



ACT Plus Writing Grant Budget Detail Guidance

Expenses that are appropriate for the ACT Plus Writing Grant are listed below with their object codes and purchase categories. The instructions column includes the details that MUST be included in the "Expenditure Description and Itemization" section of the Budget Detail page. Object code 300 is used when you are paying someone that is not an employee of the district.

Object Code	Purpose Category	Items	Instructions
300	20	Test Proctor Salaries	Please include the number of test proctors and their pay rate.
300	20	Substitute Salaries	Please include the number of substitutes and their pay rate.
300	27	Bus Chaperone Salaries	Please include the number of additional chaperones required for student travel and their pay rate.
400	23	Rent for offsite test facility	Please include the name of the facility, the number of rooms rented, and the cost of rental.
400	23	Rented tables/ other equipment rentals	Please include name of vendor, item rented, number of items rented, and cost of rental.
500	27	Bus Rental	Please include the rate of bus rental and any related costs (i.e. fuel)
500	20	Student Lunches	Please include name of vendor, number of meals, and rate/meal.
600	20	Purchased tables/ Other purchased equipment	Please include name of vendor, item purchased, number of items purchased, and cost of purchase.
600	20	Clocks, stopwatches, pencils, erasers, pencil sharpeners, other supplies	Please include name of vendor, item purchased, number of items purchased, and cost of purchase.
100	20	Test Proctor Salaries (employee of the district)	See instructions for object code 300. Staff working their regular duty day are not eligible and will not receive extra pay.
100	20	Substitute Salaries (employee of the district)	See instructions for object code 300. Staff working their regular duty day are not eligible and will not receive extra pay.
100	27	Bus Chaperone Salaries (employee of the district)	See instructions for object code 300. Staff working their regular duty day are not eligible and will not receive extra pay.
200	20	Test Proctor Benefits (employee of the district)	See instructions for object code 300. Staff working their regular duty day are not eligible and will not receive extra pay.
200	20	Substitute Benefits (employee of the district)	See instructions for object code 300. Staff working their regular duty day are not eligible and will not receive extra pay.
200	27	Bus Chaperone Benefits (employee of the district)	See instructions for object code 300. Staff working their regular duty day are not eligible and will not receive extra pay.