/2022 = \$0.625. In DESCRIPTION LINE, you MUST show the calculation (77 miles x .625 =\$48.13) or the expense WILL BE REJECTED.

Expense Policy

- Employees are allowed up to \$100 per month for expenses incurred for conducting school business, e.g., internet, supplies. The combined total of these monthly expenses cannot exceed \$100. If your home internet bill is \$60 per month and you have not incurred any other expenses, you will be reimbursed \$60. If your home internet bill is \$105 per month, you will be reimbursed \$100.
- Internet bill must show itemized bill, not just the summary and must have employee's name (or spouse/partner name) on the bill. If you are adding two numbers together, please circle those numbers for easier review. IE: Internet service is 59.00, router rental fee is 14.00 = \$73.00

<ul style="list-style-type: none"> All bundled internet must use the worksheet calculation to appropriately separate internet and account for bundling discounts. You can complete and submit with the receipt embedded in to the worksheet. Or paste/type the calculation at the top of the receipt/bill or int the Expense Report line item.
Link to Bundled Worksheet
<ul style="list-style-type: none"> Any necessary office/school expense is allowable EXCEPT furniture for your home office, utilities, and internet connection fees. Keep all receipts. You will need to upload to each month's expense report. Always keep a copy for your records. Submit expenses within 30 days of incurring them. If submitted after 30 days, it may be rejected. The last 5 days of every month are blackout days in K12 accounting for month-end. Do not submit an expense during this time. Hold to submit at the beginning of the next month. Late fees are not reimbursable Never use restricted funds (such as Title funds) unless you have written pre-approval from Corista Johnson. You must have pre-approval from your manager before submitting an expense for reimbursement that is not a normal monthly expense such as internet.
<h3>Mileage</h3>
<ul style="list-style-type: none"> When submitting for mileage reimbursement, please include a map. Write/type the calculation at the top of your map for easy review and/or write it in the Expense Report description. Be sure to include your mileage for round-trip travel. Include the date of travel. Please use exact miles driven as shown on the map. Do not round up or down. Calculation: The current mileage rate (7/1/2022 thru 12/31/2022) is .625 per mile. Please calculate correctly. Example: Traveling 30 miles to a school PD = 30 miles X 0.625 X 2 (for round trip) = \$37.50. Please note the mileage rate does change occasionally.
<h3>Meals</h3>
<ul style="list-style-type: none"> When traveling for business and the travel is 90 miles or more from your home, your food purchases may be reimbursed as approved by your manager. The reimbursement is based on the Federal rate for Detroit/Grand Rapids, Michigan: Breakfast = \$14. Lunch = \$18. Dinner = \$32. If you are traveling out of state, you will use the IRS approved Per Diem rates for the city you are traveling to For meal receipts, your reimbursable tip cannot exceed 20% of the bill. Alcohol sales cannot be on your receipt. If purchasing, ask for a separate receipt. Your meal receipt must include the itemized receipt. The credit card authorization receipt that only shows the dollar amount of the bill WILL BE REJECTED. You must include the itemized receipt that shows each food item/beverage purchased. Do include the credit card authorization receipt, also, if this is where the tip is included. If you are attending a PD and the meal is included, you will not be reimbursed for a meal purchased.
<h3>Postage</h3>
<ul style="list-style-type: none"> Postage is an allowable expense if mailing to a family, however, it must be included in the \$100 monthly expense allowance. ***The only exception to this is for required Special Education documents that may cause your total monthly expenses to exceed \$100. In this case, provide the reason for the postage and the SID of the student you are mailing to.
<h3>Travel</h3>
<ul style="list-style-type: none"> When traveling for business and the travel is 90 miles or more from your home, your food purchases can be expensed based on the Federal rate for Michigan: Breakfast = \$13. Lunch = \$15. Dinner = \$26. If you are traveling out of state, you will use the IRS approved Per Diem rates for the city you are traveling to. When traveling for business and the travel is 90 miles or more from your home, lodging and/or car rental may be expensed with your manager's approval. Rental Cars - Rental Cars must be pre-approved by your manager. They must contribute to the efficiency and economy of the trip. Mid-Sized/Intermediate cars are permitted. Any size larger requires approval from manager and justification included on your expense report. Counter upgrades to higher class rental will not be reimbursed. ALL insurance should be declined. STRIDE has insurance coverage which covers liability and physical damage. In the event of an accident, notify the rental car company, the local police, and your manager. A written report will need to be submitted to your manager. Rental cars should be fully refueled before being returned. Prepaid fuel is not reimbursable. All other additional rental car charges, such as GPS, Navigation, Hot Spots, etc., are not reimbursable.
<h3>Professional Development</h3>
<ul style="list-style-type: none"> If you are attending a PD and the meal is included, you will not be reimbursed for a meal purchased. PD Expenses will get submitted in NetSuite, but also must be documented on an expense form. This form will be provided to you by your manager. You MUST complete this form for each PD you attend. PD expenses do not count toward your \$100 monthly expense allowance. PD expenses do not count toward your \$100 monthly expense allowance.
<h3>Technology</h3>
<ul style="list-style-type: none"> If you need to replace any technology (headset), please submit a ticket at k12rit.com ***Wireless headset, keyboard, mouse will not be reimbursed.
<h3>Gift Cards</h3>
<ul style="list-style-type: none"> Gift cards for student incentives may be purchase with your manager's approval prior to purchase. Attach a copy of the manager's approval to the expense submission. Include on your expense submission the reason for the gift card and the last name and student ID number.
<h3>Paper & Ink</h3>
<ul style="list-style-type: none"> Paper and ink should not be purchased by staff and expensed. MVCA will provide staff one ink cartridge per semester. You can order via: https://docs.google.com/forms/d/e/1FAIpQLSesKc9VJhvWZomnF631jpcY11uY6AfrtZvcsw_v8gz7kAYNIQ/viewform?c=0&w=1

- Ink will be shipped to your home.
- MVCA will provide one ream of paper per semester, if needed, which will be available at face-to-face PD.

Login Info

To Access K12 NetSuite simply go to <https://netsuite.k12.com> from any device or internet connection. (VPN is not required).

If you are already logged into K12 applications, you will be logged into NetSuite directly. If not, you will be prompted for your email/username (noted above) and password to login to the K12 Homeroom; then you will log into K12 NetSuite directly.

Please reach out to me at NetSuiteHelp@K12.com with any questions or concerns.

For Expense Report submission help – (how to enter, what codes to use) please contact your supervisor (who approved your travel), or Bonnie Pawlowski at their K12 email address.

If you are still having trouble logging in - contact the expense help email at NetSuiteExpenseHelp@K12.com - or put in an IT ticket

>>>>>>> <https://netsuite.k12.com>

The image shows two screenshots of a web browser. The top screenshot displays the K12 Homeroom website. The address bar shows 'https://k12inc.sharepoint.com/'. The page features a blue header with the Office 365 logo and navigation links for OneDrive, SharePoint, Sway, Forms, Word, Excel, and PowerPoint. The main content area includes the K12 logo, the text 'The Homeroom', a search bar, and a navigation menu with options like Home, Company, Groups, Schools, News & Social, Org Chart, Diversity and Inclusion, and Quick Links. A large banner image shows a young girl smiling at a desk with a laptop. To the right of the image, the text reads: 'Our Mission: We help students reach their full potential through inspired teaching and personalized learning.' The bottom screenshot shows the Microsoft PowerPoint application interface. The address bar shows 'https://www.office.com/launch/powerpoint?ui=en-US&rs=US&auth=2'. The interface includes the K12 logo, a search bar, and a 'New' section with options for 'New blank presentation', 'Maker design', 'Future design', 'Travel design', and 'Financial design'. On the right side, there is a 'My account' panel for 'Stilphen, Ruth (K12)' with the email 'rstilphen@k12.com' and options for 'My Office profile', 'My account', and 'Sign out'.

Helpful Tips

1) Helpful tips –

- a. Enter NetSuite – find the blue button at the bottom of the homepage that says “Enter Expense Report”
- b. Leave the date of the expense report the date you are submitting
- c. DO NOT check the corporate card default
- d. In purpose field – be specific as possible
 - i. Description of conference or event you attended, or what you purchased
- e. Date field on the rows you are entering your expense amounts – use the date that the expense was incurred
- f. Category – make sure that you are choosing correctly – admin, teacher, PD, travel etc.
- g. Description – please do not leave this blank! This needs as much detail as possible – what you attended or what purchased – just like you would have filled out in Intacct
 - i. Type of expense – i.e. supplies with vendor name, conference with hotel name, restaurant you ate at, etc. - what you are expensing in detail
 - ii. For Mileage – calculate mileage and put the amount in –add your calculation to the itinerary backup you supply (hand write it or type it in) - new mileage rate for 2021 is \$0.56 – in the description field enter the calculation i.e. Mileage to _____ 150 miles x .56 = \$84
- h. Hit the + key next to the Chevron - Receipts – please be as specific as possible; what is the receipt for, date, restaurant, vendor name etc., Professional Development Name MAPSA Conference
- i. When you upload your receipts – pick the folder called SCHOOL FOLDERS : MVCA
- j. Suite Keys – choose the most appropriate for your type of expense – if your expenses relate to Grants - the grant Coordinator will supply you with the correct coding/suite key
 - i. List - you may not be able to see all of the Suite Keys when you hit "List". If this happens, type %Title to get a list of everything that has Title in the title
- k. FY will populate for General Funded expenses – **FOR RESTRICTED FUNDS - you should be instructed which grant year to charge**
- l. Function Code – will auto-populate. NOTE: you will not be able to change Function Code
- m. Fund - will auto-populate
- n. Restricted / non restricted will auto-populate when using a suite key
- o. Make sure you click “**SAVE**” after you done with a line item (“**Add**” will do nothing)
- p. Click save – you then must review your expense report one more time and hit “**Submit for Approval**” - don't forget this step!

Suite Keys - Teacher

Expense Description	Category (Please Choose)	Account / Object Code (You will not see this info.)	Suite Key (Please Choose)	Function (Will populate when you hit "SAVE")	Fund (Will populate when you hit "SAVE")	FY	Restricted/U restricted	populate wh	K12 Line Description (You will not see this info.)		
General Fund											
Internet Reimbursement	MI-TEACH-INTERNET	MI3490 Michigan COMMUNICATION : Michigan Other Miscellaneous Communications	MI-GEN FUND-TEACH-INTERNET	225 Instruction Related Technology	101 Membership		Defaults to Current Year	Unrestricted	32	Teacher ISP	MI-GEN FUND-TEACH-INTERNET
Membership and Association Dues (NEVER PD Related)	MI-TEACH-DUES	MI7410 Michigan Membership Dues	MI-GEN FUND-TEACH-DUES	Defaults to Employee Department	101 Membership		Defaults to Current Year	Unrestricted	33	Teacher Non-K12 Other	MI-GEN FUND-TEACH-DUES
Other Travel - School Events (such as graduation)	MI-TEACH-OTHER TRAVEL	MI3210-2 Michigan TRAVEL/WORKSHOPS STAFF : Michigan Costs of Travel - Regular duties : Michigan Travel - Non Meals	MI-GEN FUND-SCHOOL-EVENTS	331 Community Activities	101 Membership		Defaults to Current Year	Unrestricted	45	School Events	MI-GEN FUND-SCHOOL-EVENTS
Other Travel - Field Trips - General	MI-TEACH-OTHER TRAVEL	MI3210-2 Michigan TRAVEL/WORKSHOPS STAFF : Michigan Costs of Travel - Regular duties : Michigan Travel - Non Meals	MI-GEN FUND-SCHOOL-FIELD TRIPS	331 Community Activities	101 Membership		Defaults to Current Year	Unrestricted	43	Field Trips	MI-GEN FUND-SCHOOL-FIELD TRIPS
Other Travel - General	MI-TEACH-OTHER TRAVEL	MI3210-2 Michigan TRAVEL/WORKSHOPS STAFF : Michigan Costs of Travel - Regular duties : Michigan Travel - Non Meals	MI-GEN FUND-TEACH-OTHER TRAVEL	Defaults to Employee Department	101 Membership		Defaults to Current Year	Unrestricted	22	Teacher Travel	MI-GEN FUND-TEACH-OTHER TRAVEL
Other Travel - Testing	MI-TEACH-OTHER TRAVEL	MI3210-2 Michigan TRAVEL/WORKSHOPS STAFF : Michigan Costs of Travel - Regular duties : Michigan Travel - Non Meals	MI-GEN FUND-TEACH-TEST TRAVEL	227 Academic Student Assessment Services rend	101 Membership		Defaults to Current Year	Unrestricted	34	Proctored Exams and Testing	MI-GEN FUND-TEACH-TEST TRAVEL
Postage / Shipping	MI-TEACH-POSTAGE	MI3430 Michigan COMMUNICATION : Michigan Mail/Postage	MI-GEN FUND-TEACH-POSTAGE	Defaults to Employee Department	101 Membership		Defaults to Current Year	Unrestricted	30	Teacher Printing, Mailing, Postage	MI-GEN FUND-TEACH-POSTAGE
Printing	MI-TEACH-PRINTING	MI3610 Michigan PRINTING AND BINDING : Michigan Printing	MI-GEN FUND-TEACH-PRINTING	Defaults to Employee Department	101 Membership		Defaults to Current Year	Unrestricted	30	Teacher Printing, Mailing, Postage	MI-GEN FUND-TEACH-PRINTING
Professional Development Expenses (mileage, hotel, etc)	MI-TEACH-PD	MI3220 Michigan - WORKSHOPS AND CONFERENCES	MI-GEN FUND-TEACH-PD	221 Improvement of Instruction	101 Membership		Defaults to Current Year	Unrestricted	29	Teacher Conferences, Training & Prof. Dev.	MI-GEN FUND-TEACH-PD
Software	MI-TEACH-SOFTWARE	MI3450 Michigan COMMUNICATION : Michigan Copyright Fees and Software Licenses/Agreements	MI-GEN FUND-TEACH-SOFTWARE	Defaults to Employee Department	101 Membership		Defaults to Current Year	Unrestricted	28	Teacher Materials and Supplies	MI-GEN FUND-TEACH-SOFTWARE
Supplies	MI-TEACH-SUPPLIES	MI5110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-GEN FUND-TEACH-SUPPLIES	Defaults to Employee Department	101 Membership		Defaults to Current Year	Unrestricted	28	Teacher Materials and Supplies	MI-GEN FUND-TEACH-SUPPLIES
Supplies - School Events	MI-TEACH-SUPPLIES	MI5110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-GEN FUND-SCHOOL-EVENTS	331 Community Activities	101 Membership		Defaults to Current Year	Unrestricted	45	School Events	MI-GEN FUND-SCHOOL-EVENTS
Supplies - Testing	MI-TESTING-SUPPLIES	MI5110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-GEN FUND-TESTING-SUPPLIES	227 Academic Student Assessment Services rend	101 Membership		Defaults to Current Year	Unrestricted	34	Proctored Exams and Testing	MI-GEN FUND-TESTING-SUPPLIES
Title Funded - MUST BE PRE-APPROVED											
Family Engagement Events - Title I (OC3000)	MI-TEACH-OTHER TRAVEL	MI3210-2 Michigan TRAVEL/WORKSHOPS STAFF : Michigan Costs of Travel - Regular duties : Michigan Travel - Non Meals	MI-TITLE I-SCHOOL-EVENTS	331 Community Activities	601 Title IA		Must be selected	Restricted	45	School Events	MI-TITLE I-SCHOOL-EVENTS
Supplies - Title I Homeless Welfare (OC5000)	MI-TEACH-SUPPLIES	MI5110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-TITLE I-MKV-SUPPLIES	361 Welfare Activities	601 Title IA		Must be selected	Restricted	28	Teacher Materials and Supplies	MI-TITLE I-MKV-SUPPLIES
Professional Development - Title II											
Supplies - PD - Title II (OC3000) (book related to PD)	MI-TEACH-PD	MI3220 Michigan - WORKSHOPS AND CONFERENCES	MI-TITLE II-TEACH-PD	221 Improvement of Instruction	766 Title IA-IMPR		Must be selected	Restricted	29	Teacher Conferences, Training & Prof. Dev.	MI-TITLE II-TEACH-PD
Family Engagement Events - Title IV (OC3000)	MI-TEACH-OTHER TRAVEL	MI3210-2 Michigan TRAVEL/WORKSHOPS STAFF : Michigan Costs of Travel - Regular duties : Michigan Travel - Non Meals	MI-TITLE II-TEACH-PD	221 Improvement of Instruction	766 Title IA-IMPR		Must be selected	Restricted	29	Teacher Conferences, Training & Prof. Dev.	MI-TITLE II-TEACH-PD
Other Travel - Elementary Field Trips - Title IV	MI-TEACH-OTHER TRAVEL	MI3210-2 Michigan TRAVEL/WORKSHOPS STAFF : Michigan Costs of Travel - Regular duties : Michigan Travel - Non Meals	MI-TITLE IV-SCHOOL-EVENTS	331 Community Activities	753 Title IVA -SSAE		Must be selected	Restricted	45	School Events	MI-TITLE IV-SCHOOL-EVENTS
Other Travel - Middle School Field Trips - Title IV	MI-TEACH-OTHER TRAVEL	MI3210-2 Michigan TRAVEL/WORKSHOPS STAFF : Michigan Costs of Travel - Regular duties : Michigan Travel - Non Meals	MI-TITLE IV-FIELD TRIPS-ES	111 Elementary	753 Title IVA -SSAE		Must be selected	Restricted	22	Teacher Travel	MI-TITLE IV-FIELD TRIPS-ES
Other Travel - High School Field Trips - Title IV	MI-TEACH-OTHER TRAVEL	MI3210-2 Michigan TRAVEL/WORKSHOPS STAFF : Michigan Costs of Travel - Regular duties : Michigan Travel - Non Meals	MI-TITLE IV-FIELD TRIPS-MS	112 Middle/Junior High	753 Title IVA -SSAE		Must be selected	Restricted	22	Teacher Travel	MI-TITLE IV-FIELD TRIPS-MS
Professional Development - Title IV	MI-TEACH-PD	MI3220 Michigan - WORKSHOPS AND CONFERENCES	MI-TITLE IV-FIELD TRIPS-HS	113 High School	753 Title IVA -SSAE		Must be selected	Restricted	22	Teacher Travel	MI-TITLE IV-FIELD TRIPS-HS
				221 Improvement of Instruction	753 Title IVA -SSAE		Must be selected	Restricted	29	Teacher Conferences, Training & Prof. Dev.	MI-TITLE IV-TEACH-PD
Other Funding - MUST BE PRE-APPROVED											
Dues/Membership - IDEA	MI-TEACH-PD-DUES	MI3220 Michigan - WORKSHOPS AND CONFERENCES	MI-IDEA-TEACH-PD-DUES	Staff	801 IDEA		Must be selected	Restricted	29	Teacher Conferences, Training & Prof. Dev.	MI-IDEA-TEACH-PD-DUES
Professional Development - 31a	MI-TEACH-PD	MI3220 Michigan - WORKSHOPS AND CONFERENCES	MI-31A-TEACH-PD	221 Improvement of Instruction	306 At Risk		Must be selected	Restricted	29	Teacher Conferences, Training & Prof. Dev.	MI-31A-TEACH-PD
Professional Development - Sect 41 ELL	MI-TEACH-PD	MI3220 Michigan - WORKSHOPS AND CONFERENCES	MI-SEC41-TEACH-PD	221 Improvement of Instruction	307 41 Bilingual Education		Must be selected	Restricted	29	Teacher Conferences, Training & Prof. Dev.	MI-SEC41-TEACH-PD
Professional Development - 35a(5)	MI-TEACH-PD	MI3220 Michigan - WORKSHOPS AND CONFERENCES	MI-35AS-TEACH-PD	221 Improvement of Instruction	366 Sect 35a5 Early Literacy		Must be selected	Restricted	29	Teacher Conferences, Training & Prof. Dev.	MI-35AS-TEACH-PD
Professional Development - IDEA	MI-TEACH-PD	MI3220 Michigan - WORKSHOPS AND CONFERENCES	MI-IDEA-TEACH-PD	221 Improvement of Instruction	801 IDEA		Must be selected	Restricted	29	Teacher Conferences, Training & Prof. Dev.	MI-IDEA-TEACH-PD
Professional Development - RAGrant	MI-TEACH-PD	MI3220 Michigan - WORKSHOPS AND CONFERENCES	MI-RAG-TEACH-PD	221 Improvement of Instruction	109 ISD Best Practice		Must be selected	Restricted	29	Teacher Conferences, Training & Prof. Dev.	MI-RAG-TEACH-PD
Professional Development - ESSER (CARES)	MI-TEACH-PD	MI3220 Michigan - WORKSHOPS AND CONFERENCES	MI-ESSER III-TEACH-PD	221 Improvement of Instruction	796 CARES Act		Defaults to FY22	Restricted	29	Teacher Conferences, Training & Prof. Dev.	MI-ESSER III-TEACH-PD
Travel - Testing - ESSERS II	MI-TEACH-OTHER TRAVEL	MI3210-2 Michigan TRAVEL/WORKSHOPS STAFF : Michigan Costs of Travel - Regular duties : Michigan Travel - Non Meals	MI-ESSERS II-TEACH-TEST TRAVEL	227 Academic Student Assessment Services rend	485 Essers II		Defaults to FY21	Restricted	34	Proctored Exams and Testing	MI-ESSER II-TEACH-TEST TRAVEL
Supplies - Testing - ESSERS II	MI-TESTING-SUPPLIES	MI5110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-ESSER II-TESTING SUPPLIES	227 Academic Student Assessment Services rend	485 Essers II		Defaults to FY21	Restricted	34	Proctored Exams and Testing	MI-ESSER II-TESTING SUPPLIES
Supplies - 31a	MI-TEACH-SUPPLIES	MI5110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-31A-TEACH-SUPPLIES	125 Compensatory Education	306 At Risk		Must be selected	Restricted	28	Teacher Materials and Supplies	MI-31A-TEACH-SUPPLIES
Supplies - Sect 41 ELL	MI-TEACH-SUPPLIES	MI5110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-SEC41-TEACH-SUPPLIES	111 Elementary	307 41 Bilingual Education		Must be selected	Restricted	28	Teacher Materials and Supplies	MI-SEC41-TEACH-SUPPLIES
Admin Supplies - Sect 41 ELL	MI-ADMIN-SUPPLIES	MI5110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-SEC41-ADMIN-SUPPLIES	111 Elementary	307 41 Bilingual Education		Must be selected	Restricted	28	Teacher Materials and Supplies	MI-SEC41-ADMIN-SUPPLIES
Admin PD - Sect 41 ELL	MI-SEC41-Admin PD	MI5110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-SEC41-ADMIN-PD	283 Staff/Personnel Services and Prof Dev	307 41 Bilingual Education		Must be selected	Restricted	28	Teacher Materials and Supplies	MI-SEC41-ADMIN-PD
Teacher PD - Sect 41 ELL	MI-SEC41-TEACH-PD	MI5110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-SEC41-TEACH-PD	221 Improvement of Instruction	307 41 Bilingual Education		Must be selected	Restricted	28	Teacher Materials and Supplies	MI-SEC41-TEACH-PD
ESSERS Staff Events	MI-ESSER II-TEACH-SCHOOL EVENTS	MI5110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-ESSER II-TEACH-SCHOOL EVENTS	331 Community Activities	485 Essers II		FY21	Restricted			
Supplies - 35a(5)	MI-TEACH-SUPPLIES	MI5110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-35AS-TEACH-SUPPLIES	111 Elementary	366 Sect 35a5 Early Literacy		Must be selected	Restricted	28	Teacher Materials and Supplies	MI-35AS-TEACH-SUPPLIES
Supplies - 35a(9)	MI-TEACH-SUPPLIES	MI5110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-35A9-TEACH-SUPPLIES	111 Elementary	314 Sect 35a9 Literacy Essentials Summer Reading		Must be selected	Restricted	28	Teacher Materials and Supplies	MI-35A9-TEACH-SUPPLIES
Supplies - IDEA	MI-TEACH-SUPPLIES	MI5110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-IDEA-TEACH-SUPPLIES	122 Special Education	801 IDEA		Must be selected	Restricted	28	Teacher Materials and Supplies	MI-IDEA-TEACH-SUPPLIES
Supplies - Clubs - Essers	MI-TEACH-SUPPLIES	MI5110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-ESSER II-TEACHSUPPLIES	331 Community Activities	485 Essers II		FY2022	Restricted	28	Teacher Materials and Supplies	MI-ESSER II-TEACHSUPPLIES

Suite Keys - Admin

Expense Description	Category (Please Choose)	Account / Object Code (You will not see this info.)	Suite Key (Please Choose)	Function (Will populate when you hit "SAVE")	Fund (Will populate when you hit "SAVE")	FY	Restricted (Will populate when you hit "SAVE")	K12 80 Liner (Will populate when you hit "SAVE")	K12 Line Description (You will not see this info.)
General Fund									
Internet Reimbursement	MI-ADMIN-INTERNET	3490 Michigan COMMUNICATION : Michigan Other Miscellaneous Communications	MI-GEN FUND-ADMIN-INTERNET	249 Other School Administration	101 Membership	Will be populated with current year	Unrestricted	56	Administrator Phone
Membership and Association Dues (NEVER PD Related)	MI-ADMIN-DUES	7410 Michigan Membership Dues	MI-GEN FUND-ADMIN-DUES	249 Other School Administration	101 Membership	Will be populated with current year	Unrestricted	63	Non-K12 Other
Other Travel - Events (such as graduation)	MI-ADMIN-OTHER TRAVEL	3210-2 Michigan TRAVEL/WORKSHOPS STAFF : Michigan Costs of Travel - Regular duties : Michigan Travel - Non Meals	MI-GEN FUND-SCHOOL-EVENTS	331 Community Activities	101 Membership	Will be populated with current year	Unrestricted	45	School Events
Other Travel - Field Trips - General	MI-ADMIN-OTHER TRAVEL	3210-2 Michigan TRAVEL/WORKSHOPS STAFF : Michigan Costs of Travel - Regular duties : Michigan Travel - Non Meals	MI-GEN FUND-SCHOOL-FIELD TRIPS	331 Community Activities	101 Membership	Will be populated with current year	Unrestricted	43	Field Trips
Other Travel - General	MI-ADMIN-OTHER TRAVEL	3210-2 Michigan TRAVEL/WORKSHOPS STAFF : Michigan Costs of Travel - Regular duties : Michigan Travel - Non Meals	MI-GEN FUND-ADMIN-OTH-TRAVEL	249 Other School Administration	101 Membership	Will be populated with current year	Unrestricted	55	Administrator Travel
Other Travel - Testing	MI-ADMIN-OTHER TRAVEL	3210-2 Michigan TRAVEL/WORKSHOPS STAFF : Michigan Costs of Travel - Regular duties : Michigan Travel - Non Meals	MI-GEN FUND-ADMIN-TEST-TRAVEL	227 Academic Student Assessment Services rendered for the academic assessment	101 Membership	Will be populated with current year	Unrestricted	34	Proctored Exams and Testing
Telephone Reimbursement	MI-ADMIN-TELEPHONE	3490 Michigan COMMUNICATION : Michigan Other Miscellaneous Communications	MI-GEN FUND-ADMIN-TELEPHONE	249 Other School Administration	101 Membership	Will be populated with current year	Unrestricted	56	Administrator Phone
Postage / Shipping	MI-ADMIN-POSTAGE	3430 Michigan COMMUNICATION : Michigan Mail/Postage	MI-GEN FUND-OFFICE-POSTAGE	249 Other School Administration	101 Membership	Will be populated with current year	Unrestricted	74	Office Postage and Shipping
Printing	MI-ADMIN-PRINTING	3610 Michigan PRINTING AND BINDING : Michigan Printing	MI-GEN FUND-ADMIN-PRINTING	249 Other School Administration	101 Membership	Will be populated with current year	Unrestricted	63	Non-K12 Other
Professional Development Expenses (mileage, hotel, meals, registration fees)	MI-ADMIN-PD	3220 Michigan - WORKSHOPS AND CONFERENCES	MI-GEN FUND-ADMIN-PD	283 Staff/Personnel Services and Professional Dev	101 Membership	Will be populated with current year	Unrestricted	55	Administrator Travel
Software	MI-ADMIN-SOFTWARE	3450 Michigan COMMUNICATION : Michigan Copyright Fees and Software Licenses/Agreements	MI-GEN FUND-ADMIN-SOFTWARE	249 Other School Administration	101 Membership	Will be populated with current year	Unrestricted	57	Admin Computer, Peripherals, & Software
Supplies	MI-ADMIN-SUPPLIES	5110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-GEN FUND-ADMIN-SUPPLIES	249 Other School Administration	101 Membership	Will be populated with current year	Unrestricted	75	Office Supplies and Equipment
Supplies - School Events	MI-ADMIN-SUPPLIES	5110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-GEN FUND-SCHOOL-EVENTS	331 Community Activities	101 Membership	Will be populated with current year	Unrestricted	45	School Events
Supplies - Testing	MI-TESTING-SUPPLIES	5110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-GEN FUND-TESTING-SUPPLIES	227 Academic Student Assessment Services rendered for the academic assessment	101 Membership	Will be populated with current year	Unrestricted	34	Proctored Exams and Testing
Title Funded - MUST BE PRE-APPROVED									
Supplies - Title I (OC3000)	MI-ADMIN-SUPPLIES	MIS110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-TITLE I-ADMIN-SUPPLIES	125 Compensatory Education	601 Title IA	Must be entered	Restricted	75	Office Supplies and Equipment
Supplies - Title I Homeless Welfare (OC3000)	MI-ADMIN-SUPPLIES	MIS110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-TITLE I-MKV-SUPPLIES	361 Welfare Activities	601 Title IA	Must be entered	Restricted	63	Non-K12 Other
Professional Development - Title II	MI-ADMIN-PD	MIS320 Michigan - WORKSHOPS AND CONFERENCES	MI-TITLE II-ADMIN-PD	283 Staff/Personnel Services and Professional Dev	766 Title II-A-IMPR	Must be entered	Restricted	55	Administrator Travel
Supplies - PD - Title II (OC3000)	MI-ADMIN-PD	MIS320 Michigan - WORKSHOPS AND CONFERENCES	MI-TITLE II-ADMIN-PD	283 Staff/Personnel Services and Professional Dev	766 Title II-A-IMPR	Must be entered	Restricted	63	Non-K12 Other
Supplies - Title II (OC3000) Book Study	MI-ADMIN-SUPPLIES	MIS110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-TITLE II-ADMIN-SUPPLIES	283 Staff/Personnel Services and Professional Dev	766 Title II-A-IMPR	Must be entered	Restricted	75	Office Supplies and Equipment
Family Engagement Events - Title IV (OC3000)	MI-ADMIN-OTHER TRAVEL	MIS320-2 Michigan TRAVEL/WORKSHOPS STAFF : Michigan Costs of Travel - Regular duties : Michigan Travel - Non Meals	MI-TITLE IV-SCHOOL-EVENTS	331 Community Activities	753 Title IVA - SSAE	Must be entered	Restricted	45	School Events
Other Funding - MUST BE PRE-APPROVED									
Other Travel - General-IDEA (psychologist)	MI-ADMIN-OTHER TRAVEL	3210-2 Michigan TRAVEL/WORKSHOPS STAFF : Michigan Costs of Travel - Regular duties : Michigan Travel - Non Meals	MI-IDEA-ADMIN-OTH-TRAVEL	214 Psychological Services	801 IDEA	Must be entered	Restricted	55	Administrator Travel
Professional Development - 31a	MI-ADMIN-PD	MIS320 Michigan - WORKSHOPS AND CONFERENCES	MI-31A-ADMIN-PD	283 Staff/Personnel Services and Professional Dev	306 At Risk	Must be entered	Restricted	55	Administrator Travel
Professional Development - Sect 41 ELL	MI-ADMIN-PD	MIS320 Michigan - WORKSHOPS AND CONFERENCES	MI-SECA1-ADMIN-PD	283 Staff/Personnel Services and Professional Dev	307 41 Bilingual Education	Must be entered	Restricted	55	Administrator Travel
Professional Development - 35a(5)	MI-ADMIN-PD	MIS320 Michigan - WORKSHOPS AND CONFERENCES	MI-35AS-ADMIN-PD	283 Staff/Personnel Services and Professional Dev	366 Sect 35A5 Early Literacy	Must be entered	Restricted	55	Administrator Travel
Professional Development - IDEA	MI-ADMIN-PD	MIS320 Michigan - WORKSHOPS AND CONFERENCES	MI-IDEA-ADMIN-PD	283 Staff/Personnel Services and Professional Dev	801 IDEA	Must be entered	Restricted	55	Administrator Travel
Professional Development - RAGrant	MI-ADMIN-PD	MIS320 Michigan - WORKSHOPS AND CONFERENCES	MI-RAG-ADMIN-PD	283 Staff/Personnel Services and Professional Dev	109 6D Best Practice	Must be entered	Restricted	55	Administrator Travel
Professional Development - CARES	MI-ADMIN-PD	MIS320 Michigan - WORKSHOPS AND CONFERENCES	MI-CARES-ADMIN-PD	221 Improvement of Instruction	796 CARES Act	Defaults to Current Year	Restricted	39	Teacher Conferences, Training & Prof. Dev.
Other Travel - Testing - CARES	MI-ADMIN-OTHER TRAVEL	MIS320-2 Michigan TRAVEL/WORKSHOPS STAFF : Michigan Costs of Travel - Regular duties : Michigan Travel - Non Meals	MI-CARES-ADMIN-TEST TRAVEL	227 Academic Student Assessment Services rendered for the academic assessment	796 CARES Act	Defaults to Current Year	Restricted	34	Proctored Exams and Testing
Supplies - Testing - CARES	MI-TESTING-SUPPLIES	MIS110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-CARES-TESTING SUPPLIES	227 Academic Student Assessment Services rendered for the academic assessment	796 CARES Act	Defaults to Current Year	Restricted	34	Proctored Exams and Testing
Supplies - 31a	MI-ADMIN-SUPPLIES	MIS110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-31A-ADMIN-SUPPLIES	125 Compensatory Education	306 At Risk	Must be entered	Restricted	75	Office Supplies and Equipment
Supplies - Sect 41 ELL	MI-ADMIN-SUPPLIES	MIS110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-SECA1-ADMIN-SUPPLIES	111 Elementary	307 41 Bilingual Education	Must be entered	Restricted	75	Office Supplies and Equipment
Supplies - 35a(5)	MI-ADMIN-SUPPLIES	MIS110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-35AS-ADMIN-SUPPLIES	111 Elementary	366 Sect 35A5 Early Literacy	Must be entered	Restricted	75	Office Supplies and Equipment
Supplies - IDEA	MI-ADMIN-SUPPLIES	MIS110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-IDEA-ADMIN-SUPPLIES	122 Special Education	801 IDEA	Must be entered	Restricted	75	Office Supplies and Equipment
Supplies - Clubs - ESSERS	MI-ESSER III-ADMIN-SUPPLIES	MIS110-1 Michigan TEACHING/TESTING SUPPLIES & MATERIALS : Michigan Teaching/Testing Supplies + Materials : Michigan Teaching/Testing Supplies and Materials	MI-ESSER III-ADMIN-SUPPLIES	249 Other School Administration	485 Essers	FY22	Restricted	75	Office Supplies and Equipment
Board of Directors									
Board Development and Training	MI-BOARD-TRAIN & DEV	MIS320-2 Michigan TRAVEL/WORKSHOPS STAFF : Michigan Costs of Travel - Regular duties : Michigan Travel - Non Meals	MI-BOARD-TRAIN & DEV	231 Board of Education	101 Membership	Will be populated with current year	Unrestricted	54	Board Development and Training