# PLANNING AND BUDGET MANUAL

FY 2021/22

Norco College Mission Statement

Norco College inspires a diverse student od   an inclusive innovative approac to learning t roug its pat   a s to transfer professional career and tec nical education certificates and degrees. We are proud to e a pivotal u for sc olars ip arts and culture d namic tec nologies and partners ips.   orco College promotes and fosters self-empo erment and is dedicated to transforming t e lives of out students emplo ees and communit .

INTRODUCTION

The purpose of the Norco College Planning and Budget Manual is to serve as a desktop reference

for the campus community. The budget development process requires careful coordinated

planning; for that reason, we have included the college and district budget development

calendars, the college's program review process, as well as the meeting schedule for the

Resource Council previously the Business & Facilities Planning Council (BFPC) as information

for college community members interested in attending the open meetings.

The Planning and Budget Manual also includes accounting procedures that facilitate daily budget

transactions including, but not limited to, budget transfer process, purchasing process and the

contract process. A very important budget planning tool included in this manual is the total cost

of ownership (TCO) spreadsheet, used by college departments to calculate the cost for personnel,

physical facility, and information technology requests included in resource requests integrated

with program review.

We invite you to refer to this manual regularly and to visit the Norco College Business Services

website under Budget and Financial Services for additional resources, as well as the BFPC

website for current budget information and presentations.

Sincerely,

Michael T. Collins, Ed.D.
Vice President, Business Services
Norco College

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Budget Development Calendar for FY 2021/22

DRA

FY	Month	Activity
FY 2020/21	**January -2021**	Governor's 2021/22 Proposed Budget is released
		Tentative budget work begins
	February - 2021	Area VP reviews unfunded Resource Requests for 2020/21, and funds additional requests according to priority previously established. (if additional funding is available)
		Annual Budget Priorities are set, priorities are discussed and approved by Norco College Council
	March -2021	Resource Council Reviews District & Norco College Tentative Budget Assumptions
		Deadline to submit grant position changes to B&FS budget office (March 24th)
		FY 20/21 Resource Request Process begins, Updates to Program Review are submitted (March)
		End of Year projections completed with February Month End Data
	April -2021	Purchasing Deadline (April 19th)
		NORCO builds Tentative Budget based on College Budget Priorities and Tentative Budget Assumptions
		Tentative Budget changes due to District B&FS Budget office (April 2nd)
	May-2021	Governor's May 2021/22 Revised Budget is presented
		Norco Tentative Budget summary presented to Resource Council for review (Budget will be completed May 9th)
		Area Managers work with faculty and staff to prioritize and rank Resource Requests (Due second Friday of May)
	June-2021	Tentative Budget available for department review after Board of Trustees approval on June 15, 2021
		End of District Operations Fiscal Year 2020/21
FY 2021/22	**July-2021**	Beginning of District Operations Fiscal Year 2021/22
		RCCD and Norco Adopted Budget Assumptions for FY 2021/22 are distributed to Resource Council
	August- 2021	FY 2020/21 Budget Cycle Ends (Year-End)
		Balance grants expenses to projected revenue for 20/21 & properly budget for 21/22
		Deadline to submit College recommendations to amend Tentative Budget (August 3, 2021)
	September-2021	Board of Trustees approves Adopted Budget FY 21/22 (Sept, 21, 2021)
		Resource Council reviews and analyzes prior year's budget performance and Norco achievements of "key performance indicators" related to Educational Master Plan and Strategic Planning
		Area vice presidents present prioritized Resource Requests for their entire area to the appropriate leadership Counci. (AC, SSC, RC, IEGC and APC) for discussion and final ranking.
	October- 2021	AC, SSC, RC, IEGC and APC submit ranked request to College Council for validation of process and acceptance into the record.
		Carryover expenditure plan for Technology replacement program, Marketing, Professional Development, Facilities Improvements presented to Resource Council
	November-2021	Executive Cabinet gives area managers funding decisions with funding source
		Business Services provides gl accounts to approved requests for expenses to take place.
		Perform annual institution wide evaluation of effectiveness of the Resource Request Procedures (RRP) and analyze the results to enable continuous improvement.
		Annually Review proposed college budget, including components for the development of the adopted budget and ensure alignment with the mission, goals, and objectives of the college's Strategic and Education Master Plans
		Perform evaluation of Resource Council goals
	December-2021	Purchasing of funded items continues until April 2022 (Purchasing deadline)
		Resource Council Reviews State and Federal legislation for local budget impact, and Annually reviews the District Budget Allocation model (BAM)

Riverside Community College District
FY 21/22 Budget Development Calendar

March 19, 2021	Tentative Budget - Load FY 21/22 Galaxy Budget (roll budget)
3/22/21- 04/05/21	District Budget Office to balance Adopted FY 20/21 to FY 21/22 Tentative Budget, document changes on Red List, make changes to personnel and other budget items
March 24, 2021	Tentative Budget - Distribute Budget Calendar & Discretionary Budgets for Entity/Dept. review
March 25, 2021	Tentative Budget – B&FS Budget Office will distribute Grant positions for Department review
April 2, 2021	Tentative Budget – Deadline to submit grant position changes to B&FS Budget Office
April 4, 2021	FY 20/21 FTES Model by Discipline – final revision
April 7, 2021	Tentative Budget – College/District deadline to submit general fund budget changes to B&FS Budget Office
May 12, 2021	District Business and Financial Services completes tentative budget draft
May 20, 2021	Tentative Budget - DBAC committee review
May 21, 2021	Tentative Budget - DSPC committee review
May 24, 2021	Tentative Budget – Present at Chancellor's Cabinet Meeting
June 8, 2021	Tentative Budget - June Resources Committee Meeting
June 15, 2021	Tentative Budget - June Regular Board Meeting - Approval of Tentative Budget
7/2/2021 TBD	Tentative Budget - RCOE to load budget from Budget Module to live accounts
August 3, 2021	Final Budget - all recommendations from Colleges and District to amend Tentative budget to be submitted to Business and Financial Services Budget Office
8/6/21-8/13/21	Final Budget – Deadline for B&FS Budget Office to complete final budget for all resources
8/3/20-8/6/20	Grant expense budgets balanced to projected revenue after FY 20/21 YE close. If issues – Budget Office will contact grant managers to resolve
August 27, 2021	Final Budget –DBAC and DSPC committee review
August 30, 2021	Final Budget and Presentation - Chancellor's Cabinet Meeting
August 31, 2021	Final Budget and Presentation - September Resources Committee Meeting
September 21, 2021	September Regular Board Meeting - Final Budget Adoption

NORCO COLLEGE

The Resources Council (RC) Formerly BFPC, coordinates, discusses and makes recommendations regarding functions, plans, and activities related to human, physical, technology, and financial resources.

Resources Council

2021/20221 Meeting Schedule

Meetings are held in OC 116 from 11:15am – 12:45pm

2021

Tuesday, September 10, 2021

Tuesday, October 8, 2021

Tuesday, November 12, 2021

Tuesday, December 10, 2021

2022

Tuesday, February 11, 2022

Tuesday, March 10, 2022

Tuesday, April 7, 2022

Tuesday, May 12, 2022

Chapter 9: Program Review and Resource Request Procedure

Introduction

Program review allows each academic discipline, student services unit, and administrative unit to look back (by reporting on program progress and viability), look around (by describing opportunities and resource needs), and look forward (by setting new long term goals in alignment with our Strategic Plan goals). It is also a chance for us to update our procedures, course outlines of record, and programs of study. Our process has four components: 1. Report on current goals; 2. Set new goals; 3. Align program goals with college strategic goals; 4. Determine how the college can help the unit achieve their goals (through resource allocation or improvements to process and procedure). Program review is the foundation of our continuous improvement process; informs our decision-making and resource allocation process; and informs strategic planning.

For the purposes of program review, a program may be identified as an administrative unit, student services unit, a discipline of study (including all programs of study AA, AS, ADT, Certificate) assigned to disciplines (e.g., ADT Anthropology). All programs must complete a program review every three years and may submit annual updates on goals and resource requests.

The Program Review process is led by the Program Review Committee--a standing committee of the Academic Senate. Their statement of purpose is:

We establish guidelines, tools, and content requirements for the Program Review process at Norco College. We review and evaluate the program review and annual update unit reviews to facilitate intentional self-evaluation and planning in order to support program quality, improve student success and equity, enhance teaching and learning, and connect resource allocation to strategic planning (last Updated 09/26/2019).

Program Review Committee Membership

Current membership available on the [Program Review Committee Membership Webpage](#).

History

The program review process at Norco College changed substantially in the Spring of 2018, with all units reporting at the same deadline in order to ensure equity in resource allocation and planning cycles. During this transition we all moved to a comprehensive three-year cycle (previously it was every four years and they were staggered), and we changed the name of the Comprehensive Program Review to just Program Review. This allowed us to achieve 100% participation with a clearer deadline set. This also allowed us to achieve more clarity in our long-range planning, as with staggered reports we were missing a Comprehensive picture of the needs of our individual units. In the intervening years, we have an annual update that allows for resource requests that were unforeseen because of changes to units.   This cycle was aligned with our Assessment cycle so that Comprehensive views of the process of Unit Assessment could be gathered in one location. In addition, moving to a three-year cycle allowed Norco College to have more agency in District wide curriculum authorship.

Current Process and Timeline

The current Program Review cycle is for a three-year period beginning in a year that is divisible by three (2021, 2024, etc). The lookback period for the current cycle is the previous three years—this is the period you will see referenced for data in current cycle program review. For instance, the data on which the 2021-24 program reviews are based is from the 2018-2021 academic years.

The 3-year process begins at Spring Flex Day (usually the second week of February). The chairs of the Program Review Committee provide a training on any new procedures, forms, systems, and datasets. Additional trainings are provided in early March in both a group and individual format as needed. All units, Administrative Student Services and Instruction are authoring their program reviews or editing previous work during February, March and April.

- All Program Reviews and annual updates are due for input in the electronic platform by mid-semester spring.

- The Program Review Committee meets, reads and accepts into the record all completed program reviews at their April or May meeting, depending on the regularly scheduled meeting occurrence.
- The Program Reviews are posted to the public webpage after they are accepted in the three-year process, typically in May. Annual updates are not posted to the web.
- Resource Requests are downloaded from electronic platform and added to the Excel Workbook for the current 3-year cycle. These requests are grouped and made available to the Council over which the program reporting unit resides (AAPC, BFPC, SSPC, SDIE). Resource Requests are processed based on the *Resource Request and Prioritization Procedure* (seen later in this document).

Norco College Program Review Resource Request Process

A Resource Request is a request for human or physical resources or a request for a budget augmentation (ongoing or one-time). Program Review at Norco College is on a three-year cycle starting in the year that is divisible by three. Each subsequent year of the cycle, annual goals and resource requests may be added or updated as needed. All resource requests are stored in a single table called "Resource Requests". The annual prioritization process starts in February to ensure appropriate connection and timing related to college budget processes and institutional planning needs.

Simplified Annual Process

1. College budget priorities for academic year are discussed and recommended.
2. Program review initiates resource requests.
3. Area managers work with department faculty and classified professionals to prioritize resource requests from program review.

Full-time **faculty** requests follow the Academic Planning Council process	**Items** and **Staff** requests are prioritized by academic department or program areas

4. Prioritized requests ranked by leadership councils and forwarded to College Council.
5. Ranked requests forwarded to College Council for review and then Executive Cabinet for funding.
6. Area leaders record intended outcomes related to the resource allocation. Results are documented in program review every three years.
7. Institution-wide evaluation of the resource request procedures takes place biennially as part of the Assessment of Evaluation Procedures (See Chapter 11, "Evaluation of the Planning and Decision-Making Process".

Annual Budget Priorities

College annual planning and decision making on program review requests is continually informed by the Annual Budget Priorities developed and recommended by College Council and adopted by the Executive Cabinet. Below is a sample of a previous year's Norco College Budget Priorities submitted for consideration.

In compliance with all regulations and laws, and alignment with Norco College's strategic plan goals of Student, Regional, and College Transformation, the College will primarily focus its resource allocation on the following strategic objectives.

Student Transformation

- Maximize efficient FTES generation to meet established targets and provide access
- Continue to implement Guided Pathways
- Continue to close student equity gaps
- Improve program of study completion rates
- Implement an improved professional development program

Regional Transformation

- Establish distinct regional identity
- Initiatives that impact regional development
- Invest in workforce and economic development initiatives

College Transformation

- Invest strategically in new programs that develop a "comprehensive college"
- Support integrated planning, effective governance, continuous improvement
- Strategic investment in college personnel
- Develop/improve physical facilities to meet the demands of a "comprehensive college"
- Implement technology-enhanced operational systems
- Strategic investments to increase resource capacity and revenue generating projects

Detailed Annual Resource Request and Prioritization Process

1. Annual Budget priorities for coming academic year are discussed and recommended by College Council and set by Executive Cabinet. *(February)*
2. In addition to budgeting funds for regular administration of the college, Executive Cabinet designates allocation categories to be used for normal operations including but not limited to: *(March-April)*
   a. Total Program Review Resource Requests Funds
   b. Lottery Funds Restricted (Academic).
   c. Professional Development.
   d. Technology Allocation.
   e. Marketing Allocation (Strategic Development).
3. Program reviews are authored and submitted mid-semester in spring of every third year. In intervening years, units may submit annual updates, which may include resource requests, new goals, and/or goal changes. *(March-April)*
4. Requests include items identified and justified in program review:
   a. Items not funded in the previous year (these are rolled over if not funded)
   b. New items that were not listed in program review but are needed now to achieve outcomes.
   c. Items considered outside of normal operating needs (e.g., new furniture, software, instructional supplies, instructional equipment, facilities' needs and non-faculty personnel).
5. Resource Requests are read by the Program Review Committee (PRC), which "Accepts" them for the record and returns them to the authors and the area VPs. The PRC resource requests from accepted program reviews are categorized as ITEMS, STAFF, FACULTY and returned to the requesting department for departmental ranking of each category. *(April)*
6. Area managers work with department faculty and classified professionals to prioritize resource requests each year. *(Due 2nd Friday of May)*
   a. Full-time faculty requests follow the Academic Planning Council process.
   b. ITEMS and STAFF requests are prioritized by academic department or program areas and should note direct ties to college mission, strategic plan, budget priorities, and intended outcomes.

7. Area managers review prioritized list with respective departments/divisions and communicate the availability of possible funding (non-General Fund sources). Requests that can be funded immediately are acted upon by area managers before the purchasing deadline in May. *(May)*
    a. Items that can be purchased with available department funds, grant funds, restricted lottery funds may be acted upon by area managers whose decisions are informed by the department rankings.
8. Area vice presidents present remaining prioritized Resource Request for their entire area to the appropriate leadership council (AC, SSC, RC and IEGC) for discussion and ranking based on a rubric revised each year by the councils. *(September)*
9. Area Vice Presidents present funding priorities from their respective councils to President's Cabinet for analysis and final determination of funding in accordance with strategic plan. *(September)*
    a. Items not funded in the current year are notated with a rationale, such as:
        i. Request not related to College Mission, Strategic Plan, Budget Priorities, Intended Outcomes
        ii. Insufficient funding
        iii. Not enough information provided
        iv. No longer needed
10. Business Services begins allocation of funds for prioritized items based on funding availability, and provides account numbers for funded items, and provides rationale for unfunded items. *(October-November)*
11. Executive Cabinet gives area managers funding decisions with funding source. *(December-January)*
12. Area leaders work with faculty and classified professionals to process purchases of funded Resource Requests. *(December-April)*
13. Area leaders ensure the measurement of the intended outcome related to the resource allocation request is undertaken. Results are documented in program review every three years. *(July)*
14. Area VP reviews unfunded Resource Requests for current academic year and funds additional requests according to priority previously established. (If additional funding exists). *(February)*

Program Review and Resource Request Prioritization Timeline

Program Reviews for all programs (instructional disciplines, programs of study, special programs, administrative areas, and student services) are completed in March at the beginning of each 3-year cycle.

Each year by mid-semester of spring, programs may elect to complete an Annual Update, which consists of updated goals and resource requests based on the evolving needs of the program. The following graphic depicts the annual cycle by which annual resources are prioritized and acted upon.

FEBRUARY/MARCH
Annual Budget Priorities are set; Annual Updates to program reviews are authored and submitted at the end of March of every third year. In intervening years, units may submit annual updates, which may include resource requests, new goals, and/or goal changes. In order to make new resource requests an annual update must be submitted.

DECEMBER/JANUARY
Executive Cabinet gives area managers funding decisions with funding source.

MARCH/ APRIL
Program Reviews are read by the PRC, which "Accepts" them for the record and returns them to the authors and the area VP. The PRC Resource Requests from Accepted program reviews are categorized as ITEMS, STAFF, FACULTY and returned to the requesting department for departmental ranking of each category.

NOVEMBER
Ranked lists are forward to Executive Cabinet for potential funding and final decisions.

MAY
Departmental rankings must be returned by the second Friday of May to be considered for action in the current planning year. Rankings are returned by departments to the appropriate VP. Requests that can be funded immediately are purchased by area managers. Some of these purchases may require Council input and may be deferred to the new fiscal year.

OCTOBER
AC, SSC, RC, IEGC and APC ranked requests are submitted to College Council for validation of process and acceptance into the record. Resources are allocated

JUNE
Items purchased in May are received by the college by the June 30 deadline.

SEPTEMBER
Area vice presidents present prioritized Resource Requests for their entire area to the appropriate leadership council (AC, SSC, RC, IEGC and APC) for discussion and final ranking.

JULY/AUGUST
Non-General Fund sources are sought for remaining departmentally ranked items and recorded on the Budget Request Workbook.

Resource Categories, Description, Governance Council Ranking

TYPE	ITEM	DEFINITION	GOV
ITEMS	Instructional Supplies and Materials used by students and teachers as a learning resource	Software (purchased or licensed), books, textbooks (owned by the college), tests, periodicals, instructional media, digital subscriptions, library databases, and non-durable equipment. Non-durable equipment (regardless of cost) is generally not expected to last more than a year or two and is not readily repairable and therefore disposable (equipment eligibility determinations are made on a case-by-case basis in consultation with the District Controller). Expenditures NOT allowed include replacing computers in a computer lab or replacing audio-visual equipment in a classroom. Based on Education Code Section 60010(h) and 60010(m)(1).	AC
	Instructional Equipment, Furniture, Technology used by students as learning resource	Classroom/Laboratory Equipment, Whiteboard, Projector screen, Projector, Desks, Tables, Podium, Chairs, Desktop Computers, Laptops, Monitors, Printers, Servers, Network/Wireless infrastructure, AV/TV, Multi-media, software licensing (for first year of use), Systems for Registration, Counseling, Student Services, Learning Management Systems, Adaptive equipment for ADA/OCR.	AC
	Equipment and Furnishings (non-instructional)	Items designed for long term use and is generally repairable and maintainable (not consumable) and is not categorized as Technology and is not Instructional Equipment (see Technology definition). Includes machinery, copiers, vehicles, tools, lab equipment (autoclave, microscopes, etc.), cabinetry, office furnishings, etc.	AC SSC RC IEGC
	Technology	Computers (desktop, laptop, tablet, laptop/tablet carts), Audio-Visual Equipment (projectors, document projectors, smart panels, sound systems, podium systems, portable AV/Computer systems, telephones), Copiers, Peripherals (printers, cable locks, etc.), Classroom Lighting, Networking, Tech Wiring (cabling and electrical drops), Software.	TECH
	Facilities	Requests for changes to facilities for program improvement or expansion purposes. Includes repurposing or re-equipping or refurnishing or remodeling or creating space, including estimated costs of facility changes.	RC
	Professional Development	Training, travel, participation in conferences, professional organization, workshops, state-sponsored activities	IEGC
	Budget Change	Establish or Change an Ongoing Budget for Administrative Supplies, Equipment (non-instructional), Contracts and Agreements, Software Licensing (non-instructional), Special Projects, Services, Maintenance, Travel (non-prof dev), Promotional Supplies, Advertising, Outreach Support, Transportation (local), Printing.	RC
STAFF	STAFF	Requests for new or reclassified positions for staff, manager, professional expert, faculty coordinator, temporary employee, and ongoing special projects, including requests for changing PT to FT	AC SSC RC IEGC
FACULTY	FACULTY	Requests for new. Note: replacement and temporary full-time faculty positions handled in a separate process that is not generally included in program review	APC

Sample Ranking Rubric for Program Review Resource Requests

PRIORITY: 5=Very; High 4=High; 3=Medium; 2=Low; 1=Very Low; 0=NA					
COUNCIL RANK (Sum of Each Criterion)	To what extent does this request support one or more EMP GOALS?	To what extent does this request support a PROGRAM REVIEW GOAL?	To what extent does this request support student SAFETY or COMPLIANCE?	To what extent is this request supported by OUTCOMES ASSESSMENT DATA?	DEPT RANKING POINTS: Highest Rank = 10 Second Highest= 8 Third Highest= 6 Fourth Highest= 4 Fifth Highest= 2
20	4	2	5	3	6
Notes about request…					

Total Cost of Ownership (TCO) Estimator

The Total Cost of Ownership (TCO) Estimator is a very important budget planning tool, it is used by college departments to calculate the cost for personnel, physical facility, and information technology requests included in resource requests integrated with program review.

Click on the this link to access the TCO excel spreadsheet located in the Business Services website.

2021 - 2022 PAYROLL SCHEDULE

Timesheet Reporting Periods, Due Dates, and Pay Dates

PAYROLL ITEMS MUST BE RECEIVED IN PAYROLL BY **4:30 PM** ON THE **DUE DATE**

"M" Pay Cycle Full Time Faculty - Classified/Confidential - Perm PT Classified					
Reporting Period	**Due Date**	**Pay Cycle**	**Pay Period**	**Faculty Pay Term**	**Pay Date**
06/16/21 - 07/15/21	07/17/21	1M	July	N/A	07/30/21
07/01/21 - 07/31/21	07/17/21	1M - Faculty only	July	SUM	07/30/21
07/16/21 - 08/15/21	08/18/21	2M	Aug	N/A	08/31/21
08/01/21 - 08/25/21	08/18/21	2M - Faculty only	Aug	SUM	08/31/21
08/16/21 - 09/15/21	09/18/21	3M	Sept	N/A	09/30/21
08/26/21 - 09/15/21	09/18/21	3M - Faculty only	Sept	FAL	09/30/21
09/16/21 - 10/15/21	10/19/21	4M	Oct	FAL	10/29/21
10/16/21 - 11/10/21	11/10/21	5M	Nov	FAL	11/30/21
11/11/21 - 12/10/21	12/10/21	6M - Classified Only*	Dec	N/A	*12/28/21
11/11/21 - 12/10/21	12/10/21	6S - Certificated Only**	Dec	FAL	**01/03/22
12/11/21 - 01/15/22	01/19/22	7M	Jan	WIN	01/31/22
01/16/22 - 02/15/22	02/17/22	8M	Feb	WIN/SPR	02/28/22
02/16/22 - 03/15/22	03/18/22	9M	Mar	SPR	03/31/22
03/16/22 - 04/15/22	04/19/22	10M	Apr	SPR	04/29/22
04/16/22 - 05/15/22	05/18/22	11M	May	SPR	05/31/22
05/16/22 - 06/15/22	06/18/22	12M	June	N/A	06/30/22
05/16/22 - 06/30/22	06/18/22	12M - Faculty only	June	SUM	06/30/22
*All Classified employees including Confidential and Classified Management					
**All Certificated employees including Faculty and Certificated Management					

"B" Pay Cycle Part Time Faculty					
Reporting Period	**Due Date**	**Pay Cycle**	**Pay Period**	**Pay Term**	**Pay Date**
05/16/21 - 06/15/21	06/19/21	12B	July	SPR/SUM	07/02/21
06/16/21 - 07/15/21	07/20/21	1B	Aug	SUM	08/04/21
07/16/21 - 08/15/21	08/20/21	**2B	**Sept	**SUM	**09/03/21
08/16/21 - 09/15/21	09/21/21	3B	Oct	FAL	10/05/21
09/16/21 - 10/15/21	10/20/21	4B	Nov	FAL	11/04/21
10/16/21 - 11/15/21	11/20/21	5B	Dec	FAL	12/03/21
11/16/21 - 12/15/21	12/15/21	6B	Jan	FAL	01/04/22
12/16/21 - 01/15/22	01/20/22	***7B	***Feb	***FAL/WIN	***02/04/22
01/16/22 - 02/15/22	02/22/22	8B	Mar	WIN/SPR	03/07/22
02/16/22 - 03/15/22	03/22/22	9B	Apr	SPR	04/04/22
03/16/22 - 04/15/22	04/20/22	10B	May	SPR	05/05/22
04/16/22 - 05/15/22	05/20/22	11B	June	SPR	06/03/22
05/16/22 - 06/15/22	06/21/22	12B	July	SPR/SUM	07/05/22
* Note: Number of payments for each term depends on the start and end date for each section					
** ONLY for Sections ending in August 2021 / Early Start Sections					
*** ONLY for Early Start Sections					

"A" Pay Cycle Student - Short Term - Professional Expert Hourly				
Pay Period	**Time Sheets Due to Payroll**	*** Student Time Sheets Due**	**Student Employment Svc. : Student Time Sheets Due to Payroll**	**Pay Date**
06/01/21 - 06/30/21	07/01/21	07/01/21	07/09/21	07/20/21
07/01/21 - 07/31/21	08/02/21	08/02/21	08/10/21	08/20/21
08/01/21 - 08/31/21	09/01/21	09/01/21	09/08/21	09/20/21
09/01/21 - 09/30/21	10/01/21	10/01/21	10/08/21	10/20/21
10/01/21 - 10/31/21	11/01/21	11/01/21	11/09/21	11/19/21
11/01/21 - 11/30/21	12/01/21	12/01/21	12/08/21	12/20/21
12/01/21 - 12/31/21	01/04/22	01/04/22	01/07/22	01/20/22
01/01/22 - 01/31/22	02/01/22	02/01/22	02/08/22	02/18/22
02/01/22 - 02/28/22	03/01/22	03/01/22	03/08/22	03/18/22
03/01/22 - 03/31/22	04/01/22	04/01/22	04/08/22	04/20/22
04/01/22 - 04/30/22	05/02/22	05/02/22	05/09/22	05/20/22
05/01/22 - 05/31/22	06/01/22	06/01/22	06/09/22	06/20/22
* Students must submit to Student Employment Services by this date				

NOTE FOR ALL: EACH TIMECARD MUST BE FULLY COMPLETED. INCOMPLETE TIMECARDS MAY NOT BE PAID. LATE TIME CARDS WILL BE PAID ON THE EMPLOYEE'S NEXT AVAILABLE PAYROLL CYCLE.

06/04/2021

Norco College Budget Transfer Approval Process

Type A - Transfer within a major object. (Requires Area VP and VP of Business Services Approval)
Type B - Transfer between major object codes. (Requires VP, Associates VC, President or Chancellor and Board approval)

1. Budget Transfers (BTs) are initiated by division offices

   a) Requestor runs a budget report in "View Financial Summary" in Galaxy to ensure sufficient funds are available for the transfer.
   b) Requestor to include enough information in the reason for transfer line in the Budget Transfer form.
   c) Select type of budget transfer (A or B).
   d) Indicate whether the budget transfer is a permanent or one time transfer.

      Please note: If a budget transfer involves more than three general ledger budget lines, the district will accept an excel spreadsheet with a column indicating the changes and a column calculating the result of the budget transfer. ***At the top on the sheet, include the reason for transfer, the type of budget transfer (A or B), and whether it is a permanent or one time transfer.***

2. If a budget transfer for Categorical/Grant funds requires certification from the granting agency, please attach approval.

3. Division Dean or Project Director approves and forwards BT to Area Vice-President for approval.

4. Area Vice-President approves and forwards budget transfer (BT) to Business Services to check for availability of funds, compliance and accuracy.

5. After budget transfer (BT) is verified, Vice-President of Business Services will approve and forward approved budget transfers to District Budget office via e-mail for final review, approval and posting and will include the Requestor and Dean or Program/Grant director and all others interested parties in the e-mail.

6. The originator of the budget transfer (BT) can check status of the budget transfer in "View Financial Summary" or "View Financial Detail" in galaxy.

Norco College Budget Transfer Approval Process

Type A -Transfer within a major object (Requires Area VP and VP of Business Services Approval)
Type B -Transfer between major object codes. (Requires VP, Associates VC, President or Chancellor and Board approval)

Division or Area Requestor

Dean/Project Director Approver

Area Vice President Approver

Business Services Director/FTA Reviewer

Vice-President of Business Services Approver

District Budget office Final review, approval and posting

Note: Type B Budget Transfers require board approval.

NC Business Services
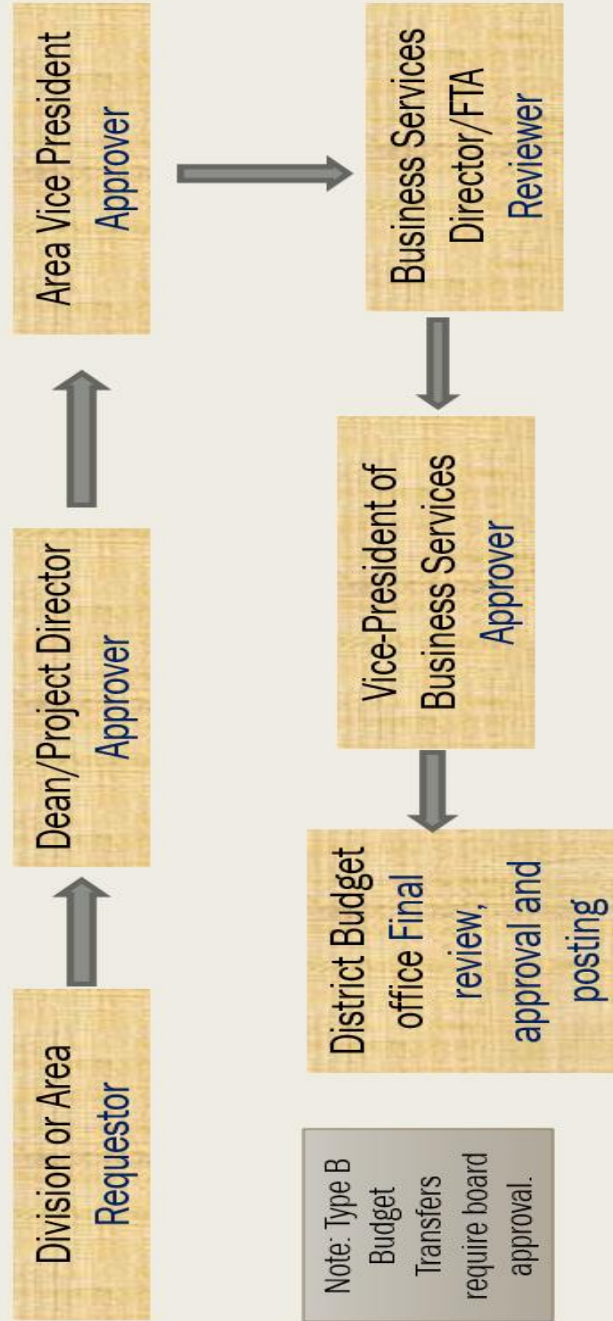
Process Revised 1/28/2020

RIVERSIDE COMMUNITY COLLEGE DISTRICT
Business & Financial Services
BUDGET TRANSFER FY _____

○ **Permanent** ○ **One-Time**

PREPARER'S NAME	DEPARTMENT	DATE

PLEASE CHECK (x) IN THE APPROPRIATE BOX(es)

☐ **TYPE A Transfer within a major object code**

☐ **TYPE B Transfer between major object codes** *(Requires VP, Assoc. VC, President or Chancellor and BOARD APPROVAL)*

Reason for transfer: _____

_____

Transfer From:	BUDGET CODE	AMOUNT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	TOTAL	

Transfer To:	BUDGET CODE	AMOUNT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	TOTAL	

Approved By: _____ Date: _____

Approved By: _____ Date: _____

Type B requires VP, Assoc. VC, President or Chancellor Approval

Certification: _____

This Certification is Required for all Transfers Related to Restricted Grants & Categorical Programs **(Grant regulations allow this transfer, and approval has been obtained if required.)**

For Budget Office Use
Date Processed
Transaction # FT

View Financial Summary
Begin Date
End Date

Reason for transfer:
Type of budget Transfer A or B:
Permanent or One Time transfer

Example

Fund	School	Resource	Project Year	Goal	Function	Object	Adopted Budget	Revised Budget	Rev/Exp Net of Abatements	Encumbrances	Uncommitted/Unrealized balance	Transfer Amount	Revised Uncommitted/Unrealized balance
32	EZM	3200	0	6943	0000	4590	2,000.00	4,100.00			4,100.00	(4,100.00)	0.00
32	EZM	3200	0	6943	0000	4710	70,000.00	72,231.00			72,231.00	(5,000.00)	67,231.00
32	EZM	3200	0	6943	0000	4711	50,000.00	50,000.00			50,000.00	(20,000.00)	30,000.00
32	EZM	3200	0	6943	0000	4791	14,000.00	11,080.00			11,080.00	8,100.00	19,180.00
32	EZM	3200	0	6943	0000	4793	950.00	950.00			950.00	21,000.00	21,950.00
							138,361.00	138,361.00	0.00	0.00	138,361.00	0.00	138,361.00

CHART OF ACCOUNTS

NORCO COLLEGE

Budget Code Structure

FUND	SCHOOL	RESOURCE	PY	GOAL	FUNCTION	OBJECT
12	ENC	1190	0	1501	0735	4320

FUND

Fund	Description
11	UNRESTRICTED GENERAL FUND
12	RESTRICTED GENERAL FUND
21	BOND INTEREST AND REDEMPTION FUND
32	CAFETERIA FUND
33	CHILD DEVELOPMENT FUND
41	CAPITAL OUTLAY PROJECTS FUND
43	GENERAL OBLIGATION BOND FUND
61	SELF INSURANCE FUND
69	OTHER INTERNAL SERVICES FUND

SCHOOL (LOCATION)

NORCO COLLEGE

School	Description	Responsible Party	Title
EAG	ACADEMIC SENATE	Kamerin, Kim	Senate President
EAP	PUBLIC AFFAIRS & INSTITUTIONAL ADVANCEMENT	no longer in use	keep for historical purposes only
EAK	COLLEGE RESOURCE CENTER	Abejar, Esmeralda	Director, College Business Services
EBH	CA TEACHERS ASSOCIATION	no longer in use	keep for historical purposes only
EBJ	HUMAN RESOURCES & DIVERSITY - NORCO	Best, Trinda	Interim, VC, Human Resources & Employee Relations
ECA	PLANNING & DEVELOPMENT	Fleming, Kevin	VP of Planning and Development
ECD	INSTITUTIONAL EFFECTIVENESS	no longer in use	keep for historical purposes only
ECH	STRATEGIC DEVELOPMENT	Fleming, Kevin	VP of Planning and Development
ECT	CONSERVATORY THEATER NORCO	no longer in use	keep for historical purposes only
ECW	WORKFORCE PREPARATION - NORCO	Tarrant, Kaneesha	VP Student Services
EDB	BUSINESS OPERATIONS	Collins, Michael	VP Business Services
EDD	FACILITIES	Marshall, Steve	Director, Facilities
EDE	AUXILIARY BUSINESS SERVICES	Abejar, Esmeralda	Director, College Business Services
EDF	RISK MANAGEMENT	Beiwei, Tu	Director, Risk Management
EDG	ACCOUNTING SERVICES	Geraghty, John	Controller
EEB	PERFORMING ARTS	no longer in use	keep for historical purposes only
EJA	ACADEMIC AFFAIRS	Lee, Samuel	VP Academic Affairs
EJB	INSTITUTIONAL EFFECTIVENESS	Aycock, Greg	Dean, Institutional Effectiveness
EJC	CAREER AND TECHNICAL ED - NORCO	Etchison, Ashley (Interim)	Dean, Instruction CTE Programs & Grants
EJD	INSTITUTIONAL SUPP, INSTRUCTION & CURRICULUM	Vacant	Vacant
EJK	EDUCATIONAL SERVICES	McCarson, Daniela	Dean, Special Funded Programs
EJV	CTE PROJECTS	Pehkonen, Julie	Director, CTE Projects
EMA	PRESIDENT	Green, Monica	President
EMB	DEAN OF INSTRUCTION	Parks, Jason	Dean of Instruction
EMC	INFORMATION SERVICES	Blackmore, Christopher	Assoc V C, Info. Tech. and Learning Services
EMD	TECHNOLOGY SUPPORT SERVICES	Nance, Damon	Dean, Technology & Learning Resources
EMG	DEAN OF INSTRUCTION	Fulbright, Marshall	Dean of Instruction
EMZ	PROFESSIONAL DEVELOPMENT	Oceguera, Gustavo	Dean, Grants & Student Equity Initiatives
ENC	COMMUNICATIONS	Bader, Melissa	Dept Chair
EOA	SOCIAL AND BEHAVIORAL SCIENCES	Boelman, Peter; Gray, Alexis; Moore, John	Co-Dept Chair
EOC	ARTS, HUMANITIES AND WORLD LANGUAGES	Bermiller, Quinton; Kamerin, Kim	Co-Dept Chair
EQC	MATHEMATICS	Mulari, Jeff; Prior, Robert	Co-Dept Chair
EQE	SCIENCE AND KINESIOLOGY	Tran, Phu	Dept Chair
ERA	PHYSICAL EDUCATION	no longer in use	keep for historical purposes only
ESB	BUSINESS, ENGINEERING & INFORMATION SYSTEMS	Worsham, Patricia; Zwart, Gail	Co-Dept Chair
EUA	EARLY CHILDHOOD STUDIES	no longer in use	keep for historical purposes only
EXA	COMMUNITY AND SENIOR CITIZEN EDUCATION	no longer in use	keep for historical purposes only
EXM	MIDDLE COLLEGE	Sinclair, Maureen	Director, Career and Technical Education Projects
EXR	CALIFORNIA REHABILITATION CENTER	Parks, Jason	Dean of Instruction
EYA	LIBRARY	Nance, Damon	Dean, Technology & Learning Resources
EZA	STUDENT SERVICES	Tarrant, Kaneesha	VP Student Services
EZB	ADMISSIONS & RECORDS	DeAsis, Mark	Dean, Admissions & Records
EZC	COUNSELING	James, Tenisha	Dean, Student Services
EZD	HEALTH SERVICES	McAllister, Lisa	Director, Health Services
EZE	STUDENT FINANCIAL SERVICES	James, Tenisha	Dean, Student Services
EZF	EOP&S	McCarson, Daniela	Dean, Special Funded Programs
EZG	COLLEGE STUDENT SERVICES	James, Tenisha	Dean, Student Services
EZH	ATHLETICS	Hartley, Mark	Dean, Student Life
EZJ	COMMUNITY OUTREACH	Tarrant, Kaneesha	VP Student Services
EZK	STUDENT ACTIVITIES - INTRAMURALS	James, Tenisha	Dean, Student Services
EZL	BOOKSTORE	Abejar, Esmeralda	Director, College Business Services
EZM	FOOD SERVICES	Abejar, Esmeralda	Director, College Business Services
EZO	JOB PLACEMENT	Hartley, Mark	Dean, Student Life
EZP	DISABLED STUDENT SERVICES	Ferrer, Gregory	Director, Disabled Student Programs and Services
EZR	RCCD SAFETY & POLICE	Gates, Shauna	Chief of Police
EZT	MATRICULATION	James, Tenisha	Dean, Student Services

RESOURCE

Resource	Description	
	Unrestricted General Fund 11	
0000	LOCALLY DEFINED UNRESTRICTED RESOURCES	
0800	UNCLAIMED PROPERTY	
0990	HEALTH & WELFARE CLEARING	
0999	CLEARING	
1000	GENERAL FUND	
1010	CERTIFICATES OF PARTICIPATION CLEARING	
1080	COMMUNITY EDUCATION FUND	
1090	PERFORMANCE RIVERSIDE FUND	
1110	BOOKSTORE FUND	
1170	CUSTOMIZED SOLUTIONS FUND	
	Restricted General Fund 12	
1050	PARKING FUND	
1070	STUDENT HEALTH FUND	
1120	CENTER FOR SOCIAL JUSTICE AND CIVIL LIBERTIES	
1180	REDEVELOPMENT PASS-THROUGH FUND	
1190	GRANTS AND CATEGORICAL PROGRAMS FUND	
	Bond Interest and Redemption Fund 21	
2100	GENERAL OBLIGATION BOND DEBT SERVICE	
	Cafeteria Fund 32	
3200	FOOD SERVICES FUND	
	Child Development Fund 33	
3300	CHILD CARE FUND	
	Capital Outlay Projects Fund 41	
4100	STATE CONSTRUCTION & SCHEDULED MAINTENANCE FUND	
4110	CHILD DEVELOPMENT CENTER CAPITAL FUND	
4120	NON-STATE FUND CAPITAL OUTLAY PROJECTS - deleted 7/1/12	
4130	LA SIERRA CAPITAL FUND	
4131	SPRUCE CAPITAL FUND	
4140	DIGITAL LIBRARY / LRC FUND	
4150	SELF-FUNDED EQUIPMENT & FACILITY PROJECTS FUND	
4160	GO BOND FUNDED CAPITAL OUTLAY PROJECTS	
4170	GO BOND SERIES 2010D CAPITAL APPRECIATION BONDS	Converted to 4370 May or June 2015
4180	GO BOND SERIES 2010D BUILD AMERICA BONDS	Converted to 4380 May or June 2015
	General Obligation Bond Fund 43	
4370	GO BOND SERIES 2010D CAPITAL APPRECIATION BONDS	Formerly 4170
4380	GO BOND SERIES 2010D BUILD AMERICA BONDS	Formerly 4180
4390	GO BOND SERIES 2015E CAPITAL APPRECIATION BONDS	
4391	GO BOND SERIES 2019F	
	Self Insurance Fund 61	
6100	SELF-INSURED PPO HEALTH PLAN	
6110	SELF-INSURED WORKERS' COMPENSATION	
6120	SELF-INSURED GENERAL LIABILITY	
	Other Internal Services Fund 69	
6900	OTHER INTERNAL SERVICES, RETIREES' BENEFITS	

PROJECT YEAR

PY	Description
0	**Project Year Code is Not Currently Being Used**

(This field can be left blank.)

PY is used in the revenue account GL to identify current year or prior year revenue.

GOAL (PROGRAM)	
Program	**Description**
00000	UNDEFINED
01000	AGRICULTURE AND NATURAL RESOURCES
01090	HORTICULTURE
02000	ARCHITECTURE AND RELATED TECHNOLOGIES
02010	ARCHITECTURE AND ARCHITECTURAL TECHNOLOGY
02990	OTHER ARCHITECTURE AND ENVIRONMENTAL DESIGN
03000	ENVIRONMENTAL SCIENCES AND TECHNOLOGIES
03010	ENVIRONMENTAL SCIENCE
04000	BIOLOGICAL SCIENCES
04010	BIOLOGY, GENERAL
04020	BOTANY, GENERAL
04030	MICROBIOLOGY
04070	ZOOLOGY, GENERAL
04080	NATURAL HISTORY
04100	ANATOMY AND PHYSIOLOGY
04300	BIOTECHNOLOGY & BIOMEDICAL TECHNOLOGY
05000	BUSINESS AND MANAGEMENT
05010	BUSINESS AND COMMERCE, GENERAL
05020	ACCOUNTING
05021	TAX STUDIES
05040	BANKING AND FINANCE
05050	BUSINESS ADMINISTRATION
05060	BUSINESS MANAGEMENT
05063	MANAGEMENT DEVELOPMENT & SUPERVISION
05064	SMALL BUSINESS AND ENTREPRENEURSHIP
05065	RETAIL STORE OPERATIONS AND MANAGEMENT
05080	INTERNATIONAL BUSINESS AND TRADE
05090	MARKETING AND DISTRIBUTION
05091	ADVERTISING
05092	PURCHASING
05094	SALES AND SALESMANSHIP
05097	E-COMMERCE (BUSINESS EMPHASIS)
05100	LOGISTICS AND MATERIALS TRANSPORTATION

GOAL (PROGRAM)	
Program	**Description**
05110	REAL ESTATE
05111	ESCROW
05120	INSURANCE
05140	OFFICE TECHNOLOGY/OFFICE COMPUTER APPLICATIONS
05141	LEGAL OFFICE TECHNOLOGY
05990	OTHER BUSINESS AND MANAGEMENT
06000	MEDIA & COMMUNICATIONS
06000	COMMUNICATIONS, HUMANITIES & SOCIAL SCIENCE
06010	MEDIA AND COMMUNICATIONS, GENERAL
06020	JOURNALISM
06040	RADIO AND TELEVISION
06041	RADIO
06042	TELEVISION (INCLUDING TV/FILM/VIDEO)
06043	BROADCAST JOURNALISM
06121	FILM HISTORY AND CRITICSM
06122	FILM PRODUCTION
06140	DIGITAL MEDIA
06141	MULTIMEDIA
06142	ELECTRONIC GAME DESIGN
06143	WEBSITE DESIGN AND DEVELOPMENT
06144	ANIMATION
06145	DESKTOP PUBLISHING
06990	OTHER COMMUNICATIONS
07000	INFORMATION TECHNOLOGY
07010	INFORMATION TECHNOLOGY, GENERAL
07020	COMPUTER INFORMATION SYSTEMS
07021	SOFTWARE APPLICATIONS
07060	COMPUTER SCIENCE (transfer)
07070	COMPUTER SOFTWARE DEVELOPMENT
07071	COMPUTER PROGRAMMING
07072	DATABASE DESIGN AND ADMINISTRATION
07073	COMPUTER SYSTEMS ANALYSIS
07080	COMPUTER INFRASTRUCTURE AND SUPPORT
07081	COMPUTER NETWORKING
07082	COMPUTER SUPPORT
07990	OTHER INFORMATION TECHNOLOGY

Program	Description
GOAL (PROGRAM)	
Program	**Description**
08000	**EDUCATION**
08010	EDUCATION, GENERAL
08020	EDUCATIONAL AIDE (TEACHER ASSISTANT)
08090	SPECIAL EDUCATION
08350	PHYSICAL EDUCATION
08351	PHYSICAL FITNESS AND BODY MOVEMENTS
08352	FITNESS TRAINER
08355	INTERCOLLEGIATE ATHLETICS
08356	COACHING
08357	AQUATICS AND LIFESAVING
08358	ADAPTED PHYSICAL EDUCATION
08370	HEALTH EDUCATION
08500	SIGN LANGUAGE
08501	SIGN LANGUAGE INTERPRETING
08990	OTHER EDUCATION
09000	**ENGINEERING AND INDUSTRIAL TECHNOLOGIES**
09010	ENGINEERING, GENERAL
09240	ENGINEERING TECHNOLOGY, GENERAL
09340	ELECTRONICS & ELECTRIC TECHNOLOGY
09342	INDUSTRIAL ELECTRONICS
09344	ELECTRICAL SYSTEMS AND POWER TRANSMISSION
09350	ELECTRO-MECHANICAL TECHNOLOGY
09360	PRINTING & LITHOGRAPHY
09430	INSTRUMENTATION TECHNOLOGY
09460	ENVIRONMENTAL CONTROL TECH (HVAC)
09461	ENERGY SYSTEMS TECHNOLOGY
09475	TRUCK AND BUS DRIVING
09480	AUTOMOTIVE TECHNOLOGY
09484	ALTERNATIVE FUELS & ADVANCED TRANSPORTATION TECHNOLOGY
09490	AUTOMOTIVE COLLISION REPAIR
09491	UPHOLSTERY REPAIR - AUTOMOTIVE
09500	AERONAUTICAL AND AVIATION TECHNOLOGY
09520	CONSTRUCTION CRAFTS TECHNOLOGY
09526	MASONRY, TILE, CEMENT, AND LATH AND PLASTER
09529	ROOFING
09530	DRAFTING TECHNOLOGY
09531	ARCHITECTURAL DRAFTING
09532	CIVIL DRAFTING

Program	Description
Program	Description
09560	MANUFACTURING AND INDUSTRIAL TECHNOLOGY
09563	MACHINING AND MACHINE TOOLS
09565	WELDING TECHNOLOGY
09570	CIVIL AND CONSTRUCTION MANAGEMENT TECHNOLOGY
09568	INDUSTRIAL QUALITY CONTROL
09572	CONSTRUCTION INSPECTION
10000	FINE AND APPLIED ARTS
10010	FINE ARTS, GENERAL
10020	ART
10021	PAINTING & DRAWING
10022	SCULPTURE
10023	CERAMICS
10040	MUSIC
10050	COMMERCIAL MUSIC
10060	TECHNICAL THEATER
10070	DRAMATIC ARTS
10080	DANCE
10110	PHOTOGRAPHY
10120	APPLIED PHOTOGRAPHY
10300	GRAPHIC ART AND DESIGN
10990	OTHER FINE AND APPLIED ARTS
11000	FOREIGN LANGUAGE
11010	FOREIGN LANGUAGES, GENERAL
11020	FRENCH
11030	GERMAN
11040	ITALIAN
11050	SPANISH
11060	RUSSIAN
11070	CHINESE
11080	JAPANESE
11090	LATIN
11100	GREEK
11120	ARABIC
11170	ASIAN LANGUAGES
11173	KOREAN
11190	PORTUGUESE
11990	OTHER FOREIGN LANGUAGES

The top of the table reads: **GOAL (PROGRAM)**

	GOAL (PROGRAM)
Program	**Description**
12000	**HEALTH**
12010	HEALTH OCCUPATIONS, GENERAL
12051	PHLEBOTOMY
12060	PHYSICIANS ASSISTANT
12080	MEDICAL ASSISTING
12081	CLINICAL MEDICAL ASSISTING
12082	ADMINISTRATIVE MEDICAL ASSISTING
12083	HEALTH FACILITY UNIT COORDINATOR
12090	HOSPITAL CENTRAL SERVICE TECHNICIAN
12100	RESPIRATORY CARE/THERAPY
12130	CARDIOVASCULAR TECHNICIAN
12200	SPEECH/LANGUAGE PATHOLOGY AND AUDIOLOGY
12210	PHARMACY TECHNOLOGY
12231	HEALTH INFORMATION CODING
12300	NURSING
12301	REGISTERED NURSING
12302	LICENSED VOCATIONAL NURSING
12303	CERTIFIED NURSE ASSISTANT
12308	HOME HEALTH AIDE
12401	DENTAL ASSISTANT
12402	DENTAL HYGIENIST
12403	DENTAL LABORATORY TECHNICIAN
12500	EMERGENCY MEDICAL SERVICES
12510	PARAMEDIC
12700	KINESIOLOGY
12990	OTHER HEALTH OCCUPATIONS
13000	**FAMILY AND CONSUMER SCIENCES**
13010	FAMILY AND CONSUMER SCIENCES, GENERAL
13020	INTERIOR DESIGN AND MERCHANDISING
13032	FASHION MERCHANDISING
13050	CHILD DEVELOPMENT/EARLY CARE AND EDUCATION
13052	CHILDREN WITH SPECIAL NEEDS
13055	THE SCHOOL AGE CHILD
13056	PARENTING AND FAMILY EDUCATION
13058	CHILD DEVELOPMENT ADMINISTRATION AND MANAGEMENT
13059	INFANTS AND TODDLERS
13060	NUTRITION, FOODS AND CULINARY ARTS

Program	Description
**GOAL (PROGRAM)**
Program	**Description**
13063	CULINARY ARTS
13070	HOSPITALITY
13090	GERONTOLOGY
14000	LAW
14010	LAW, GENERAL
14020	PARALEGAL
15000	HUMANITIES (LETTERS)
15010	ENGLISH
15011	LINGUISTICS
15020	LANGUAGE ARTS
15030	COMPARATIVE LITERATURE
15060	SPEECH COMMUNICATION
15070	CREATIVE WRITING
15090	PHILOSOPHY
15200	READING
15990	OTHER HUMANITIES
16000	LIBRARY SCIENCE
16010	LIBRARY SCIENCE, GENERAL
17000	MATHEMATICS
17010	MATHEMATICS, GENERAL
17020	MATHEMATICS SKILLS
18000	MILITARY STUDIES
18010	MILITARY SCIENCE
19000	PHYSICAL SCIENCES
19010	PHYSICAL SCIENCES, GENERAL
19020	PHYSICS, GENERAL
19050	CHEMISTRY, GENERAL
19051	CHEMISTRY, ORGANIC
19110	ASTRONOMY
19140	GEOLOGY
19190	OCEANOGRAPHY
19300	EARTH SCIENCE

Program	Description
Program	**Description**
20000	**PSYCHOLOGY**
20010	PSYCHOLOGY, GENERAL
20030	BEHAVIORAL SCIENCE
21000	**PUBLIC AND PROTECTIVE SERVICES**
21040	HUMAN SERVICES
21050	ADMINISTRATION OF JUSTICE
21051	CORRECTIONS
21052	PROBATION AND PAROLE
21053	HOMELAND SECURITY (INDUSTRIAL AND TRANSPORTATION SECURITY)
21054	ADVANCED OFFICER TRAINING (FORENSICS, EVIDENCE, AND INVESTIGATION)
21055	POLICE ACADEMY
21330	FIRE TECHNOLOGY
21331	WILDLAND FIRE TECHNOLOGY
21335	FIRE ACADEMY
21400	LEGAL AND COMMUNITY INTERPRETATION
21990	OTHER PUBLIC AND PROTECTIVE SERVICES
22000	**SOCIAL SCIENCES**
22010	SOCIAL SCIENCES, GENERAL
22013	SOCIAL JUSTICE STUDIES
22020	ANTHROPOLOGY
22022	ARCHAEOLOGY
22040	ECONOMICS
22030	ETHNIC STUDIES
22050	HISTORY
22060	GEOGRAPHY
22061	GEOGRAPHIC INFORMATION SYSTEMS
22070	POLITICAL SCIENCE
22080	SOCIOLOGY
22100	INTERNATIONAL STUDIES
22101	AREA STUDIES
30000	**COMMERCIAL SERVICES**
30070	COSMETOLOGY AND BARBERING
49000	**INTERDISCIPLINARY STUDIES**
49033	HUMANITIES AND SOCIAL SCIENCES
49300	GENERAL STUDIES

GOAL (PROGRAM)

Program	Description
GOAL (PROGRAM)	
Program	**Description**
49301	GUIDANCE
49302	COMMUNICATION SKILLS
49303	LEARNING SKILLS, HANDICAPPED
49304	COMPUTATIONAL SKILLS
49307	READING SKILLS
49308	ENGLISH AS A SECOND LANGUAGE
49310	VOCATIONAL ESL
49320	GENERAL WORK EXPERIENCE
49990	OTHER INTERDISCIPLINARY STUDIES
59000	INSTRUCTIONAL STAFF - RETIREES' BENEFITS AND RETIREMENT INCENTIVES
59990	RETIREES' BENEFITS AND INCENTIVES
60000	INSTRUCTIONAL ADMINISTRATION & INSTRUCTIONAL GOVERNANCE
60100	ACADEMIC ADMINISTRATION
60102	ACADEMIC AFFAIRS
60103	CATALOGUES & SCHEDULES
60104	INSTRUCTIONAL SUPPORT
60106	INSTRUCTIONAL SUPPORT - INSTRUCTION/CURRICULUM
60107	DISTANCE EDUCATION
60108	INSTRUCTIONAL SUPPORT - LEARNING TECHNOLOGY
60109	FACULTY PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT
60110	HOSPITALITY AND CULINARY ARTS
60111	ENERGY EFFICIENCY
60114	BUSINESS ADMINISTRATION
60115	INFORMATION SYSTEMS AND TECHNOLOGY
60116	DEAN OF BUSINESS/INFO SYSTEMS & ECONOMIC DEVELOPMENT
60118	ENGLISH & MEDIA STUDIES (formally known as ENGLISH/SPEECH/COMMUNICATION) - chg'd 9/5/12
60119	COMMUNICATION STUDIES (formally known as FORENSICS PROGRAM) - chg'd 09/05/12
60120	FOREIGN LANGUAGES
60122	FINE AND APPLIED ARTS
60123	PERFORMING ARTS AND MEDIA
60125	HEALTH AND HUMAN SERVICES
60126	ALLIED HEALTH
60130	PHYSICAL EDUCATION
60131	PUBLIC SERVICES AND CRIMINAL JUSTICE
60132	COSMETOLOGY

GOAL (PROGRAM)	
Program	**Description**
60133	**EARLY CHILDHOOD STUDIES**
60134	**PHYSICAL SCIENCES**
60135	**MATHEMATICS**
60136	**LIFE SCIENCES**
60137	**CHEMISTRY**
60138	**HISTORY/PHILOSOPHY/HUMANITIES/ETHNIC STUDY**
60139	**POLITICAL SCIENCE,ECONOMICS, & GEOGRAPHY**
60140	**BEHAVIORAL SCIENCES**
60141	**PSYCHOLOGY, ASL, EDUCATION**
60147	**APPLIED TECHNOLOGY**
60148	**DEAN OF TECHNOLOGY**
60150	**FACULTY SENATE**
60156	**CALIFORNIA TEACHERS' ASSOCIATION**
60159	**INSTRUCTIONAL TV ADMINISTRATION**
60160	**INSTRUCTIONAL, DISTANCE EDUCATION**
60171	**PRESIDENT, RIVERSIDE**
60172	**DEAN OF INSTRUCTION, RIVERSIDE**
60173	**DEAN OF INSTRUCTION - LANGUAGES, HUMANITIES & SOCIAL SCIENCES**
60174	**PRESIDENT, NORCO**
60175	**DEAN OF INSTRUCTION, NORCO**
60176	**ARTS, HUMANITIES & SOCIAL BEHAVIORAL SCIENCES**
60177	**PRESIDENT, MORENO VALLEY**
60178	**DEAN OF INSTRUCTION, MORENO VALLEY**
60179	**DEAN OF EDUCATION**
60181	**ASSOCIATE DEAN EDUCATION PROGRAMS**
60182	**DEAN OF FACULTY**
60183	**DEAN OF HEALTH SCIENCES PROGRAMS MOVED TO 60104**
60184	**ASSOCIATE DEAN OF ACADEMIC INNOVATIVE PROGRAMS**
60200	**GRANTS & SPONSORED PROJECTS**
60201	**CAL WORKS COORDINATION**
60202	**CAL WORKS CHILDCARE**
60203	**CAL WORKS PLACEMENT**
60204	**CAL WORKS WORK STUDY**
60205	**CAL WORKS POST-EMPLOYMENT**
60240	**SCHOOL FOR THE ARTS**
60241	**HUD - RSA LEADERSHIP**
60242	**HUD - RSA GOVERNMENTS**
60243	**HUD - RSA SITE ANALYSIS**
60250	**GRANTS & ACADEMIC RESOURCE DEVELOPMENT**

GOAL (PROGRAM)	
Program	**Description**
60260	PROGRAM AND CURRICULUM DEVELOPMENT
61000	INSTRUCTIONAL SUPPORT SERVICES
61040	TEACHING-LEARNING CENTER
61050	ACADEMIC COMPUTING
61100	LEARNING CENTER/TUTORIAL
61101	LEARNING CENTER/SUPPLEMENTAL INSTRUCTION
61102	LEARNING CENTER
61103	LEARNING CENTER/STEM
61200	LIBRARY
61300	A V LABS AND SERVICES
61310	MEDIA PRODUCTION
62000	ADMISSIONS & RECORDS
62010	ADMISSIONS & RECORDS
62150	STUDENT ORIENTATION
62160	COMMENCEMENT
62170	OR/AS/AD/PLACEMENT PROGRAM
62180	INTERNATIONAL STUDENTS
62190	EVALUATORS
63000	STUDENT COUNSELING AND GUIDANCE
63010	COUNSELING & GUIDANCE
63020	TRANSFER CENTER
63030	CAREER GUIDANCE
63050	ACADEMIC IMPROVEMENT
63070	STUDENT DEVELOPMENT
64000	OTHER STUDENT SERVICES
64200	DISABLED STUDENTS PROG & SVC
64340	EOP&S CATEGORY A
64341	EOP&S- CATEGORY B
64342	EOP&S - CARE
64343	EOP&S - CATEGORY C
64400	HEALTH SERVICES
64500	STUDENT PERSONNEL ADMINISTRATION
64510	STUDENT SUPPORT SERVICES
64515	PARTNERSHIP FOR EXCEL 1ST YEAR
64520	COLLEGE STUDENT SERVICES

GOAL (PROGRAM)	
Program	**Description**
64530	STUDENT EMPLOYMENT
64540	STUDENT SUCCESS AND SUPPORT
64541	DIRECTOR ACADEMIC SUPPORT
64600	FINANCIAL AID ADMINISTRATION
64700	JOB PLACEMENT SERVICES
64800	VETERANS SERVICES
64900	MISC. STUDENT SERVICES
65000	OPERATION AND MAINTENANCE OF PLANT
65110	EQUIPMENT MAINTENANCE
65130	BLDG MAINT
65150	VEHICLE MAINTENANCE
65160	POOL SERVICES
65300	CUSTODIAL SERVICES
65500	GROUNDS MAINTENANCE & REPAIRS
65710	UTILITIES
65720	RECYCLING
65750	TELEPHONE EXPENSES & ADMIN.
65900	OPERATION AND MAINTENANCE
66000	PLANNING, POLICYMAKING, AND COORDINATION
66110	CHANCELLOR'S OFFICE
66120	CHIEF OF STAFF
66130	GOVERNING BOARD
66140	DISTRICT RESEARCH/PLANNING
66150	DISTRICT LEGAL SERVICES
66160	INSTITUTIONAL EFFECTIVENESS
66170	GOVERNMENT RELATIONS
66180	EFFECTIVENESS SERVICES
66190	DISTRICT INSTITUTIONAL RESEARCH
66200	COLLEGE ADMINISTRATIVE SERVICE
66210	COLLEGE RELATIONS & SPECIAL PROJECTS
66220	INTERNAL AUDIT SERVICES
66240	COLLEGE PLANNING AND DEVELOPMENT
66250	COMPLIANCE CONTRACTS AND LEGAL SERVICES
66300	ACCREDITATION
66400	FACILITIES PLANNING
66410	PHYSICAL FACILITIES PLANNING
66440	PLANNING

GOAL (PROGRAM)	
Program	**Description**
66600	RCCD LAND USE PROGRAM
66800	ADMINISTRATION & FINANCE
66810	ADMINISTRATION & FINANCE - IT INFRASTRUCTURE
66820	ADMINISTRATION & FINANCE - ERP SYSTEM
67000	GENERAL INSTITUTIONAL SUPPORT SERVICES
67100	RCCD FOUNDATION
67110	COLLEGE DONATIONS
67120	EXTERNAL AFFAIRS
67130	STRATEGIC DEVELOPMENT
67170	COMMUNICATIONS & WEB DEVELOPMENT
67180	STRATEGIC COMMUNICATIONS & MARKETING
67190	EXTERNAL RELATIONS
67200	FISCAL OPERATIONS
67210	AUXILIARY BUSINESS SERVICES
67230	FINANCE
67240	ACCOUNTS PAYABLE
67270	PAYROLL
67280	INTERNAL AUDIT
67290	COLLEGE ADMINISTRATIVE SERVICES
67340	AFFIRMATIVE ACTION
67350	PERSONNEL MANAGEMENT
67400	NON-INSTRUCTIONAL RETIREES
67500	STAFF DEVELOPMENT
67600	STAFF DIVERSITY
67700	LOGISTICAL SERVICES - PURCHASING
67710	STAFF SERVICES
67720	RISK MANAGEMENT
67721	STAFF SERVICES - H&W BENEFITS
67730	WAREHOUSE
67740	COLLEGE SECURITY
67750	COLLEGE SAFETY
67760	HAZARDOUS MATERIALS
67770	ADMINISTRATIVE SUPPORT CENTER
67780	VOICE COMMUNICATION SERVICES
67790	PRINTING AND GRAPHICS CENTER
67800	MANAGEMENT INFORMATION SERVICES
67810	IS ADMINISTRATION
67820	IS ADMINISTRATION SYSTEMS

GOAL (PROGRAM)	
Program	**Description**
67830	**IS NETWORK SYSTEMS**
67840	**TECHNOLOGY SUPPORT SERVICES**
67900	**CA SCHOOL EMPLOYEES ASSOCIATION**
67990	**MISC NON ALLOCABLE COSTS**
68000	**COMMUNITY SERVICES AND ECONOMIC DEVELOPMENT**
68160	**GROUNDS SERVICES**
68190	**CITD**
68191	**CITD MEXICAN TRADE CTR/OPERATIONS**
68192	**CITD MEXICAN TRADE CTR/MARKETING PROJECT**
68200	**COMMUNITY SERVICE CLASSES**
68220	**SEQUENTIAL DEGREE PROGRAM**
68250	**PASSPORT TO COLLEGE**
68260	**MIDDLE COLLEGE HIGH SCHOOL**
68270	**APPRENTICESHIP PROGRAM**
68280	**COMMUNITY OUTREACH**
68300	**CHILD CARE HEADSTART**
68310	**COMMUNITY USE OF FACILITIES**
68320	**PLANETARIUM**
68330	**INTERNAL USE OF FACILITIES**
68340	**AUDITORIUM**
68350	**ART GALLERY**
68360	**COMMUNITY RECREATION**
68370	**SWIMMING POOL**
68430	**LECTURE SERIES**
69000	**ANCILLARY SERVICES**
69110	**BOOKSTORE SALES**
69200	**CHILD DEVELOPMENT CENTER**
69201	**CHILD DEVELOPMENT CENTER - Quality Enhancement (QE)**
69202	**CHILD DEVELOPMENT CENTER - Physical Settings (PS)**
69430	**FOOD SERVICES**
69500	**PARKING**
69550	**ETHNIC CULTURAL PROGRAMS**
69600	**STUDENT CO-CURRICULAR ACTIVITIES**
69610	**STUDENT ACTIVITIES**
69620	**INTERCOLLEGIATE ATHLETICS**
69621	**SPORTS INFORMATION**
69650	**STUDENT AMBASSADORS**

Program	Description
69670	**DANCE CONCERTS & FESTIVALS**
69680	**MODEL UNITED NATIONS**
69690	**COLLEGE NEWSPAPER**
70000	**AUXILIARY OPERATIONS**
70100	**CUSTOMIZED SOLUTIONS**
70110	**CONTRACT EDUCATION**
70120	**COMMUNITY & ECONOMIC DEVELOPMENT**
70910	**HEW CWS**
70990	**PERFORMANCE RIVERSIDE**
71000	**PHYSICAL PROPERTY AND RELATED ACQUISITIONS**
71100	**MARKET STREET PROPERTIES**
71101	**MARKET STREET PROPERTIES - EQUIPMENT**
71210	**RIVERSIDE CITY COLLEGE**
71211	**RIVERSIDE CITY COLLEGE - NURSING/SCI BLDG - HUD 198.4K**
71212	**RIVERSIDE CITY COLLEGE - NURSING/SCI BLDG - HUD 248K**
71213	**RIVERSIDE CITY COLLEGE - NURSING/SCI BLDG - HUD 99K**
71214	**RIVERSIDE CITY COLLEGE CONSTRUCTION EQUIPMENT**
71220	**NORCO COLLEGE - CONSTRUCTION**
71221	**NORCO COLLEGE - EQUIPMENT**
71250	**MO VAL COLLEGE**
71251	**MO VAL COLLEGE - EQUIPMENT**
71260	**INNOVATIVE LEARNING CENTER (formerly Center for Primary Education)**
71300	**DISTRICT OFFICE**
71400	**DISTRICT OFFICE'S MOVE / REMODEL**
71460	**RIVERSIDE CITY COLLEGE REMODEL**
71470	**MORENO VALLEY PHASE 2**
71480	**NORCO PHASE 2 SECONDARY EFFECTS**
71490	**MORENO VALLEY PHASE 2 SECONDARY EFFECTS**
71510	**LEARNING RESOURCE CENTER**
72000	**LONG-TERM DEBT AND OTHER FINANCING**
72100	**LONG TERM DEBT**
72200	**TAX REVENUE ANTICIPATION NOTES (TRANS)**
72900	**OTHER FINANCING**
73000	**TRANSFERS, STUDENT AID, AND OTHER OUTGO**
73100	**INTERFUND TRANSFERS**

GOAL (PROGRAM)	
Program	**Description**
73210	**STUDENT SERVICES (Direct Aid to Students)**
73900	**OTHER OUTGO**
79000	**APPROPRIATION FOR CONTINGENCIES (BUDGET ONLY)**
79000	**APPROPRIATION FOR CONTINGENCIES**

SPP #	Description
	Series 001-399 - Categoricals and Grants
001	OPEN
002	OPEN
003	OPEN
004	OPEN
005	OPEN
006	OPEN
007	OPEN
008	OPEN
009	MORENO VALLEY COLLEGE'S CYBER CAMP
010	UNITED WAY - MVC UBM&S STEM "U" LATE YOUR MIND PROGRAM
011	HIGHER ONE - FINANIAL LITERACY COUNTS GRANT
012	CREATED EQUAL: AMERICA'S CIVIL RIGHTS STRUGGLE GRANT
013	EOPS SPECIAL PROJECT SET-ASIDE - #C18-0042 - July 1, 2018 to October 31, 2019
014	SSSP SPECIAL PROJECT SET-ASIDE -#C16-0043 - July 1, 2016 to December 31, 2018
015	EOPS Set-Aside Agreement #C17-0042
016	OPEN
017	CLASSROOM TECHNOLOGY
018	S-STEM Accelerating Chemistry Engagement & Success
019	ALLIANCE FOR ALLIED HEALTH PROFESSIONALS - A PILOT PROJECT FOR INDUSTRY ENGAGEMENT & CURRICULUM ENHANCEMENT - thru College of the Desert
020	BASIC SKILLS/ESL 2020/2021
021	BASIC SKILLS/ESL 2015/2016
022	BASIC SKILLS/ESL 2014/2015
023	BASIC SKILLS/ESL 2017/2018
024	BASIC SKILLS/ESL 2018/2019
025	BASIC SKILLS/ESL 2016/2017
026	BASIC SKILLS/ESL 2019/2020
027	BASIC SKILLS/ESL 2021/2022
028	CSUSB BRIDGES STEM CELL RESEARCH
029	BASIC SKILLS/ESL 2012/2013 - Allocation Funding for 2 years
030	CARES PLUS GRANT
031	PROPOSITION 39 CLEAN ENERGY GRANT
032	VETERAN RESOURCE CENTER - ONGOING

033	FOSTER YOUTH DUAL ENROLLMENT PROJECT
034	HUNGER FREE CAMPUS SUPPLEMENTAL ALLOCATION - 19/20
035	HUNGER FREE CAMPUS SUPPORT ALLOCATION 17/18 - 19/20
036	GO-BIZ 18/19
037	OPEN
038	UPWARD BOUND TRIO - RIVERSIDE - FY 12/13 - FY 16/17
039	UPWARD BOUND TRIO - RIVERSIDE - FY 07/08 - FY 12/13 (extended 1yr to 8/31/12)
040	FWS GRANT
041	UPWARD BOUND TRIO - PATRIOT HS
042	UPWARD BOUND TRIO - JURUPA VALLEY/RUBIDOUX
043	BACK TO SCHOOL HEALTHY
044	RETENTION & ENROLLMENT OUTREACH
045	NEXTUP (CAFYES)
046	TRANSFER AND ARTICULATION
047	CASHCOURSE REIMBURSEMENT PROGRAM
048	ONE-TIME EMERGENCY AID FUNDING FOR DREAMER STUDENTS
049	HOMELESS AND HOUSING INSECURE PILOT PROGRAM
050	VETERANS PROGRAM
051	CALIFORNIA COLLEGE PROMISE (AB 19)
052	GLS CAMPUS SUICIDE PREVENTION GRANT
053	CAMPUS SAFETY AND SEXUAL ASSAULT
054	JFK MIDDLE COLLEGE HS COUNSELING
055	OPEN
056	ENROLLMENT GROWTH FOR ADN-RN 20/21
057	MANUFACTURING WORKFORCE
058	OPEN
059	NURSING EDUCATION PROGRAM SUPPORT 21-22
060	EOPS
061	EOPS CARE
062	EOPS SPECIAL PROJECT SET-ASIDE - #C15-0042 - July 1, 2015 to October 31, 2016
063	SSSP SPECIAL PROJECT SET-ASIDE
064	STUDENT SUPPORT SERVICES PROJECT
065	DISABLED STUDENT SUPPORT SERVICES PROGRAM
066	VETERANS STUDENT SUPPORT SERVICES PROJECT
067	SFAA - CAPACITY (old term Augmentation)
068	SFAA - IMPLEMENTATION

069	SFAA - BASE (old term BFAP)
070	STUDENT SUPPORT SERVICES PROJECT (20-21)
071	TTIP-TOTAL COST OF OWNERSHIP
072	DISABLED STUDENT SUPPORT SERVICES PROGRAM (20-21)
073	VETERANS STUDENT SUPPORT SERVICES PROJECT (20-21)
074	GUIDED PATHWAYS
075	INSTRUCTIONAL EQUIPMENT
076	TTIP - LIBRARY
077	HAZARDOUS SUBSTANCES PROGRAM
078	NORCO- DISABLED STUDENT SUPPORT SERVICES PROGRAM
079	GUIDED PATHWAYS - SEIG
080	STUDENT SUCCESS & SUPPORT PROGRAM (old term MATRICULATION)
081	STUDENT EQUITY
082	NON - CREDIT MATRICULATION
083	NON-TRADITIONAL EMPLOYMENT FOR WOMEN (NEW)
084	SOCAL CYBER CUP
085	STAFF DEVELOPMENT - CLASSIFIED
086	STAFF DEVELOPMENT - ACADEMIC
087	STAFF DEVELOPMENT - DISTRICT-WIDE
088	CAREER LADDERS PROJECT - PATHWASY FOR FORMER FOSTER YOUTH
089	AMERICORPS STUDENT AMBASSADOR PROGRAM
090	NORCO- STUDENT SUPPORT SERVICES PROGRAM
091	NORCO- STUDENT SUPPORT SERVICES STEM PROGRAM
092	AB 86 ADULT EDUCATION CONSORTIUM PLANNING GRANT
093	CALFRESH OUTREACH
094	PILOT PROGRAM
095	PUENTE PROJECT
096	SOLANO CC - NASDAQ
097	SOLANO CC - CASCADE
098	FOSTER AND KINSHIP CARE EDUCATION GRANT
099	STUDENT FINANCIAL ASSISTANCE PROGRAM - FISCAL COORDINATION 15/17
100	REGULAR / FULL TIME ACADEMIES - PSET
101	ALBERTSONS VETERANS SERVICES
102	FOSTER PARENT PRE-TRAINING - #CS-03461
103	HERE TO CAREER
104	SSS TRIO - MORENO VALLEY 10/15

105	SSS RISE - NORCO 10/15
106	SSS TRIO - RIVERSIDE 10/15
107	IRVINE FOUNDATION APPRENTICESHIP
108	TRI-TECH - SMALL BUSINESS DEVELOPMENT CENTER - EVEN YEARS
109	TRI-TECH - SMALL BUSINESS DEVELOPMENT CENTER - ODD YEARS
110	TRI-TECH - SBDC CASH MATCH - EVEN YEARS
111	TRUSTEE FELLOWSHIP AWARD
112	TRI-TECH - SBDC CASH MATCH - ODD YEARS
113	TRI-TECH - SMALL BUSINESS JOBS ACT
114	TRI-TECH - SMALL BUSINESS JOBS ACT INCOME
115	K-12 SWP ONE-TIME FUNDS
116	K-12 STRONG WORKFORCE PROGRAM
117	REGIONAL HEALTH OCCUPATNS RESOURCE CTR
118	MIDDLE COLLEGE HIGH SCHOOL - NORCO 15/16
119	TITLE V - HSI - BCTC - CORRECTIONS SCENARIO TRAINING PROJECT
120	CCC MAKER IMPLEMENTATION GRANT W/SIERRA COLLEGE
121	MIDDLE COLLEGE HIGH SCHOOL - NORCO
122	K-12 STRONG WORKFORCE PROGRAM - FY 19/20
123	HEERF III AMERICAN RESCUE PLAN - MSI
124	MIDDLE COLLEGE HIGH SCHOOL - VAL VERDE USD
125	MIDDLE COLLEGE HIGH SCHOOL - MORENO VALLEY USD
126	NUVIEW UNION SCHOOL DISTRICT EARLY COLLEGE HIGH SCHOOL PROGRAM - MVC
127	CITY OF MORENO VALLEY (SUPPORT MVC PROMISE PROGRAM)
128	SBDC 2016 C/O
129	TRI-TECH SBDC SEMINARS/WORKSHOPS
130	COVID-19 RESPONSE BLOCK GRANT - FEDERAL
131	SSS TRIO - MORENO VALLEY 15/20
132	TITLE V - ACCELERATING PATHWAYS TO GRADUATION & TRANSFER
133	COMMUNITY COLLEGES BASIC SKILLS AND STUDENT OUTCOMES TRANSFORMATION PROGRAM
134	CACT-SEMINARS
135	UPWARD BOUND - CORONA HIGH SCHOOL 17/22
136	SOLANO CC - CADENCE
137	COMMUNITY COLLEGE COMPLETION GRANT
138	GIG ECONOMY
139	GO-BIZ 19/20
140	ARRA SOUTHERN CALIFORNIA LOGISTICS TECHNOLOGY COLLABORATIVE

141	FINANCIAL AID TECHNOLOGY
142	DATA SCIENCE CAREER PATHWAYS IN THE INLAND EMPIRE
143	UPWARD BOUND TRIO - NORCO CNUSD2
144	OPEN
145	PROCUREMENT ASSISTANCE CTR (PAC) EVEN YR
146	PROCUREMENT ASSISTANCE CTR (PAC) INCOME ACCT - EVEN YEAR
147	PROCUREMENT ASSISTANCE CTR (PAC) ODD YRS
148	TALENT SEARCH PROGRAM - MORENO VALLEY - 21/26
149	K-12 STRONG WORKFORCE PROGRAM - FY 20/21
150	MENTAL HEALTH SUPPORT
151	TITLE V - NORCO COLLEGE
152	SSS TRIO - MORENO VALLEY 20/25
153	K-12 STRONG WORKFORCE PROGRAM - FY 21/22
154	TITLE V - HSI COOP PROGRAM MOVAL/UCR
155	DREAMER RESOURCE LIAISON SUPPORT
156	TITLE V - PORTAL TO YOUR FUTURE - NORCO COLLEGE 09/14
157	COLLEGE CONNECTION
158	EQUITY TRANSFER INITIATIVE
159	COVID-19 RESPONSE BLOCK GRANT - STATE
160	THE CALIFORNIA WELLNESS FOUNDATION
161	FOSTER YOUTH SUPPORT SERVICES
162	FOUNDATION FOR CALIF COMM COLLEGES/CAREER LADDERS PROGRAM
163	INNOVATION IN HIGHER EDUCATION PLANNING GRANT
164	COMPLETION INITIATIVE PLANNING GRANT
165	CTE PATHWAYS
166	INNOVATION IN HIGHER EDUCATION GRANT
167	CALIFORNIA SPACE GRANT CONSORTIUM
168	STUDENT SUCCESS COMPLETION (SSCG)
169	OPEN
170	FACULTY AND STAFF DIVERSITY
171	CAI - SHORT ORDER COOKS APPRENTICESHIP PROGRAM
172	ADULT ED PROGRAM DATA BLOCK GRANT
173	CITD - STATEWIDE LEADERSHIP GRANT
174	CALIFORNIA APPRENTICESHIP INITIATIVE
175	NORCO COLLEGE APPRENTICESHIP PROGRAM
176	GROWING INLAND ACHIEVEMENT (RCEC)

177	**GROWING INLAND ACHIEVEMENT - COVID-19 EMERGENCY RELIEF**
178	**COLLEGE FUTURE FOUNDATION**
179	**HEERF III AMERICAN RESCUE PLAN**
180	**DSP&S**
181	**OPEN**
182	**CONCURRENT ENROLLMENT PROGRAM**
183	**WORKABILITY PROGRAM DEPARTMENT OF REHAB**
184	**OPEN**
185	**ACTIVE MINDS/MENTAL HEALTH EDUCATION & AWARENESS**
186	**VETERANS RESOURCE CENTER - FY 19/20**
187	**WORKFORCE DEVELOPMENT PRG - FY 19/20**
188	**UPWARD BOUND - CENTENNIAL HIGH SCHOOL 17/22**
189	**CFIS REENTRY PROGRAM**
190	**VETERANS RESOURCE CENTER**
191	**EARLY CHILDHOOD EDUCATION CENTER**
192	**NEW WORKFORCE DEVELOPMENT CENTER**
193	**VETERANS RESOURCE CENTER - VISION FOR SUCCESS**
194	**TITLE V - ANSWERING THE CALL: EXPANDING ACCESS TO PUBLIC SAFETY PRG**
195	**TITLE V - HSI COOP PROGRAM NORCO/CSUSB**
196	**TITLE V - HSI PATHWAYS TO EXCELLENCE**
197	**SECTOR NAVIGATOR: GLOBAL TRADE & LOGISTICS FY 14/15**
198	**DEPUTY SECTOR NAVIGATOR: GLOBAL TRADE & LOGISTICS FY 14/15**
199	**TITLE V - HSI STEM AND ARTICULATION PROGRAMS**
200	**PART TIME (MODULAR) ACADEMIES - PSET**
201	**SECTOR NAVIGATOR: GLOBAL TRADE & LOGISTICS (Williamson)**
202	**SECTOR NAVIGATOR: GLOBAL TRADE & LOGISTICS (Wong)**
203	**CENTERS OF EXCELLENCE FOR VETERAN STUDENT SUCCESS**
204	**CALIFORNIA YOUTH LEADERSHIP CORPS**
205	**OPEN**
206	**K14 PATHWAYS TECHNICAL ASSISTANCE PROVIDER 20/21**
207	**WORKFORCE ACCELERATOR FUND (WAF)**
208	**ALLIED HEALTH- HEALTH CARE AND OTHER FACILITIES 10/11**
209	**CALIFORNIA STATE TRADE EXPORT PROGRAM (CA STEP)**
210	**MAKERSPACE START-UP**
211	**FACULTY ENTREPRENEURSHIP PROJECT 11/12**
212	**CLEAN MOBILITY VOUCHER PILOT PROGRAM**

213	AFFORDABLE CARE ACT: EXPANSION OF PA TRAINING
214	JOURNALISM CA HUMANITIES MOU
215	YOUTH ENTREPRENEURSHIP PROGRAM 11/12
216	CYCLING SAVVY - WRCOG
217	CALIFORNIA STATE TRADE EXPORT PROGRAM (CA STEP) - F16-0074
218	CALIFORNIA STATE TRADE EXPORT PROGRAM (CA STEP) PROGRAM INCOME
219	EMANCIPATION SERVICES AND INCENTIVES
220	INDEPENDENT LIVING PROGRAM
221	SECTOR NAVIGATOR PROGRAM INCOME
222	CA STEP PROGRAM INCOME
223	CARES ACT - INSTITUTIONAL
224	CARES ACT - MSI/HSI
225	STEM ENGINEERING PATHWAYS
226	CARPENTER FOUNDATION
227	FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION
228	FIRST 5 RIVERSIDE ACCESS & QUALITY INITIATIVE - AQ, QE, PS
229	FOOTHILL - DE ANZA CCD CVC-OEI
230	OPEN
231	THIRD SECTOR CAPITAL DESIGN GROUP
232	CALIFORNIA COLLEGE PATHWAYS FUND GRANT
233	QSSB BARRIERS TO BRIDGES PROGRAM DEV.
234	CONSORTIUM FOR EARLY LEARNING SERVICES
235	STUDENT HEALTH AND WELLNESS
236	MENTAL HEALTH SERVICES
237	AGENTS OF CHANGE FOR A HEALTHIER TOMORROW
238	SONG BROWN PHYSICIAN ASSISTANT (PA) MENTAL HEALTH SPECIAL PROGRAM 12-13
239	RIVERSIDE BRDIGES TO THE BACCALAUREATE PROGRAM
240	RIVERSIDE PUBLIC LIBRARY - CARES
241	ACTIVE MINDS CAMPAIGN
242	STUDENT SUPPORT SERVICES TRIO-NORCO 10/15
243	UPWARD BOUND TRIO - MVC - VALLEY VIEW HS - P047A171525 - 17/22
244	SONG BROWN - OSHPD - PA PROGRAM - #13-4212
245	OPEN
246	CHANCELLORS OFFICE REPORT STREAMLINING PILOT PROJECT
247	EEIC TSNE UPLIFT PROJECT
248	COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

249	UMOJA COMMUNITY EDUCATION FOUNDATION
250	EXPANDING COMMUNITY COLLEGE APPRENTICESHIPS
251	INSTITUTIONAL EFFECTIVENESS PARTNERSHIP INITIATIVE - SANTA CLARITA CCD
252	SONG BROWN REGISTERED NURSING - 13/15
253	FAST TRACK TO THE ADN PROGRAM
254	SONG BROWN REGISTERED NURSING - 14/16
255	OPEN
256	SONG BROWN PHYSICIAN ASSISTANT (PA) MENTAL HEALTH SPECIAL PROGRAM 11-12
257	NURSE EDUCATION PRACTICE AND RETENTION - 10/13
258	SONG BROWN RN SPECIAL PROGRAM 17/19
259	SONG BRWON RN SPECIAL PROGRAM 19/21
260	HIGHER EDUCATION EMERGENCY RELIEF FUND (HEERF) II - INSTITUTIONAL
261	HIGHER EDUCATION EMERGENCY RELIEF FUND (HEERF) II - MSI
262	SONG BROWN RN SPECIAL PROGRAM 18/20
263	ENROLLMENT GROWTH & RETENTION- ADN-RN - 10/11
264	ENROLLMENT GROWTH & RETENTION- ADN-RN - 11/12
265	
266	SONG BROWN REGISTERED NURSING - 20/21
267	ENROLLMENT GROWTH & RETENTION- ADN-RN - 12/13
268	RESPONSIVE TRAINING FUND (FY 11/12)
269	KAISER PERMANENTE MVC DENTAL HYGIENE PROGRAM
270	STATE TRANSITION TO NURSING PRACTICE
271	NATIONAL CENTER FOR SUPPLY CHAIN AUTOMATION
272	UPWARD BOUND - NORTE VISTA HIGH SCHOOL
273	UPWARD BOUND MATH AND SCIENCE - MVUSD & VISTA DEL LAGO HS - 17/18
274	STATE HOMELAND SECURITY PROGRAM GRANT
275	PARTNERSHIP TO ADVANCE YOUTH APPRENTICESHIP
276	PACES: PATHWAYS TO ACCESS, COMPLETION, EQUITY AND SUCCESS
277	CITY OF CORONA 5K
278	CURRICULUM REVISION FOR ADN TO BSN
279	CCAP STEM PATHWAYS ACADEMY GRANT
280	CERTIFIED NURSING ASSISTANT EXPANSION
281	CONCURRENT ENROLLMENT PROGRAM IMPLEMENTATION
282	RIVERSIDE MEDICAL CLINIC DONATION FOR ALLIED HEALTH
283	UPWARD BOUND - MATH AND SCIENCE PROGRAM - MVC
284	UPWARD BOUND - AUSD

285	UPWARD BOUND - CENTENNIAL HIGH SCHOOL
286	UPWARD BOUND - CORONA HIGH SCHOOL
287	CTE COMMUNITY COLLABORATIVE PROJECT 10/11
288	CTE COMMUNITY COLLABORATIVE PROJECT SUPPLEMENTAL 10/11
289	RIVERSIDE URBAN AREA SECURITY INITIATIVE
290	@LIKE CAREER PATHWAYS PROGRAM
291	COLLEGE CONNECTION II
292	CALIFORNIA FAMILY LIFE CENTER - RUBIDOUX
293	UPWARD BOUND MATH AND SCIENCE - MVUSD & VISTA DEL LAGO HS
294	ICT - DIGITAL MEDIA MINI GRANT
295	CTE COMMUNITY COLLABORATIVE PATHWAYS INITIATIVE 11/12
296	CTE COMMUNITY COLLABORATIVE PATHWAYS INITIATIVE 12/14
297	SSS RISE - NORCO 15/20
298	SONG BROWN PA BASE FUNDING
299	SONG BROWN PA MENTAL HEALTH 13/14
300	FWS OFF CAMPUS (COMMUNITY SERVICE)
301	FWS OFF CAMPUS 100% - AMERICAL READS
302	FWS OFF CAMPUS 100% - AMERICA COUNTS
303	FWS OFF CAMPUS 100% - LITERACY
304	FWS ON CAMPUS (INSTRUCTIONAL/NON-INSTRUC)
305	FWS ON CAMPUS CALWORKS (75%) / FWS (25%)
306	FWS ON CAMPUS CALWORKS (25%) / FWS (75%)
307	FWS OFF CAMPUS (COMMUNITY SERVICE) - CALWORKS (75%) / FWS (25%)
308	OPEN
309	OPEN
310	OPEN
311	OPEN
312	4FACULTY WEB SERVICES
313	K14 PATHWAYS TECHNICAL ASSISTANCE PROVIDER 18/19
314	CELL - LEARNING LAB
315	CHILDCARE ACCESS MEANS PARENTS IN SCHOOL (CCAMPIS)
316	STUDENT HEALTH WELLNESS CENTER
317	SONG BROWN REGISTERED NURSE EDUCATION CAPITATION (15/16)
318	SONG BROWN REGISTERED NURSE EDUCATION SPECIAL PROGRAMS (15/16)
319	COMPLETION ACADEMIES
320	GP-IMPACT: GEOSCIENTIST DEVELOPMENT

321	FACULY WORKROOM
322	NSF - CYBER SECURITY
323	NSF - SUPPLY CHAIN TECHNOLOGY EDUCATION (SCTE)
324	MORENO VALLEY COLLEGE, PROJECT TAP (TECHNOLOGY ACCESS PROGRAM)
325	FOSTER PARENT PRE-TRAINING - #CS-02875
326	STUDENT FINANCIAL ASSISTANCE PROGRAM - FISCAL COORDINATION 14/16
327	CALIFORNIA APPRENTICESHIP INITIATIVE - RURAL
328	NSF BUILDING CAPACITY: GUIDING CRITICAL TRANSITIONS
329	RESPONSIVE TRAINING FUND (FY 12/13)
330	STUDENT FINANCIAL ASSISTANCE PROGRAM - FISCAL COORDINATION
331	FOSTER YOUTH ADVOCACY PROGRAM
332	STUDENT FINANCIAL ASSISTANCE PROGRAM - FISCAL COORDINATION 13/14
333	IMPROVING PATIENT OUTCOMES THROUGH AMBULATORY CARE IN NURSING
334	TRADE ADJUSTMENT ASSISTANCE COMMUNITY COLLEGE AND CAREER TRAINING
335	FOSTER YOUTH STUART GRANT
336	FEDERAL AND STATE TECHNOLOGY (FAST)
337	FEDERAL AND STATE TECHNOLOGY (FAST) CASH MATCH
338	COMMERCIAL SEXUAL EXPLOITATION OF CHILDREN (CSEC)
339	STUDENT SUPPORT SERVICES TRIO-NORCO 15/20
340	CALIFORNIA CAREER PATHWAYS TRUST
341	FIPSE PUBLIC SAFETY EDUCATION & TRAINING
342	TALENT SEARCH PROGRAM - MORENO VALLEY CAMPUS - 16/17 - 20/21
343	GEAR UP
344	STRONG WORKFORCE PROGRAM LOCAL 20/21
345	STRONG WORKFORCE PROGRAM REGIONAL 20/21
346	STRONG WORKFORCE PROGRAM LOCAL 17/18
347	STRONG WORKFORCE PROGRAM REGIONAL 17/18
348	STRONG WORKFORCE PROGRAM LOCAL 18/19
349	STRONG WORKFORCE PROGRAM REGIONAL 18/19
350	STRONG WORKFORCE PROGRAM LOCAL 19/20
351	STRONG WORKFORCE PROGRAM REGIONAL 19/20
352	COMPLETION COUNTS - CLIP
353	UCR/USDA BUILDING BRIDGES - NANO-WATER RESEARCH - SUBAWARD
354	CalGRIP - CALIFORNIA GANG REDUCTION, INTERVENTION AND PREVENTION INITIATIVE
355	CALIFORNIA COMMUNITY COLLEGES STUDENT MENTAL HEALTH PROGRAM
356	RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

357	K14 PATHWAYS TECHNICAL ASSISTANCE PROVIDER 19/20
358	PATHWAYS TO COMPUTING
359	CALWORKS COMMUNITY COLLEGE SET-ASIDE PROGRAM
360	CALWORKS COMMUNITY COLLEGE SET-ASIDE PROGRAM (15/16)
361	SEEKING SAFETY PROGRAM TAY & ADULT
362	SONG BROWN REGISTERED NURSE EDUCATION SPECIAL PROGRAMS (17/18)
363	SONG BROWN HEALTH CARE WORKFORCE TRAINING ACT
364	GATEWAY TO COLLEGE
365	JAMES IRVINE FOUNDATION - APPRENTICESHIP NETWORK
366	TANF (TEMPORARY ASSTCE TO NEEDY FAMILIES)
367	CAL WORKS
368	CalEITC/YCTC
369	CAREER TECHNICAL EDUCATION ENHANCEMENT FUND
370	PERKINS - TITLE I-C
371	CTE TRANSITIONS
372	CAREER TECHNICAL EDUCATION RESEARCH
373	APPRENTICESHIP PROGRAM
374	CTE DATA UNLOCKED INITIATIVE
375	ONLINE CTE PATHWAYS GRANT PROGRAM
376	FLYING WITH SWALLOWS: A PROJECT TO IMPROVE STEM EDUCATION AT MVC & BEYOND
377	CTE - VTEA 1B - REGIONAL CONSORTIA DESERT
378	SONG BROWN - OSHPD - PA PROGRAM - #13-4199
379	OPEN
380	STRONG WORKFORCE PROGRAM LOCAL 21/22
381	STRONG WORKFORCE PROGRAM REGIONAL 21/22
382	AB 86 ADULT EDUCATION BLOCK GRANT 20/21
383	FULL TIME STUDENT SUCCESS
384	LEADERSHIP ACADEMY PROGRAM
385	THE INFORMATION ASSURANCE AUDITING PROJECT (ATE)
386	BULLETPROOF VEST PARTNERSHIP
387	AB 86 ADULT EDUCATION BLOCK GRANT 18/19
388	AB 86 ADULT EDUCATION BLOCK GRANT 19/20
389	FACULTY ENTREPRENEURSHIP CHAMPION MINI-GRANT
390	RIVERSIDE COUNTY BOARD OF SUPERVISORS - BOOK PROGRAM
391	GATES LEA IMPLEMENTATION NETWORK (RCEC)
392	STEM Project - MVC

393	OPEN
394	OPEN
395	OPEN
396	SIX LEGS DEGREE PATHWAY
397	OPEN
398	OPEN
399	CAREER VISION - LIBRARY SERVICES AND TECHNOLOGY ACT
	Series 400-499 - Customized Solutions
401	ETP AGREEMENT 19-0401
419	COUNTY OF RIVERSIDE, DEPARTMENT OF PUBLIC SOCIAL SERVICES
420	OPEN
421	OPEN
422	SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
423	EL CAMINO COMMUNITY COLLEGE DISTRICT
424	ELSINORE VALLEY MUNICIPAL WATER DISTRICT
425	US CONTINENTAL MARKETING
426	B/E AEROSPACE (TEKLAM)
427	ETP AGREEMENT 17-0428
428	OPEN
429	OPEN
430	SUPERIOR COURTS OF CA, COUNTY OF RIVERSIDE
431	OPEN
432	OPEN
433	MCCLANE COMPANY, INC.
434	OPEN ENROLLMENT WORKSHOPS
435	OPEN
436	OPEN
437	OPEN
438	OPEN
439	OPEN
440	RIVERSIDE COMMUNITY HOSPITAL / SEIU-UHW
441	OPEN
442	OPEN
443	NONGSHIM FOODS

444	OPEN
445	BRENNER-FIEDLER & ASSOCIATES
446	COMBUSTION ASSOCIATES, INC.
447	OPEN
448	OPEN
449	ETP Agreement 13-0281 CORE Funding
450	ETP Agreement 13-0801 Alternative and Renewable Fuel and Vehicle Technology Pro
451	OPEN
452	OPEN
453	OPEN
454	OPEN
455	OPEN
456	OPEN
457	RIVERSIDE COUNTY OFFICE OF EDUCATION
458	RIVERSIDE COUNTY TRANSPORTATION COMMISSION (RCTC)
459	OPEN
460	OPEN
461	CRYOQUIP
462	CALIFORNIA FAMILY LIFE CENTER - RUBIDOUX YOUTH
463	ETP AGREEMENT 16-0217
464	OPEN
465	OPEN
466	OPEN
467	OPEN
468	OPEN
469	ETP Agreement #15-0211 CORE Funding
470	CLARKWESTERN DIETRICH BUILDING SYSTEMS
471	OPEN
472	OPEN
473	RIVERSIDE COUNTY REGIONAL MEDICAL CENTER
474	OPEN
475	OPEN
476	OPEN
477	INTERNATIONAL RECTIFIER
478	OPEN
479	OPEN

480	OPEN
481	HOLDING A/C
482	OPEN
483	OPEN
484	CITY OF RIVERSIDE H R
485	OPEN
486	OPEN
487	OPEN
488	WVURC - WEST VIRGINIA UNIVERSITY RESEARCH CORPORATION
489	OPEN
490	OPEN
491	OPEN
492	ADVANCED FLOW ENGINEERING
493	OPEN
494	OPEN
495	OPEN
496	OPEN
497	OPEN
498	SAMAHA AND ASSOCIATES, INC.
499	OPEN
	Series 500-599 - Special Programs / Projects
501	ASRCC
502	PART TIME FACULTY STUDENT LEARNING OUTCOMES TRAINING
503	RECYCLING PROGRAM
504	VISION PLAN ADMINISTRATIVE FEE
505	TECHNOLOGY INFRASTRUCTURE (14-15)
506	CENTENNIAL/SILVER CELEBRATION
507	WEEKEND COLLEGE
508	BUDGET REDUCTION FY 20/21
509	OPEN
510	SERVICE LEARNING
511	OPEN
512	OPEN
513	CORONA LEASE FACILITY - ECON DEV

514	RTA UNLIMITED STUDENT RIDERSHIP
515	CULINARY ACADEMY
516	LEARNING CENTER LABS
517	HONORS PROGRAM
518	GENERAL OBLIGATION BOND
519	OPEN
520	EXPOSURE CONTROL FUNDS
521	RCCD FOUNDATION CHARGE BACK
522	OPEN
523	NORCO EQUITY AUGMENTATION
524	OPEN
525	NORCO CONSERVATORY
526	CTE WORK EXPERIENCE
527	PT FACULTY HARASSMENT TRAINING
528	OPEN
529	GOSPEL CHOIR
530	MARCHING BAND
531	SHOW CHOIR
532	SYMPHONY STRINGS
533	JAZZ BAND
534	WIND ENSEMBLE
535	CHAMBER CHOIR
536	MIDI WORKSTATIONS
537	PIANO THEORY
538	GUITAR ENSEMBLE
539	SUMMER INSTRUMENTAL MUSIC PROGRAM
540	MINEOKUBO COLLECTION
541	MODEL UNITED NATIONS
542	NEXT PHASE
543	FIT-15 FIREFIGHTER REFRESHER
544	ACADEMIC ENGAGEMENT CENTERS
545	OPEN
546	PROFESSIONAL DEVELOPMENT
547	CHANCELLORS INNOVATION FUND
548	OPEN
549	RCC CLASSIFIED OVERTIME

550	TV CLASSES
551	CENTENNIAL PLAZA
552	OPEN
553	COVID-19 RECOVERY COSTS - FEMA
554	COLLEGE PROMISE PROGRAM
555	INTERNATIONAL EDUCATION
556	COSMETOLOGY DEPARTMENT
557	OPEN
558	OPEN
559	OPEN
560	OPEN
561	OPEN
562	FACULTY LECTURER
563	FOLLETT BOOKSTORE TO GF INTRAFUND TRANSFER
564	PT FACULTY CTA REPRESENTATIVE
565	BEN CLARK TRAINING CENTER FEES
566	BOOKSTORE TO GF INTRAFUND TRANSFER
567	OPEN
568	NORCO SOCCER FIELD USE
569	AQUATICS CENTER
570	RUBIDOUX/JURUPA COLLEGE PROGRAM
571	OPEN
572	OPEN
573	DENTAL HYGIENE
574	FORD ASSET
575	GENERAL MOTORS
576	DENTAL ASSISTING
577	TOYOTA -T10
578	OPEN
579	OPEN
580	RCCD FOUNDATION MAJOR GIFTS CAMPAIGN
581	COLLEGE ANNIVERSARY ACITIVITIES
582	RCC SHINE COMMITTEE
583	TRANSFER PATHWAYS
584	STUDENT EQUITY PROGRAM
585	THE TALENTED TENTH PROGRAM (T3P)

586	**STUDENT EQUITY PROGRAM - LA CASA**
587	**COVID-19 RECOVERY COSTS**
588	**SPECIAL EVENT** - to be used at the college's descretion
589	**RETURN OF STUDENT GRANT FUNDS**
590	**WELLS FARGO BANK/RCCD ID CARDS**
591	**SI LEADERS - GENERAL FUND**
592	**EDUCATIONAL ASSISTANTS**
593	**DATA INCIDENT**
594	**DISASTER RECOVERY COSTS**
595	**PELL GRANT**
596	**PRIOR FY MULTI DISTRICT TRANSFER HOLDING ACCT (DUMP ACCT)**
597	**EMERGENCY PLANNING AND PREPAREDNESS**
598	**CLASSROOM ENVIRONMENT**
599	**WAREHOUSE ORDER CLEARING ACCOUNT**
	Series 600-699 - Capital Projects
601	**EXPLORATORY CAPITAL PROJECTS HOLDING ACCOUNT**
602	**OPEN**
603	**STUDENT ACTIVITIES CENTER-RIVERSIDE CITY COLLEGE**
604	**LA SIERRA**
605	**MJPA - PARKING SPACE CONSTRUCTION**
606	**OPEN**
607	**COSMETOLOGY REMODEL PROJECT**
608	**QUAD REMODEL**
609	**MO VAL - COLLEGE PARK - PHASE I**
610	**SOLAR PROJECT - DISTRICT**
611	**OPEN**
612	**LIBRARY RESOURCE CENTER EQUIPMENT**
613	**DISTRICT NETWORK UPDATE**
614	**REDEVELOPMENT - MARCH AIR FORCE BASE**
615	**REDEVELOPMENT - PERRIS**
616	**REDEVELOPMENT - CORONA**
617	**REDEVELOPMENT - CASA BLANCA**
618	**REDEVELOPMENT - RIVERSIDE COUNTY/CITY**
619	**REDEVELOPMENT - MORENO VALLEY**

620	**MLK REMODEL CONSTRUCTION PROJECT**
621	**MLK REMODEL-WRKG DRAWINGS**
622	**ECS MORENO VALLEY PLAN/WORKING DRAWINGS**
623	**ECS NORCO - PLANNING WORKING DRAWINGS**
624	**QUAD REMODEL-WORKING DRAWINGS**
625	**QUAD MODERNIZATION PROJECT**
626	**NURSING / SCIENCE BLDG PLANNING / WORKING DRAWINGS**
627	**ECS PLAYGROUND IMPROVEMENTS**
628	**ECS MORENO VALLEY CONSTRUCTION PROJECT**
629	**ECS NORCO CONSTRUCTION PROJECT**
630	**MLK EQUIPMENT - ALL FUNDING SOURCES**
631	**DISTRICTWIDE STUDENT HOUSING STUDY**
632	**OPEN**
633	**OPEN**
634	**OPEN**
635	**ECS EQUIPMENT PROJECT - NORCO**
636	**ECS EQUIPMENT PROJECT - MOVAL**
637	**OPEN**
638	**OPEN**
639	**PHONE & VOICEMAIL UPGRADES**
640	**OPEN**
641	**SYSTEMS UPGRADE**
642	**RCC STEM ENGAGEMENT CENTER PROJECT**
643	**OPEN**
644	**OPEN**
645	**ADMISSIONS BLDG FOYER RENOVATION PROJECT**
646	**OPEN**
647	**OPEN**
648	**SCHEDULED MAINTENANCE - MEASURE C ALLOCATION**
649	**SCHEDULED MAINTENANCE - ONE TIME ALLOCATION FY 13/14**
650	**SCHEDULED MAINTENANCE - ONE TIME ALLOCATION FY 14/15**
651	**SCHEDULED MAINTENANCE - ONE TIME ALLOCATION FY 15/16**
652	**SCHEDULED MAINTENANCE - FY 16/17**
653	**SCHEDULED MAINTENANCE - FY 17/18**
654	**SCHEDULED MAINTENANCE - FY 18/19**
655	**SCHEDULED MAINTENANCE - FY 19/20**

656	**SCHEDULED MAINTENANCE - FY 21/22**
657	**SCHEDULED MAINTENANCE - 2007/2008**
658	**OPEN**
659	**OPEN**
660	**OPEN**
661	**OPEN**
662	**ALTERNATIVE ENERGY MEASURES**
663	**PROP 39: CLEAN ENERGY JOBS ACT OF 2012**
664	**OPEN**
665	**OPEN**
666	**IT AUDIT**
667	**OPEN**
668	**OPEN**
669	**OPEN**
670	**OPEN**
671	**OPEN**
672	**OPEN**
673	**OPEN**
674	**OPEN**
675	**SUSTAINABILITY AND INTEGRATED ENERGY INITIATIVE PROJECT**
676	**MO VAL - PHASE III**
677	**NORCO PHASE III**
678	**OPEN**
679	**OPEN**
680	**CORONA RELOCATION / REMODEL**
681	**OPEN**
682	**OPEN**
683	**OPEN**
684	**OPEN**
685	**OPEN**
686	**OPEN**
687	**OPEN**
688	**OPEN**
689	**OPEN**
690	**RSA PLANNING & WORKING DRAWINGS**
691	**OPEN**

692	OPEN
693	REDEVELOPMENT - LONG-TERM CAPITAL FACILITY PROGRAM
694	OPEN
695	SECONDARY EFFECTS
696	THE PARK BETWEEN DL & MTSC
697	THE CENTER FOR SOCIAL JUSTICE & CIVIL LIBERTIES (CSJCL)
698	MARKET STREET PROJECT
699	DISTRICT OFFICE
	Series 700-799 - Revenue Codes
700	BAD CHECK FEES
701	SUMMER ENROLLMENT FEES
702	BARNES AND NOBLE ANNUAL DONATION
703	FINE ARBITRATION (PARKING)
704	LIFEGUARD CERTIFICATION
705	MATERIALS FEE - PHOTOGRAPHY
706	CPR CERTIFICATION FEES
707	TEST SALES
708	INTERNATIONAL STUDENT PROCESSING FEE
709	NON-RESIDENT CAPITAL OUTLAY SURCHARGE FEE
710	SPLASH PRODUCTION
711	PART-TIME FACULTY INSURANCE
712	PART-TIME FACULTY OFFICE HOURS
713	PART-TIME FACULTY COMPENSATION
714	MATERIALS FEE - THEATRE - RIVERSIDE
715	NON-RESIDENT TUITION
716	FTES ADDITIONAL APPORTIONMENT
717	
718	NORCO CITY REDEVELOPMENT PASS-THRU
719	NORCO - GRIFFIN CONSTRUCTION CONTRIBUTION
720	MATERIALS FEE - ART
721	MATERIALS FEE - CERAMICS
722	MATERIALS FEE - FORD MLR
723	OPEN
724	ECS REVENUE - RIVERSIDE

725	ECS REVENUE - MORENO VALLEY
726	ECS REVENUE - NORCO
727	ECS REVENUE - ALVORD LEARNING CENTER (STOKOE)
728	BARNES AND NOBLE SIGNING BONUS - FY12/13
729	NON-RESIDENT BASE BUDGET AUGMENTATION
730	VETERANS EDUCATION
731	CTE - NORCO
732	DANCE PRODUCTIONS
733	FOLLETT SIGNING BONUS - FY 17/18
734	PEPSI - ONE TIME BONUS FY 17/18
735	LOTTERY
736	EDUCATIONAL PROTECTION ACT (EPA)
737	SALARY ABATEMENT CLEARING ACCOUNT
738	BUDGET SAVINGS DISTRIBUTION
739	
740	PERFORMING ARTS DEPARTMENT PRODUCT RENTALS
741	PERFORMANCE RIVERSIDE - CURRENT YEAR SALES
742	PERFORMANCE RIVERSIDE - SUBSCRIPTIONS (DEFERRED SALES)
743	DENTAL HYGIENE CLINIC
744	TEACHERS COLLEGE - COLUMBIA UNIVERSITY
745	FULL TIME FACULTY HIRING
746	FOLLETT TEXTBOOK SCHOLARSHIPS
747	STUDY ABROAD - TRIPS
748	OPEN
749	OPEN
750	SEOG GRANT
751	OPEN
752	OPEN
753	CYBERSECURITY REGISTERED APPRENTICESHIP PROGRAM
754	OPEN
755	OPEN
756	OPEN
757	ARRA FEDERAL BACKFILL
758	GENERAL FUND BACKFILL
759	OPEN
760	MOVING VIOLATIONS

761	SHORT TERM PARKING-30 MINUTES
762	SHORT TERM PARKING-2 HOURS
763	DAY USE PARKING
764	OPEN
765	OPEN
766	OPEN
767	FACILITIES USE FEES
768	OPEN
769	COLLEGE-SPONSORED EVENT OVERTIME
770	CAFETERIA (THE CITY GRILL, THE CORRAL AND THE LION'S DEN)
771	CATERING
772	AUXILIARY TRAILERS
773	SNACK VENDING
774	PEPSI VENDING
775	SPONSORSHIP SUPPORT
776	POOL CONCESSIONS
777	NORCO TRADING POST
778	OPEN
779	KIOSK SALES
780	LIBRARY FINES
781	COMMISSIONS-BOOKSTORE RIVERSIDE
782	BOOKSTORE REIMBURSABLES
783	OPEN
784	OPEN
785	OPEN
786	OPEN
787	OPEN
788	OPEN
789	OPEN
790	OPEN
791	MARKETING SUPPORT - PEPSI
792	SWIMMING PROGRAM
793	OPEN
794	SUMMER SWIMMING PROGRAM
795	SUMMER CAP REGISTRATION
796	OPEN

797	INDIRECT EXPENDITURE HOLDING ACCOUNT
798	ON LINE CAP
799	**OPEN**
	Series 800-898 - GO Bond Projects
800	GO BOND COSTS FOR ISSUANCE - SERIES A&B
801	GO BOND COPS PAYOFFS - SERIES A&B
802	PARKING STRUCTURE MAGNOLIA/TERRACINA - SERIES A&B
803	P.E. COMPLEX, PHASE I, TRACK AND FIELD - SERIES A&B
804	RELOCATABLE SWING SPACE - SERIES A&B
805	QUAD REMODEL PROJECT - SERIES A&B
806	MLK ROOF PROJECT - SERIES A&B
807	PROPERTY PURCHASE - SERIES A&B
808	BRIDGE SPACE - SERIES A&B
809	BUSINESS EDUCATION REMODEL
810	ADMINISTRATION REMODEL
811	PHYSICAL EDUCATION - PHASE II
812	RIVERSIDE - FOOD SERVICES REMODEL
813	MO VAL - FOOD SERVICES REMODEL
814	INNOVATIVE LEARNING CENTER
815	MO VAL - ECS SECONDARY EFFECTS PROJECTS
816	QUAD MODERNIZATION EQUIPMENT PROJECT (Under DYA)
817	NORCO - SCIENCE & TECHNOLOGY BLDG REMODEL
818	NORCO - LIBRARY BLDG ROOM 123 REMODEL
819	NORCO - STUDENT SERVICES BLDG ROOM 107 REMODEL
820	NORCO - THEATER ROOM 203 REMODEL
821	NORCO - CACT REMODEL
822	INFRASTRUCTURE STUDIES PROJECT - UTILITIES
823	INFRASTRUCTURE STUDIES PROJECT - IS
824	INFRASTRUCTURE STUDIES PROJECT - SECURITY
825	INFRASTRUCTURE STUDIES PROJECT - FACILITIES ASSESSMENT
826	INFRASTRUCTURE STUDIES PROJECT - COORDINATION
827	MO VAL - HOT WATER LOOP SYSTEM
828	EMERGENCY PHONES INSTALLATION PROJECT
829	NORESCO UTILITY RETROFIT IMPROVEMENT PROJECT

830	MO VAL - PARKING STRUCTURE
831	BEN CLARK TRAINING CENTER
832	MO VAL - BOILER REPLACEMENT
833	MODULAR REDISTRIBUTION PROJECT - NORCO
834	MO VAL/NORCO ECS UPGRADE & RETROFIT PROJECT
835	INFRASTRUCTURE STUDIES PROJECT - ELECTRICAL/FIRE ALARM
836	NORCO - STUDENT SUPPORT CENTER
837	MODULAR REDISTRIBUTION PROJECT - MORENO VALLEY/ALLIED HEALTH
838	MODULAR REDISTRIBUTION PROJECT - BEN CLARK TRAINING CENTER
839	MODULAR REDISTRIBUTION PROJECT - RIVERSIDE
840	PBX OPERATIONS CENTER - RIVERSIDE
841	PHYSICAL/LIFE SCIENCE SECONDARY EFFECTS FOR STUDENT SERVICES
842	LOGIC DOMAIN - CAPITAL PROJECT MGMT SYSTEM (CPMX)
843	LONG RANGE MASTER PLAN PROJECT
844	NORCO - NETWORK OPERATIONS CENTER
845	MO VAL - NETWORK OPERATIONS CENTER
846	AQUATIC PROJECT
847	COMPUTER SYSTEMS HARDWARE
848	NORCO - SOCCER FIELD
849	BRADSHAW BLDG., EMERGENCY ELECTRICAL REPAIR
850	RIVERSIDE - QUAD BASEMENT REMODEL
851	RIVERSIDE - BLACK BOX THEATRE REMODEL
852	RIVERSIDE - TECHNOLOGY BUILDING A REMODEL
853	NORCO - CENTER FOR HUMAN PERFORMANCE AND KINESIOLOGY
854	MO VAL - HEALTH SCIENCE CENTER
855	MARCH DENTAL EDUCATION CENTER
856	DISTRICT - ADA TRANSITION PLAN
857	NORCO - SECONDARY EFFECTS
858	UTILITY INFRASTRUCTURE
859	MO VAL - SCIENCE LABORATORIES REMODEL PROJECT
860	RIVERSIDE - INTERIM PARKING (LEASE)
861	MO VAL - SAFETY AND SITE IMPROVEMENT PROJECT
862	NORCO - SAFETY AND SITE IMPROVEMENT PROJECT
863	MO VAL - ADMINISTRATIVE MOVE TO HUMANITIES
864	BEN CLARK TRAINING CENTER STATUS PROJECT
865	MO VAL - CENTER FOR HUMAN PERFORMANCE

866	RIVERSIDE - COSMETOLOGY BUILDING
867	ALUMNI CARRIAGE HOUSE RESTORATION
868	IT UPGRADE (includes Audit)
869	CULINARY ARTS / DISTRICT OFFICE BUILDING
870	PARKING STRUCTURE FALL DETERRENT
871	NURSING PORTABLES
872	CENTRAL PLANT BOILER REPLACEMENT - NORCO COLLEGE
873	ELECTRONIC CONTRACT DOCUMENT STORAGE
874	2010 IPP / FPP
875	DISTRICT DESIGN STANDARDS
876	RIVERSIDE - STUDENT SERVICES BUILDING
877	MO VAL - LIBRARY LEARNING CENTER
878	MASTER PLAN UPDATE
879	SWING SPACE - MARKET STREET PROPERTIES
880	GROUNDWATER MONITORING WELLS
881	MO VAL - EMERGENCY PHONES
882	SELF-GENERATION INCENTIVE PROGRRAM - NORCO
883	MO VAL - PHYSICIAN'S ASSISTANT LABORATORY REMODEL
884	NORCO - VISUAL & PERFORMING ARTS CENTER
885	MO VAL - AUDIO VISUAL UPGRADE AND LIGHTING
886	MO VAL - MECHANICAL UPGRADES
887	RIVERSIDE - LOVEKIN PARKING/TENNIS/PROJECT
888	RIVERSIDE - FOOD SERVICES "grab-n-go" FACILITY PROJECT
889	CELLULAR REPEATER BOOSTER SYSTEM
890	MO VAL - STUDENT SERVICES WELCOME CENTER PROJECT
891	RIVERSIDE - GREENHOUSE
892	MO VAL - ELEVATOR MODERNIZATION AND FIRE ALARM SYSTEM UPGRADE
893	MO VAL - CORRECTIONS PLATFORM TRAINING FACILITY
894	NORCO - SOCCER FIELD TURF REPLACEMENT
895	PROGRAM CONTINGENCY - DO
896	PROGRAM RESERVE
897	GO BOND CONSTRUCTION PROGRAM MGMT SERVICES
898	GO BOND FUTURE PROJECTS - FEASIBILITY/PLANNING
899	DSA PROJECT CLOSURES
Series 900 - 989 - Remodel Projects	

900	**Prop 39 Clean Energy Jobs Act Projects - Revenue Clearing Account**
901	**RIVERSIDE - LANDIS - BE CHILLER REPLACEMENT (HVAC)**
902	**RIVERSIDE - LANDIS - BE VFD INSTALLATION**
903	**RIVERSIDE - MLK CRAC INSTALLATION, HVAC SCHEDULE REDUCTION**
904	**RIVERSIDE - PARKING GARAGE, LOTS B TO E, EXTERIOR LIGHTING PHASE I**
905	**RIVERSIDE - EXTERIOR LIGHTING PHASE II**
906	**RIVERSIDE - EXTERIOR WALL PACKS RETROFIT**
907	**RIVERSIDE - M&O INTERIOR LIGHTING RETROFIT**
908	**RIVERSIDE - LED LIGHTING RETROFIT**
909	**RIVERSIDE - FY 17/18 PROJECT TBD**
910	**NORCO - PARKING LOT LIGHTING RETROFIT**
911	**NORCO - INTERIOR LIGHTING**
912	**NORCO - FY 15/16 PROJECT TBD**
913	**NORCO - FY 16/17 PROJECT TBD**
914	**NORCO - FY 17/18 PROJECT TBD**
915	**MO VAL - PARKING LOT LIGHTING RETROFIT**
916	**MO VAL - RETRO COMMISSIONING**
917	**MO VAL - EXTERIOR LED LIGHTING**
918	**MO VAL - INTERIOR LED LIGHTING**
919	**MO VAL - FY 17/18 PROJECT TBD**
920	**OPEN**
921	**RIVERSIDE - WEIGHT ROOM REMODEL**
922	**MO VAL - COLLEGE EQUIPMENT REPAIRS**
923	**RIVERSIDE - PS 202**
924	**RIVERSIDE - LS 108**
925	**RIVERSIDE - BUSINESS ED ELECTRICAL CHANGE**
926	**RIVERSIDE - BUSINESS ED RECARPET**
927	**RIVERSIDE - BUSINESS ED - DEAN'S OFFICE**
928	**RIVERSIDE - COSMETOLOGY FACULTY OFFICES**
929	**MO VAL - DUTCH DOORS FOR COLLEGE SAFETY & POLICE**
930	**RIVERSIDE - MUSIC - RECARPET / REWIRE**
931	**RIVERSIDE - HUNTLEY GYM SCOREBOARD**
932	**RIVERSIDE - STUDENT SERVICES RECARPET / TILE**
933	**RIVERSIDE - STUDENT SERVICES RECARPET ROOM 207 A,B,C**
934	**NORCO - SITE IMPROVEMENTS**

935	MO VAL - BIRD EXCLUSION WORK
936	MO VAL - HOT WATER LOOP REPAIR
937	RIVERSIDE - COSMETOLOGY CIRCUIT UPGRADE
938	RIVERSIDE - PORTABLE 3 KARATE - EXHAUST FAN
939	RIVERSIDE - RECARPET HUNTLEY GYM - RM 103, 104, 108
940	RIVERSIDE - WHEELOCK CARPETING
941	RIVERSIDE - SOFTBALL COMPLEX SCOREBOARD
942	RIVERSIDE - LANDIS SAFETY & SECURITY
943	RIVERSIDE - DSPS DOORWAY ACCESS TO OFFICES
944	MO VAL - LIBRARY SERVER RELOCATION
945	RIVERSIDE - MLK COOLING TOWER PROJECT
946	RIVERSIDE - HERITAGE ROOM - BRADSHAW BLDG.
947	RIVERSIDE - PERFORMING ARTS - CARPETING
948	RIVERSIDE - COSMETOLOGY SUPPLY AREAS
949	RIVERSIDE - NORTH HALL - HALLWAY
950	RIVERSIDE - LANDIS LOBBY/ART GALLERY REMODEL PROJECT
951	NORCO - LIBRARY 119/120 CARPET FY 05/06
952	NORCO - CACT STAIRS
953	NORCO - FLOORING
954	MO VAL - REMODEL PROJECTS
955	NORCO - FACULTY OFFICES
956	NORCO - FACULTY OFFICE DOOR
957	NORCO - LITTLE THEATRE TECHNOLOGY REMODEL
958	NORCO - THEATER LIGHT REPLACEMENT
959	NORCO - COLLEGE BEAUTIFICATION
960	NORCO - SOCCER FIELD SOD PROJECT
961	NORCO - CONCRETE INSTALLATION AND REPAIR
962	MO VAL - FENCING
963	NORCO - PARKING IMPROVEMENTS
964	NORCO - ELECTRICAL PROJECT
965	NORCO - EMERGENCY PHONES
966	NORCO - SIGNAGE
967	RIVERSIDE - COSMETOLOGY PLUMBING UPGRADE
968	RIVERSIDE - IS - AIR CONDITIONING UPGRADE
969	RIVERSIDE - ADMINISTRATIVE CONFERENCE ROOM REMODEL
970	NORCO - SPORTS FLOOR

971	MO VAL - REPLACE DIRECTIONAL SIGNS
972	MO VAL - UPGRADE A/C HUMANITIES
973	MO VAL - ELECTRICAL OUTLETS
974	MO VAL - ELECTRICAL CEILING MOUNTS
975	MO VAL - PSET OFFICE RELOCATION
976	MO VAL - MEC RM 3 & HALLWAY
977	MO VAL - CROSS COUNTRY COURSE
978	MO VAL - CARPET REPLACEMENT - HUMANITIES
979	MO VAL - MEC LANDSCAPE SERVICE
980	MO VAL - CONCRETE INSTALLATION AND REPAIR
981	MO VAL - LOCKS FOR GLASS DOORS
982	MO VAL - ADA SIGNAGE
983	MO VAL - DSPS DIVIDING WALL
984	MO VAL - PARKING LOT LIGHT POLE
985	MO VAL - SIDEWALK REPAIR
986	MO VAL - MDEC ROOF REPAIR
987	MO VAL - STUDENT 3RD FLOOR DOOR
988	MO VAL - WAREHOUSE DOOR REPAIR
989	MO VAL - HUM 227 ELECTRICAL
	Series 990 - 999 - Finance Use Only
990	FINAL BUDGET ALLOCATION
991	SALARY SAVINGS
992	ONE TIME - NON-INSTRUCTIONAL EQUIPMENT
993	DISTRICT HOLDING ACCOUNTS
994	CONCUR HOLDING ACCOUNT
995	ONE TIME ONLY
996	GL&P HOLDING ACCOUNT
997	POSITION FUNDING TO/FROM RESOURCE 1190 HOLDING ACCOUNT
998	POSITION VACANCY
999	UNALLOCATED

OBJECT	
Code	**Description**
Expenditures	
1100	**FULL TIME ACADEMIC INSTRUCTIONAL SALARIES**
1101	**BUDGET OFFICE ONLY** · BUDGET BALANCING ACCOUNT
1110	INSTRUCTORS, FULL TIME · INSTRUCTIONAL SALARIES, REGULAR FULL TIME
1140	INSTRUCTORS, OVERTIME · INSTRUCTIONAL SALARIES, OVERTIME
1160	INSTRUCTORS, SUBSTITUTE · INSTRUCTIONAL SALARIES, SUBSTITUTE
1170	INSTRUCTORS, RELEASE / REASSIGN TIME · INSTRUCTIONAL SALARIES, EXTRA DUTY
1180	INSTRUCTORS, SABBATICAL · INSTRUCTIONAL SALARIES, SAAB/VACATION
1200	**FULL TIME ACADEMIC NON-INSTRUCTIONAL SALARIES**
1218	ACADEMIC MANAGERS FULL TIME · ACAD REG FT ADMINISTRATOR
1219	COUNSELORS / LIBRARIANS / COORDINATORS · ACAD REG FT OTH NON-INSTRUCTIONAL, REASSIGN TIME
1280	ACADEMIC ADMINISTRATORS, SABBATICAL · NON-INSTRUCTIONAL SALARIES, SAAB/VACATION
1300	**PART TIME AND OVERLOAD ACADEMIC INSTRUCTIONAL SALARIES**
1330	INSTRUCTORS, PART TIME FALL · ACAD PT TEACHING FALL
1331	INSTRUCTORS, PART TIME SUMMER (ODD YR) · ACAD PT TEACHING SUM (ODD YR)
1332	INSTRUCTORS, PART TIME WINTER · ACAD PT TEACHING WINTER
1333	INSTRUCTORS, PART TIME SPRING · ACAD PT TEACHING SPRING
1334	INSTRUCTORS, PART TIME SUMMER (EVEN YR) · ACAD PT TEACHING SUM (EVEN YR)
1335	INSTRUCTORS, FULL TIME OVERLOAD FALL · ACAD REG OVERLOAD FALL
1336	INSTRUCTORS, FULL TIME OVERLOAD SUMMER (EVEN YR) · ACAD REG OVERLOAD SUM (EVEN YR)
1337	INSTRUCTORS, FULL TIME OVERLOAD WINTER · ACAD REG OVERLOAD WINTER
1338	INSTRUCTORS, FULL TIME OVERLOAD SPRING · ACAD REG OVERLOAD SPRING
1339	INSTRUCTORS, FULL TIME OVERLOAD SUMMER (ODD YR) · ACAD REG OVERLOAD SUM (ODD YR)
1360	INSTRUCTORS, SUBSTITUTES · INSTRUCTIONAL SALARIES, OTHER SUBSTITUTE
1370	INSTRUCTORS, EXTRA DUTY · INSTRUCTIONAL SALARIES, OTHER EXTRA DUTY
1371	INSTRUCTORS, LARGE LECTURE STIPENDS · INSTRUCTIONAL SALARIES, OTHER EXTRA DUTY - LARGE LECTURE STIPENDS
1400	**PART TIME AND OVERLOAD ACADEMIC NON-INSTRUCTIONAL SALARIES**
1439	ACADEMIC - PT COUNSELORS / LIBRARIANS / COORDINATORS · ACAD PT NON INSTRUCTIONAL
1460	LONG TERM SUBSTITUTES FOR COUNSELORS / LIBRARIANS / COORDINATORS · NON-INSTRUCTIONAL SALARIES, OTHER SUBSTITUTE

OBJECT	

Code		Description
1469	SHORT TERM (DAILY) SUBSTITUTE COUNSELORS / LIBRARIANS / COORDINATORS	ACAD OTH SUB NON INSTRUCTIONAL
1479	EXTRA DUTY STIPENDS	ACAD OTH XTRA DTY NON TCH (STIPEND)
1490	ACADEMIC SPECIAL PROJECTS	NON-INSTRUCTIONAL SALARIES, OTHER UNSPECIFIED
2100	CLASSIFIED NON-INSTRUCTIONAL SALARIES, REGULAR STATUS	
2101	BUDGET OFFICE ONLY	BUDGET BALANCING ACCOUNT
2117	CLASSIFIED FULL TIME SUPERVISOR	CL SAL FULLTME SUPERVISOR
2118	CLASSIFIED FULL TIME ADMINISTRATOR	CL SAL FULLTIME ADMNISTRATOR
2119	CLASSIFIED FULL TIME STAFF	CL SAL FULLTIME
2129	CLASSIFIED PERMANENT PART TIME STAFF	CL SAL PERM PART TIME
~~2139~~	~~CLASSIFIED HOURLY STAFF~~	WILL NOT BE USED AFTER 6/30/13 - use 2339
~~2169~~	~~CLASSIFIED SUBSTITUTES~~	WILL NOT BE USED AFTER 6/30/13 - use 2369
2190	CLASSIFIED SPECIAL PROJECTS (For Permanent Employees)	NON-INSTRUCTIONAL SALARIES, REGULAR STATUS UNSPECIFIED
2200	CLASSIFIED INSTRUCTIONAL AIDES, REGULAR STATUS	
2210	INSTRUCTIONAL CLASSIFIED FULL TIME STAFF	INSTRUCTIONAL AIDES, REGULAR STATUS FULL TIME
2220	INSTRUCTIONAL CLASSIFIED PERM PART TIME STAFF	INSTRUCTIONAL AIDES, REGULAR STATUS PART TIME
~~2230~~	~~INSTRUCTIONAL CLASSIFIED PART TIME HOURLY STAFF~~	WILL NOT BE USED AFTER 6/30/13
~~2231~~	~~INSTRUCTIONAL CLASSIFIED SUMMER COACHING (For Permanent Employees)~~	CL SAL COACH SUMMER ACTIVITY, WILL NOT BE USED AFTER 6/30/13 - use 2431
~~2260~~	~~INSTRUCTIONAL CLASSIFIED SUBSTITUTES~~	WILL NOT BE USED AFTER 6/30/13
2300	NON-INSTRUCTIONAL SALARIES, OTHER	
2331	SHORT-TERM STUDENT HELP, NON-INSTRUCTIONAL	SHORT-TERM STUDENT HELP, NON-INSTRUCTIONAL
2339	SHORT-TERM NONCLASSIFIED, NON-INSTRUCTIONAL	SHORT-TERM NON CLASSIFIED, NON-INSTRUCTIONAL - EFF. 7/1/13
2349	SHORT-TERM OVERTIME, NON-INSTRUCTIONAL	SHORT-TERM OVERTIME, NON-INSTRUCTIONAL
2369	SHORT-TERM SUBSTITUTES, NON-INSTRUCTIONAL	7/1/13
2390	SHORT-TERM SPECIAL PROJECT, NON-INSTRUCTIONAL	SHORT-TERM SPECIAL PROJECT, NON-INSTRUCTIONAL - EFF. 7/1/13
2399	CLASSIFIED PRESENTERS - COMM. ED / CUSTOMIZED SOLUTIONS	CL SAL OTHER NON-TEACHING
2400	INSTRUCTIONAL AIDES, OTHER	
2430	SHORT-TERM STUDENT HELP, INSTRUCTIONAL	SHORT-TERM STUDENT HELP, INSTRUCTIONAL
2431	SHORT-TERM SUMMER COACHING, INSTRUCTIONAL	SHORT-TERM SUMMER COACHING, INSTRUCTIONAL - EFF. 7/1/13

	OBJECT	
Code		**Description**
2440	SHORT-TERM OVERTIME, INSTRUCTIONAL	SHORT-TERM OVERTIME, INSTRUCTIONAL
2449	SHORT-TERM NONCLASSIFIED, INSTRUCTIONAL	SHORT-TERM NONCLASSIFIED, INSTRUCTIONAL - EFF. 7/1/13
2469	SHORT-TERM SUBSTITUTES, INSTRUCTIONAL	SHORT-TERM SUBSTITUTES, INSTRUCTIONAL - EFF. 7/1/13
3100	STATE TEACHERS' RETIREMENT SYSTEM (STRS)	
3110	INSTRUCTIONAL STRS	STATE TEACHERS' RETIREMENT SYSTEM (STRS), TEACHERS AND AIDES
3120	CLASSIFIED STRS - (FOR CLASSIFIED EMPLOYEES PAYING INTO STRS)	STATE TEACHERS' RETIREMENT SYSTEM (STRS), CL EMPLOYEES
3130	NON-INSTRUCTIONAL STRS - FOR ACADEMIC ADMINISTRATORS / COUNSELORS/LIBRARIANS / COORDINATORS	STATE TEACHERS' RETIREMENT SYSTEM (STRS), OTHER CE EMPLOYEES
3150	CALSTRS ON-BEHALF FOR INSTRUCTIONAL	CALSTRS ON-BEHALF, TEACHERS AND AIDES
3160	CALSTRS ON-BEHALF FOR CLASSIFIED	CALSTRS ON-BEHALF, CL EMPLOYEES
3170	CALSTRS ON-BEHALF FOR NON-INSTRUCTIONAL ACADEMIC	CALSTRS ON-BEHALF, OTHER CE EMPLOYEES
3200	PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)	
3210	INSTRUCTIONAL PERS - (FOR AN INSTRUCTOR WHO IS PAYING INTO PERS)	PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS,) TEACHERS AND AIDES
3220	CLASSIFIED PERS	PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS), CL EMPLOYEES
3230	NON-INSTRUCTIONAL PERS - FOR ACADEMIC ADMINISTRATORS / COUNSELORS / LIBRARIANS / COORDINATORS WHO ARE PAYING INTO PERS)	PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS), OTHER CE EMPLOYEES
3300	SOCIAL SECURITY (OASDI OR FICA)	
3310	INSTRUCTIONAL FICA - (CHARGED FOR INSTRUCTORS WHO ARE NOT PAYING INTO STRS)	OASDI, TEACHERS AND AIDES
3315	INSTRUCTIONAL MEDICARE	MEDICARE, TEACHERS AND AIDES
3320	CLASSIFIED FICA	LOCALLY DEFINED OASDI, CL EMPLOYEES
3325	CLASSIFIED MEDICARE	MEDICARE, CL EMPLOYEES
3330	NON - INSTRUCTIONAL ACADEMIC FICA - (FOR EMPLOYEES NOT PAYING INTO STRS)	OASDI, OTHER CE EMPLOYEES
3335	NON - INSTRUCTIONAL ACADEMIC MEDICARE - COUNSELORS / LIBRARIANS / COORDINATORS / ADMINISTRATORS)	MEDICARE, OTHER CE EMPLOYEES
3360	BUDGET OFFICE ONLY - PARS HOLDING ACCOUNT	SOCIAL SECURITY - ALL OTHER, TEACHERS AND AIDES

	OBJECT	
Code		**Description**
3400	**HEALTH & WELFARE BENEFITS**	
3410	INSTRUCTIONAL HEALTH & WELFARE	HEALTH & WELFARE BENEFITS, TEACHERS AND AIDES
3420	CLASSIFIED HEALTH & WELFARE	HEALTH & WELFARE BENEFITS, CL EMPLOYEES
3430	NON - INSTRUCTIONAL HEALTH & WELFARE (COUNSELORS / LIBRARIANS / COORDINATORS / ACADEMIC ADMINISTRATORS)	HEALTH & WELFARE BENEFITS, OTHER CE EMPLOYEES
3440	ACADEMIC AND CLASSIFIED - HEALTH & WELFARE RETIREE BENEFITS	HEALTH & WELFARE BENEFITS, RETIRED EMPLOYEES
3450	OPEB, TEACHERS AND AIDES	
3460	OPEB, CL EMPLOYEES	
3470	OPEB, OTHER CE EMPLOYEES	
3500	**STATE UNEMPLOYMENT INSURANCE**	
3510	INSTRUCTIONAL SUI - (FOR ALL ACADEMIC INSTRUCTORS)	STATE UNEMPLOYMENT INSURANCE, TEACHERS AND AIDES
3520	CLASSIFIED SUI - (FOR ALL CLASSIFIED STAFF)	STATE UNEMPLOYMENT INSURANCE, CL EMPLOYEES
3530	NON - INSTRUCTIONAL SUI - (COUNSELORS / LIBRARIANS / COORDINATORS / ACADEMIC ADMINISTRATORS)	STATE UNEMPLOYMENT INSURANCE, OTHER CE EMPLOYEES
3600	**WORKERS' COMPENSATION INSURANCE (WC)**	
3610	INSTRUCTIONAL WC - (FOR ALL ACADMIC INSTRUCTORS)	WORKERS' COMPENSATION INSURANCE, TEACHERS AND AIDES
3620	CLASSIFIED WC - (FOR ALL CLASSIFIED STAFF)	WORKERS' COMPENSATION INSURANCE, CL EMPLOYEES
3630	NON - INSTRUCTIONAL WC - COUNSELORS / LIBRARIANS / COORDINATORS / ACADEMIC ADMINISTRATORS)	WORKERS' COMPENSATION INSURANCE, OTHER CE EMPLOYEES
3700	**LOCAL/ALTERNATIVE RETIREMENT SYSTEMS**	
3900	**OTHER EMPLOYEE BENEFITS**	
3910	BUDGET OFFICE USE ONLY - PYL CLEARING	OTHER BENEFITS, TEACHERS AND AIDES
3911	BUDGET OFFICE USE ONLY	BUDGET BALANCING ACCOUNT
3912	PAYPRO 125 PLANS - CLEARING ACCOUNT	PAYPRO 125 PLANS - CLEARING ACCOUNT
3920	BUDGET OFFICE USE ONLY - PYL CLEARING	OTHER BENEFITS, CL EMPLOYEES
3930	BUDGET OFFICE USE ONLY - PYL CLEARING	OTHER BENEFITS, OTHER CE EMPLOYEES
3939	BUDGET OFFICE USE ONLY - GOLDEN HANDSHAKE PAYMENTS	OTHER BENEFITS, OTHER CE EMPLOYEES
3999	BUDGET OFFICE USE ONLY - DUMP ACCOUNT	PAYROLL TAX ADJUSTMENTS
4000	**BOOKS, SUPPLIES AND MATERIALS**	

	OBJECT	
Code		**Description**
4230	REFERENCE BOOKS / MATERIALS	REFERENCE BOOKS AND MATERIALS
4320	INSTRUCTIONAL SUPPLIES	DIRECT PURCHASE INSTRUCTIONAL SUPPLIES
4330	PERIODICALS / MAGAZINES / SUBSCRIPTIONS INCLUDING ON-LINE SUBSCRIPTIONS	PERIODICALS/MAGAZINES (SUBSCRIPTIONS)
4351	INSTRUCTIONAL MEDIA	INSTR MEDIA MATERIAL
4360	TESTS	TESTS
4370	COMMENCEMENT - OTHER THAN ADMISSIONS & RECORDS	COMMENCEMENT - (TO BE USED BY DEPARTMENTS OTHER THAN ADMISSIONS & RECORDS)
4510	MAINTENANCE SUPPLIES	MAINTENANCE SUPPLIES
4520	CUSTODIAL SUPPLIES	CUSTODIAL SUPPLIES
4530	GROUNDS / GARDEN SUPPLIES	GROUNDS/GARDEN SUPPLIES
4540	HEALTH SUPPLIES	HEALTH SUPPLIES
4555	COPY / PRINTING	COPYING AND PRINTING
4575	SOFTWARE - LESS THAN $200 OR USEFUL LIFE OF LESS THAN ONE YEAR	SOFTWARE <$200
4580	THEATRE SUPPLIES	THEATRE SUPPLIES
4590	OFFICE SUPPLIES	OFFICE AND OTHER SUPPLIES
4591	PURCHASE / COST OF GOODS SOLD - USE RESTRICTED TO WAREHOUSE / PURCHASING / PRODUCTION PRINTING	PURCHASE/COST OF GOODS SOLD
4592	MAJOR GIFTS CAMPAIGN - CLEARING ACCOUNT FOR BUDGET OFFICE USE ONLY	MAJOR GIFTS CAMPAIGN - CLEARING ACCOUNT FOR A/R (JULIE)
4599	CONTRACT EDUCATION - INSTRUCTIONAL SUPPLIES	CONTRACT ED INSTR SUPPLIES
4630	TIRES AND TUBES	TIRES AND TUBES
4644	REPAIR PARTS - (PARTS ONLY -- LABOR PROVIDED BY RCC STAFF)	REPAIR PARTS - (FOR THE PURCHASE OF PARTS ONLY)
4690	TRANSPORTATION SUPPLIES, INCLUDING FUEL	OTHER TRANSPORTATION SUPPLIES (FUEL)
4710	FOOD -- FUNDING SOURCE OTHER THAN GENERAL FUND	FOOD
4711	PROTEIN - (RESOURCE 3200)	PROTEIN
4712	DESSERT - (RESOURCE 3200)	DESSERT
4713	DAIRY - (RESOURCE 3200)	DAIRY
4714	PRODUCE - (RESOURCE 3200)	PRODUCE
4715	BEVERAGE - (RESOURCE 3200)	BEVERAGE
4716	BREAD - (RESOURCE 3200)	BREAD
4717	GROCERIES - (RESOURCE 3200)	GROCERIES
4720	SUBSIDIZED MEALS - (RESOURCE 3200 AND 3300)	SUBSIDIZED MEALS
4790	OTHER SUPPLIES - (RESOURCE 3200)	OTHER SUPPLIES
4791	PAPER PRODUCTS- (RESOURCE 3200 AND 3300)	PAPER PRODUCTS
4792	CLEANING SUPPLIES - (RESOURCE 3200)	CLEANING SUPPLIES
4793	KITCHEN EXPENDABLES - (RESOURCE 3200)	KITCHEN EXPENDABLES
4999	OUT OF STATE SALES TAX HOLDING FOR ACCOUNTS PAYABLE USE ONLY	OUT OF STATE SALES TAX HOLDING
5000	SERVICES AND OPERATING EXPENSES	

OBJECT	
Code	**Description**
5045	**POSTAGE / SHIPPING**	POSTAGE / SHIPPING
5110	**CONSULTANTS**	CONSULTANTS
5120	**LECTURERS**	LECTURERS
5130	**DOCTORS / NURSES**	DOCTORS/NURSES
5151	**TEMPORARY SERVICES**	TEMPORARY SERVICES
5160	**AMBULANCE**	AMBULANCE
5192	**SCOUTING**	SCOUTING
5194	**FILMING**	FILMING
5195	**ENTRY FEES**	ENTRY FEES
5197	**GRANT / CONTRACT SUB-AGREEMENT**	GRANT / CONTRACT SUB-AGREEMENT
5198	**PROFESSIONAL SERVICES**	PROFESSIONAL SERVICES
5210	**MILEAGE / TOLL FEES**	MILEAGE
5211	**MEETING EXPENSES**	MEETING EXPENSES - **(INCLUDES TABLE SPONSORSHIP AT EVENTS)**
5219	**TRAVEL EXPENSES - NON-RCCD EMPLOYEES / STUDENTS**	OTHER TRAVEL EXPENSES - **FOR STUDENTS AND NON-RCC EMPLOYEES**
5220	**CONFERENCES (INCLUDING WEBINAR PROGRAMS)**	CONFERENCES - **(OKAY TO INCLUDE WEBINAR REGISTRATION FEE, WITHOUT TRAVEL REQUEST)**
5250	**TRAVEL EXPENSES - EMPLOYEE CANDIDATES**	TRAVEL EXP CANDIDATE
5310	**MEMBERSHIP / DUES**	MEMBERSHIPS AND DUES
5401	**RCCD MEDICAL PLAN SELF INSURANCE CLAIMS**	RCCD MEDICAL PLAN SELF INSURANCE CLAIMS
5410	**FIRE AND THEFT INSURANCE**	FIRE AND THEFT
5420	**LIABILITY INSURANCE**	LIABILITY INSURANCE
5421	**GENERAL LIABILITY AND PROPERTY EXPENSE**	GENERAL LIABILITY AND PROPERTY EXPENSE
5430	**FIDELITY BOND PREMIUMS**	FIDELITY BOND PREMIUMS
5440	**STUDENT INSURANCE**	STUDENT INSURANCE
5450	**INSURANCE CLAIMS EXPENSE (EXTERNAL INS CO)**	CLAIMS EXPENSE
5451	**SELF INSURANCE CLAIMS**	SELF-INSURANCE CLAIMS
5452	**STOP LOSS**	STOP LOSS
5510	**NATURAL GAS**	NATURAL GAS
5520	**ELECTRICITY**	ELECTRICITY
5530	**WATER**	WATER
5540	**TELEPHONE**	TELEPHONE
5541	**CELLULAR TELEPHONE**	CELLULAR TELEPHONE
5550	**LAUNDRY AND CLEANING**	LAUNDRY AND CLEANING
5560	**TOWEL SERVICE**	TOWEL SERVICE
5570	**WASTE DISPOSAL**	WASTE DISPOSAL
5610	**COUNTY CONTRACTS**	COUNTY CONTRACTS
5621	**CATALOG PRINTING**	CATALOG PRINTING

OBJECT	
Code	**Description**
5622	CLASS SCHEDULE PRINTING	PRINTING CLASS SCHEDULE
5630	RENTS AND LEASES	RENTS AND LEASES
5631	FILM RENTAL	FILM RENTAL
5632	SCENIC RENTALS	SCENIC RENTALS (WAS 5681)
5633	COSTUME RENTALS	COSTUME RENTALS (WAS 5683)
5644	REPAIR SERVICES - PERFORMED BY AN OUTSIDE VENDOR	REPAIRS - (SERVICE PERFORMED BY OUTSIDE VENDOR)
5649	COMPUTER / SOFTWARE - MAINTENANCE / LICENSE	COMPUTER SOFTWARE MAINT/LIC
5650	TRANSPORTATION CONTRACTS	TRANSPORTATION CONTRACTS
5660	TRANSPORTATION IN LIEU	TRANSPORTATION IN LIEU
5691	GOVERNMENTAL FEES	GOVERNMENTAL FEES
5710	AUDIT SERVICES	AUDIT
5720	ELECTIONS	ELECTIONS
5730	LEGAL	LEGAL
5740	ADVERTISING - MAY INCLUDE SPONSORSHIP IF OUR ONLY BENEFIT IS OUR NAME IN THE PROGRAM	ADVERTISING - (MAY INCLUDE SPONSORSHIP IF OUR ONLY BENEFIT IS NAME IN PROGRAM)
5790	OTHER - (FEES FOR LICENSES, PERMITS, PROCESSING, CPR, WEB HOSTING, ETC.)	OTHER - (FEES FOR LICENSES, PERMITS, PROCESSING, CPR, WEB HOSTING ETC.)
5810	APPRAISALS	APPRAISALS
5820	INTEREST	INTEREST
5821	STRS PENALITIES & INTEREST	STRS PENALTIES & INTEREST
5822	TRAN EXPENSE	TRANS EXPENSE
5830	SURVEYS	SURVEYS
5840	PHYSICALS	PHYSICALS
5850	FINGERPRINTS	FINGERPRINTS
5855	PRE-EMPLOYMENT TESTING	PRE-EMPLOYMENT TESTING
5861	THEFT	THEFT
5863	BODILY INJURY EXPENSE	BODILY INJURY EXPENSE
5870	CONSORTIUM EXPENSE	CONSORTIUM EXPENSES
5880	DAMAGE TO PERSONAL PROPERTY	DAMAGE PERSONAL PROPERTY
5881	DAMAGE TO DISTRICT PROPERTY	DAMAGE DISTRICT PROPERTY
5890	OTHER SERVICES	OTHER SERVICES
5891	SALES TAX	SALES TAX
5892	BANK CHARGES	BANK CHARGES
5893	RETURNED ITEMS	RETURNED ITEMS
5894	INTER - LIBRARY LOANS	INTER-LIBRARY LOANS
5899	ADMINISTRATIVE CONTINGENCY	BUDGET AUGMENTATION HOLDING ACCOUNT
5910	INDIRECT CHARGES (GRANTS)	INDIRECT - CHARGES
6000	CAPITAL OUTLAY	
6001	BUDGET OFFICE ONLY	BUDGET BALANCING ACCOUNT

OBJECT	
Code	**Description**
6100	**SITES**
6110	BUDGET OFFICE ONLY	SITES
6111	SITE - ADVERTISING & LEGAL	ADVERTISING & LEGAL
6112	SITE - APPRAISAL & INSURANCE	APPRAISAL & INSURANCE
6113	SITE - PURCHASE	PURCHASE
6119	SITE - OTHER	OTHER
6120	**SITE IMPROVEMENT**
6121	SITE IMPROVEMENT - ADVERTISING & LEGAL	ADVERTISING & LEGAL
6122	SITE IMPROVEMENT - ENGINEERING	ENGINEERING
6123	SITE IMPROVEMENT - ARCHITECT'S FEES	ARCHITECT'S FEES
6124	SITE IMPROVEMENT - TESTING	TESTING
6125	SITE IMPROVEMENT - DEMOLITION / GRADING	DEMOLITION - GRADING
6126	SITE IMPROVEMENT - CONSTRUCTION CONTRACT	CONSTRUCTION CONTRACT
6127	SITE IMPROVEMENT - FIXTURES & FIXED EQUIPMENT	FIXTURES & FIXED EQUIPMENT
6128	SITE IMPROVEMENT - INSPECTION	INSPECTION
6129	SITE IMPROVEMENT - OTHER	OTHER
6200	**NEW BUILDINGS**
6210	NEW BUILDINGS - PURCHASE	NEW BUILDINGS
6211	NEW BUILDINGS - ADVERTISING / LEGAL	ADVERTISING & LEGAL
6212	NEW BUILDINGS - ENGINEERING	ENGINEERING
6213	NEW BUILDINGS - ARCHITECT'S FEES	ARCHITECT'S FEES
6214	NEW BUILDINGS - TESTING	TESTING
6215	NEW BUILDINGS - DEMOLITION / GRADING	DEMOLITION - GRADING
6216	NEW BUILDINGS - CONSTRUCTION CONTRACT	CONSTRUCTION CONTRACT
6217	NEW BUILDINGS - FIXTURES & FIXED EQUIPMENT	FIXTURES & FIXED EQUIP
6218	NEW BUILDINGS - INSPECTION	INSPECTION
6219	NEW BUILDINGS - OTHER	OTHER
6220	**BUILDING REMODEL**
6221	BUILDING REMODEL - ADVERTISING / LEGAL	ADVERTISING & LEGAL
6222	BUILDING REMODEL - ENGINEERING	ENGINEERING
6223	BUILDING REMODEL - ARCHITECT'S FEES	ARCHITECT'S FEES
6224	BUILDING REMODEL - TESTING	TESTING
6225	BUILDING REMODEL - DEMOLITION / GRADING	DEMOLITION - GRADING
6226	BUILDING REMODEL - REMODEL PROJECTS	REMODEL PROJECTS
6227	BUILDING REMODEL - FIXTURES & FIXED EQUIPMENT	FIXTURES & FIXED EQUIP
6228	BUILDING REMODEL - INSPECTION	INSPECTION
6229	BUILDING REMODEL - OTHER	OTHER

OBJECT	
Code	**Description**
6300	**LIBRARY BOOKS**
6310	LIBRARY BOOKS / PURCHASE	BOOKS/NEW AND EXPANDED LIBRARY
6311	LIBRARY MEDIA MATERIAL	BOOKS/NEW AND EXPANDED LIBRARY
6312	LIBRARY SUBSCRIPTIONS FOR DATABASE & PRINT	BOOKS/NEW AND EXPANDED LIBRARY
6400	**EQUIPMENT - HEADER**	
6481	EQUIPMENT NEW ADDITIONAL - $200 - $4,999	EQUIP ADDITIONAL $200-$4999
6482	EQUIPMENT NEW ADDITIONAL - OVER $5,000	EQUIP ADDITIONAL $5000 >
6485	COMPUTER EQUIPMENT NEW ADDITIONAL - $200 - $4,999 (ANY PIECE OF EQUIPMENT THAT NEEDS A COMPUTER / HOOK UP TO WORK)	COMP EQUIP ADDITIONAL $200-$4999
6486	COMPUTER EQUIPMENT NEW ADDITIONAL - OVER $5,000 (ANY PIECE OF EQUIPMENT THAT NEEDS A COMPUTER / HOOK UP TO WORK)	COMP EQUIP ADDITIONAL $5000 >
6491	EQUIPMENT REPLACEMENT - $200 - $4,999 (IDENTICALLY REPLACING AN OLD / BROKEN PIECE OF EQUIPMENT)	EQUIP REPLACEMENT $200-$4999
6492	EQUIPMENT REPLACEMENT - OVER $5,000 (IDENTICALLY REPLACING AN OLD / BROKEN PIECE OF EQUIPMENT)	EQUIP REPLACEMENT $5000 >
6495	COMPUTER EQUIPMENT REPLACEMENT - $200 - $4,999 (IDENTICALLY REPLACING AN OLD / BROKEN PIECE OF EQUIPMENT THAT NEEDS A COMPUTER / HOOK UP TO WORK)	COMP EQUIP REPLACEMENT $200-$4999
6496	COMPUTER EQUIPMENT REPLACEMENT - OVER $,5000 (IDENTICALLY REPLACING AN OLD / BROKEN PIECE OF EQUIPMENT THAT NEEDS A COMPUTER / HOOK UP TO WORK)	COMP EQUIP REPLACEMENT $5000 >
6900	**DEPRECIATION - HEADER**	
7000	**LOCALLY DEFINED OTHER OUTGO - HEADER**	
7100	BUDGET OFFICE ONLY	DEBT RETIREMENT
7190	BUDGET OFFICE ONLY	OTHER REPAYMENTS
7191	BUDGET OFFICE ONLY	EXPENDITURE HOLDING
7200	BUDGET OFFICE ONLY	INTRAFUND TRANSFERS - OUT
7300	BUDGET OFFICE ONLY	INTERFUND TRANSFERS - OUT
7310	BUDGET OFFICE ONLY	GENERAL TO SPECIAL RESERVE FUND
7320	BUDGET OFFICE ONLY	GENERAL TO CHILD DEVELOPMENT FUND
7390	BUDGET OFFICE ONLY	OTHER AUTHORIZED INTERFUND TRANSFERS
7400	BUDGET OFFICE ONLY	OTHER TRANSFERS
7510	STUDENT SCHOLARSHIPS (GRANTS)	STUDENT SCHOLARSHIPS
7511	STUDENT FINANCIAL AID - TUITION	STUDENT FINANCIAL AID
7521	STUDENT FINANCIAL AID - REGISTRATION RELATED FEES	STUDENT FINANCIAL AID

OBJECT	
Code	**Description**
7600	OTHER STUDENT AID
7620	STUDENT FINANCIAL GRANTS - GRANTS / CATEGORICALS	STUDENT FINANCIAL GRANTS
7631	HOUSING VOUCHERS	HOUSING VOUCHERS
7640	BOOK GRANTS - GRANTS / CATEGORICALS	BOOK GRANTS
7650	MEAL GRANTS - GRANTS / CATEGORICALS	MEAL GRANTS
7660	TRANSPORTATION / BUS PASSES - GRANTS / CATEGORICALS	TRANSPORTATION/BUS PASSES
7661	EDUCATIONAL SUPPLIES PURCHASED BY GRANT TO GIVE TO STUDENTS - GRANTS / CATEGORICALS	EDUCATIONAL SUPPLIES
7900	BUDGET OFFICE ONLY	APPROPRIATION FOR CONTINGENCY
7910	BUDGET OFFICE ONLY	APPROPRIATION FOR UNRESTRICTED CONTINGENCY
7920	BUDGET OFFICE ONLY	APPROPRIATION FOR RESTRICTED CONTINGENCY
7924	BUDGET OFFICE ONLY	APPROP FOR CONTINGENCY RESTRICTED HEALTH FEES
7925	BUDGET OFFICE ONLY	APPROP FOR CONTINGENCY RESTRICTED PARKING
7926	BUDGET OFFICE ONLY	RESTRICTED GENERAL RESERVE

Revenues	
8100	FEDERAL REVENUES
8110	BUDGET OFFICE ONLY	FOREST RESERVE
8120	BUDGET OFFICE ONLY	HIGHER EDUCATION ACT
8130	BUDGET OFFICE ONLY	WORKFORCE INVESTMENT ACT (FORMERLY JTPA)
8140	BUDGET OFFICE ONLY	TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)
8150	BUDGET OFFICE ONLY	STUDENT FINANCIAL AID
8160	BUDGET OFFICE ONLY	VETERANS EDUCATION
8170	BUDGET OFFICE ONLY	VOCATIONAL AND TECHNICAL EDUCATION ACT (VTEA)
8190	BUDGET OFFICE ONLY	OTHER FEDERAL REVENUES
8600	STATE REVENUES
8610	BUDGET OFFICE ONLY	GENERAL APPORTIONMENTS
8611	BUDGET OFFICE ONLY	GENERAL APPORTIONMENTS
8613	BUDGET OFFICE ONLY	APPRENTICESHIP
8615	BUDGET OFFICE ONLY	ENROLLMENT FEE WAIVER ADMINISTRATION
8616	BUDGET OFFICE ONLY	STUDENT FINANCIAL AID ADMIN
8619	BUDGET OFFICE ONLY	OTHER GENERAL APPORTIONMENTS
8620	BUDGET OFFICE ONLY	GENERAL CATEGORICAL PROGRAMS
8621	BUDGET OFFICE ONLY	DSPS (DISABLED STUDENTS PROGRAMS AND SERVICES)
8622	BUDGET OFFICE ONLY	EOPS (EXTENDED OPPORTUNITY PROGRAMS AND SERVICES)
8623	BUDGET OFFICE ONLY	CHILD DEVELOPMENT APPORTIONMENT

OBJECT		
Code		**Description**
8624	BUDGET OFFICE ONLY	TANF (TEMPORARY ASSISTANCE FOR NEEDY FAMILIES)
8626	BUDGET OFFICE ONLY	CALWORKS
8627	BUDGET OFFICE ONLY	OTHER STATE PROGRAMS
8628	BUDGET OFFICE ONLY	INFRASTRUCTURE PROGRAM)
8629	BUDGET OFFICE ONLY	OTHER CATEGORICAL APPORTIONMENTS
8630	BUDGET OFFICE ONLY	EDUCATION PROTECTION ACCOUNT
8650	BUDGET OFFICE ONLY	REIMBURSABLE CATEGORICAL PROGRAMS
8651	BUDGET OFFICE ONLY	COMMUNITY COLLEGE CONSTRUCTION ACT
8652	BUDGET OFFICE ONLY	SCHEDULED MAINTENANCE AND SPECIAL REPAIR PROGRAM
8653	BUDGET OFFICE ONLY	INSTRUCTIONAL IMPROVEMENT GRANT
8658	BUDGET OFFICE ONLY	PROP 39: CLEAN ENERGY JOBS ACT
8659	BUDGET OFFICE ONLY	OTHER CATEGORICAL PROGRAM ALLOWANCE
8670	BUDGET OFFICE ONLY	STATE TAX SUBVENTIONS
8671	BUDGET OFFICE ONLY	HOMEOWNERS' PROPERTY TAX RELIEF
8672	BUDGET OFFICE ONLY	TIMBER YIELD TAX
8673	BUDGET OFFICE ONLY	TRAILER COACH FEES
8680	BUDGET OFFICE ONLY	STATE NON-TAX REVENUES
8681	BUDGET OFFICE ONLY	STATE LOTTERY REVENUE
8685	BUDGET OFFICE ONLY	STATE MANDATED COSTS
8690	BUDGET OFFICE ONLY	STRS ON BEHALF
8699	BUDGET OFFICE ONLY	OTHER STATE REVENUES
8800		LOCAL REVENUES
8809	BUDGET OFFICE ONLY	RDA ASSET LIQUIDATION
8810	BUDGET OFFICE ONLY	PROPERTY TAXES
8811	BUDGET OFFICE ONLY	TAX ALLOCATION, SECURED ROLL
8812	BUDGET OFFICE ONLY	TAX ALLOCATION, SUPPLEMENTAL ROLL
8813	BUDGET OFFICE ONLY	TAX ALLOCATION, UNSECURED ROLL
8814	BUDGET OFFICE ONLY	VOTED INDEBTEDNESS, SECURED ROLL
8815	BUDGET OFFICE ONLY	REDEVELOPMENT ASSET LIQUIDATION
8816	BUDGET OFFICE ONLY	PRIOR YEARS TAXES
8817	BUDGET OFFICE ONLY	EDUCATION REVENUE AUGMENTATION FUND (ERAF)
8818	BUDGET OFFICE ONLY	AB 1290 REDEVELOPMENT REVENUE PASS THRU
8819	BUDGET OFFICE ONLY	RDA RESIDUAL
8820	BUDGET OFFICE ONLY	CONTRIBUTIONS, GIFTS, GRANTS AND ENDOWMENTS
8830	BUDGET OFFICE ONLY	CONTRACT SERVICES
8831	BUDGET OFFICE ONLY	CONTRACT INSTRUCTIONAL SERVICES
8835	BUDGET OFFICE ONLY	CONTRACT SERVICES - OPEB
8840	BUDGET OFFICE ONLY	SALES AND COMMISSIONS
8844	BUDGET OFFICE ONLY	FOOD SALES/COMMISSIONS

	OBJECT	
Code		**Description**
8847	BUDGET OFFICE ONLY	BOOKSTORE COMMISSIONS
8848	BUDGET OFFICE ONLY	BOX OFFICE RECEIPTS
8849	BUDGET OFFICE ONLY	OTHER SALES
8850	BUDGET OFFICE ONLY	RENTALS AND LEASES
8860	BUDGET OFFICE ONLY	INTEREST AND INVESTMENT INCOME
8861	BUDGET OFFICE ONLY	NET INC(DEC) IN THE FAIR MARKET VALUE OF INVESTMENTS
8870	BUDGET OFFICE ONLY	STUDENT FEES AND CHARGES
8871	BUDGET OFFICE ONLY	CHILD DEVELOPMENT SERVICES
8872	BUDGET OFFICE ONLY	COMMUNITY SERVICE CLASSES
8873	BUDGET OFFICE ONLY	DORMITORY
8874	BUDGET OFFICE ONLY	ENROLLMENT
8875	BUDGET OFFICE ONLY	FIELD TRIPS AND USE OF NONDISTRICT FACILITIES
8876	BUDGET OFFICE ONLY	HEALTH SERVICES
8877	BUDGET OFFICE ONLY	INSTRUCTIONAL MATERIALS FEES AND SALES OF MATERIALS
8878	BUDGET OFFICE ONLY	INSURANCE
8879	BUDGET OFFICE ONLY	STUDENT RECORDS
8880	BUDGET OFFICE ONLY	NONRESIDENT TUITION
8881	BUDGET OFFICE ONLY	PARKING SERVICES AND PUBLIC TRANSPORTATION
8883	BUDGET OFFICE ONLY	STUDENT CENTER FEE
8884	BUDGET OFFICE ONLY	STUDENT REPRESENTATION FEE
8885	BUDGET OFFICE ONLY	OTHER STUDENT FEES AND CHARGES
8889	BUDGET OFFICE ONLY	OTHER STUDENT FEES & CHARGES
8890	BUDGET OFFICE ONLY	OTHER LOCAL REVENUE
8897	BUDGET OFFICE ONLY	INDIRECT COSTS TRANSFERS
8898	BUDGET OFFICE ONLY	CASH OVER/SHORT
8899	BUDGET OFFICE ONLY	UNALLOCATED STUDENT FEES
8900	OTHER FINANCING SOURCES	
8910	BUDGET OFFICE ONLY	PROCEEDS OF GENERAL FIXED ASSETS
8911	BUDGET OFFICE ONLY	REVENUE HOLDING
8912	BUDGET OFFICE ONLY	SALE OF EQUIPMENT & SUPPLIES
8913	BUDGET OFFICE ONLY	SALE OF LAND & BUILDINGS
8940	BUDGET OFFICE ONLY	PROCEEDS OF GENERAL LONG-TERM DEBT
8980	BUDGET OFFICE ONLY	INCOMING TRANSFERS
8999	BUDGET OFFICE ONLY	INTRAFUND TRANSFERS
	BALANCE SHEET OBJECT CODES	
	FOR FINANCE USE ONLY	
9110	BUDGET OFFICE ONLY	CASH IN COUNTY TREASURY

	OBJECT	
Code		**Description**
9120	BUDGET OFFICE ONLY	CASH IN BANKS
9130	BUDGET OFFICE ONLY	REVOLVING CASH
9135	BUDGET OFFICE ONLY	CASH WITH FISCAL AGENT
9140	BUDGET OFFICE ONLY	CASH COLLECTION AWAITING DEPOSIT
9150	BUDGET OFFICE ONLY	INVESTMENTS
9160	BUDGET OFFICE ONLY	ACCOUNTS RECEIVABLE
9170	BUDGET OFFICE ONLY	DUE FROM OTHER FUNDS
9171	BUDGET OFFICE ONLY	TEMPORARY LOANS
9210	BUDGET OFFICE ONLY	STORES
9220	BUDGET OFFICE ONLY	PREPAID EXPENDITURES
9340	BUDGET OFFICE ONLY	OTHER CURRENT ASSETS
9400	BUDGET OFFICE ONLY	AMOUNT TO BE PROVIDED
9500	BUDGET OFFICE ONLY	ACCOUNTS PAYABLE
9520	BUDGET OFFICE ONLY	DUE TO OTHER FUNDS
9521	BUDGET OFFICE ONLY	TEMPORARY LOANS
9530	BUDGET OFFICE ONLY	CURRENT LOANS
9540	BUDGET OFFICE ONLY	DEFERRED REVENUE
9560	BUDGET OFFICE ONLY	AUDIT ADJUSTMENTS
9570	BUDGET OFFICE ONLY	AUDIT RESTATEMENTS
9600	BUDGET OFFICE ONLY	BONDS PAYABLE
9700	BUDGET OFFICE ONLY	RESERVE FOR BEGINNING BALANCE ROLLOVER
9710	BUDGET OFFICE ONLY	GENERAL RESERVE
9711	BUDGET OFFICE ONLY	RESERVE FOR REVOLVING CASH
9712	BUDGET OFFICE ONLY	RESERVE FOR STORES
9713	BUDGET OFFICE ONLY	RESERVE FOR PREPAID EXPENDITURES
9715	BUDGET OFFICE ONLY	RESERVE FOR ENCUMBRANCES
9719	BUDGET OFFICE ONLY	RESERVE FOR ALL OTHERS
9750	BUDGET OFFICE ONLY	OTHER DESIGNATIONS
9789	BUDGET OFFICE ONLY	RESERVE FOR ENDING BALANCE
9790	BUDGET OFFICE ONLY	FUND BALANCE UNRESTRICTED
9791	BUDGET OFFICE ONLY	BEGINNING BALANCE
9910	BUDGET OFFICE ONLY	ESTIMATED REVENUE
9915	BUDGET OFFICE ONLY	ESTIMATED OTHER FINANCING SOURCES
9920	BUDGET OFFICE ONLY	APPROPRIATIONS
9925	BUDGET OFFICE ONLY	ESTIMATED OTHER OUTGO
9930	BUDGET OFFICE ONLY	ENCUMBRANCES
9940	BUDGET OFFICE ONLY	REVENUE
9945	BUDGET OFFICE ONLY	OTHER FINANCING SOURCES
9950	BUDGET OFFICE ONLY	EXPENDITURES
9955	BUDGET OFFICE ONLY	OTHER OUTGO

OBJECT		
Code		**Description**
9995	**BUDGET OFFICE ONLY**	**CHANGE IN FUND BALANCE**

Purchasing Processes

RCCD | **RIVERSIDE COMMUNITY COLLEGE DISTRICT**

Vendor Maintenance Information Form

New Vendor _____   **Change** _____   **Vendor Number** [   ]

Vendor Name [   ]

Vendor Operating Name *(if different)* [   ]

Vendor Legal Name *(if different)* [   ]

Vendor Payee Name *(if different)* [   ]

Vendor EIN / TIN / SS # [   ]

Vendor Address [   ]

Vendor Corporate Address *(if different)* [   ]

Vendor Remit to Address *(if different)* [   ]

Vendor Phone # (   )

Vendor Fax # (   )

Vendor E-Mail [   ]

Vendor Website [   ]

Vendor Type *(check one)*	
Corporation	
DBA	
IND Contractor	
Other *(specify)*	

Vendor Contact Info.	Name	Phone #	Fax #	E-mail Address
Sales				
Service				
Accounts Receivable				

W-9 Attached?   Yes _____   No _____   **Rep. Signature:** _____

Submitting Department: _____

Riverside Community College District
Vendor Purchase Order Requirement Policy and Acknowledgement Form

All properly authorized purchases or services for the Riverside Community College District (RCCD) must be evidenced by the issuance of purchase orders. Goods and/or services purchased or ordered without District issued purchase orders are considered unauthorized purchases for which the district has no legal liability or obligation to pay vendor claims. The District's purchase order number must be referenced on a vendor's invoice in order to ensure that purchases are made by authorized individuals for appropriate District purposes.

Invoices must include a purchase order number, itemized description of materials/services rendered, date the materials/services were delivered/performed, invoice date and amount due. All invoices must be submitted to Riverside Community College District, Accounts Payable, 3801 Market Street, Riverside, CA 92501, or emailed at AccountsPayable@rccd.edu. The District payment terms are 30 days from the receipt of your invoice.

Any invoice received by the Riverside Community College District which, is not supported by a purchase order will not be accepted as a valid District obligation. Without a purchase order number, the vendor cannot be assured that the person obtaining the goods or services has been authorized to obligate the District. Payment of the invoice will be delayed until a valid purchase order number has been established or identified.

All contractors, vendors, or other service providers wishing to conduct business with RCCD a r e required to have their own insurance. The standard insurance requirements are workers' compensation in accordance with the laws of the State of California, general liability and/or vehicle liability. Coverage shall remain in effect during the entire contract term. Depending on the service and/or purchase, the contractor, vendor or service provider may be required to provide the District with a Certificate of Insurance, naming the District as an additional insured. Additionally, the Certificate shall state that the District will be given 30 days' notice of any material change in coverage or cancellation of coverage. If required, the Certificate must be provided prior to the issuance of a P.O. For questions related to insurance requirements, please contact Risk Management at 951-222-8128.

Vendors who violate this policy may be restricted from issuance of future purchase orders.

I/we hereby acknowledge receipt of the above and agree to comply with the purchase order requirement policy of the Riverside Community College District.

_____ Date: _____
(Signature)

Please type or print your contact information below and submit to requesting department, along with the IRS Form W-9 and Vendor Maintenance Information Form.

Name: _____

Title: _____

Company Name: _____

Phone: _____

Email: _____

Planning & Budget Manual

Form **W-9**

(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer
Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC   ☐ C Corporation   ☐ S Corporation   ☐ Partnership   ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I   **Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II   **Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here   Signature of U.S. person ▶   Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

• Form 1099-INT (interest earned or paid)

• Form 1099-DIV (dividends, including those from stocks or mutual funds)

• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)

• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)

• Form 1099-S (proceeds from real estate transactions)

• Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)

  Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

  If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

Cat. No. 10231X

Form **W-9** (Rev. 10-2018)

RCCD Insurance Requirements

Hello_____-

We are in the process of preparing the Purchase Order for the work _Company Name_____is going to do at the _____ location of project or project that is being done_____. In order to complete the process the RCCD Purchasing Department needs your CA contractor's license number and a copy of the contractor's General Liability, Workers Compensation, Automobile, and Employers Liability Insurance Certificates, prior to the onset of work. Insurance Company must be from a California admitted carrier with a financial rating of at least an A status. The Contractor shall name, on any policy of insurance required, its officials, officers, and employees as insured, with respect to performance of the work. Please include the additional insured endorsement.

Limit Requirements:

General Liability - $ 2,000,000 (general aggregate)
                                 $1,000,000 (each occurrence)

Automobile Liability - $1,000,000

Worker's Compensation - $1, 000,000

NOTE: The insurance form copies can be emailed to me at majd.askar@rccd.edu
          Please mail original certificate and endorsements to the address listed
          below.

Mailing Address
          3801 Market Street
          Riverside, CA 92501
          Fax: (951) 222-8022

AGREEMENT/CONTRACT (A/C) TRANSMITTAL FORM – <mark>$96,700 AND UNDER</mark>

20210308

INITIATING DEPARTMENT COMPLETE THIS SECTION:

Vendor/Other Party Name	Business Location (City and State)	Time Period A/C is in Effect	Description of Goods and Services (If amendment, also include amendment number, first, second, third, etc.)	Amount	Budget Code 11-ABC-1000-0-0000-0000-0000

1. Galaxy Requisition Number:_____ (leave blank if revenue generating)
2. Vendor Contact: Name:_____ Title:_____ Email Address:_____
3. <mark>RETURN TO: Name:</mark>_____ <mark>Title:</mark>_____ <mark>Email Address:</mark>_____
4. Initiating Department Manager Name:_____ Title:_____
5. Initiating Department Manager ensure that all A/C information is accurate, and all required documents have been attached:
6. **After completing this section, email to College Business Services Office.** *Include all required attachments BEFORE emailing. See instructions on page 2.*

   To add any additional notes or comments please use the comment tool. See instructions on page 2.

COLLEGE BUSINESS SERVICES OFFICE REVIEW AGREEMENT/CONTRACT:

1. Business Office certifies budget for A/C. Name:_____ Title:_____
2. College Business Services Office provide a <mark>RETURN TO Email Address</mark>: _____
3. **After completing this section, email this form to Area Vice President**.

COLLEGE AREA VICE PRESIDENT REVIEW A/C INFORMATION & ATTACHMENTS:

1. Area Vice President Name:_____ Title:_____
2. Area VP confirms that all A/C information is accurate, and all required documents have been attached:
3. **After completing this section, email this form to College Vice President of Business Services.**

COLLEGE VICE PRESIDENT OF BUSINESS SERVICES REVIEW A/C INFORMATION & ATTACHMENTS:

1. Vice President Name:_____ Title:_____
2. Vice President confirms that all A/C information is accurate, and all required documents have been attached:
3. **After completing this section, email this form to College President**

COLLEGE PRESIDENT REVIEW & SIGN FINAL CONTRACT:

1. President Name:_____ College:_____
2. President confirms that all A/C information is accurate, and all required documents have been attached:
3. **After completing this section, email this form to District Budget Analyst.** *See instructions for correct Budget Analyst.*

DISTRICT BUSINESS AND FINANCIAL SERVICES REVIEW AGREEMENT/CONTRACT:

1. Budget Analyst confirms budget for Agreement/Contract. Name:_____
2. **After completing this section, email this form to Purchasing Specialist.**

DISTRICT BUSINESS AND FINANCIAL SERVICES COMPLETE PURCHASE ORDER:

1. Purchasing Specialist confirms Purchase Order has been generated.   Name:_____
2. Attach copy of completed Purchase Order to this form. *See instructions on page 2 for attaching documents*
3. **After completing this section, email this form to <mark>RETURN TO</mark> address for <u>Initiating Department</u> and <u>College Business Services Office</u>.**

A/C TRANSMITTAL FORM INSTRUCTIONS

For Budget Analyst, send to the following staff:

Location	Budget Analyst
District Office and MVC	Michele.Arnold@rccd.edu
Norco College	Cristina.Ambriz@rccd.edu
Riverside City College	Cynthia.Gundersen@rccd.edu (DAx-DOx) & Astrid.Denunno@rccd.edu (DPx-DZx)

For Purchasing Specialist, send to the following staff:

Vendor Range	Purchasing Specialist
A - D	Melissa.Griffith@rccd.edu
E - O	Melinda.Chavez@rccd.edu
P - Z & Office Depot	Aprilyn.Tulod@rccd.edu

*Selecting the wrong Budget Analyst and/or Purchasing Specialist will result in a delay in processing.

Required Attachments: *Do not combine attachments, add each attachment to the transmittal form separately.*

- Copy of Board Report (only required for amount over $96,700) • Name this attachment "Board Report"
- Original Agreement/Contract signed by the vendor • Use Adobe Sign to obtain signatures on the Agreement/Contract ONLY • Name this attachment "Agreement"
- Copy of Galaxy Requisition • Name this attachment "Requisition"
- Email of Approval from General Counsel *email for general counsel is ContractsReview@rccd.edu* • Name this attachment "GC Approval"
- Certificate of insurance from Vendor **- OR -** email from General Counsel stating Certificate of Insurance not Required • Name this Attachment "Insurance"
- Email of Approval from Associate Vice Chancellor, Information Technology & Learning Systems Christopher.Blackmore@rccd.edu for ANY software, hardware or 3rd party web services that require integration with District Information Technology & Learning System resources.

Adding/Viewing Attachments:

To view the attachments pane in Adobe Acrobat:
1. Click the small triangle on the left side of the page when viewing this form.
2. Click the paperclip icon.
3. The Attachments pane allows you to view & work with attachments.

Alternately, access the Attachments pane using the View menu at the top of the page:
   View > Show/Hide > Navigation Panes > Attachments

Please do not combine attachments. Add each attachment separately.
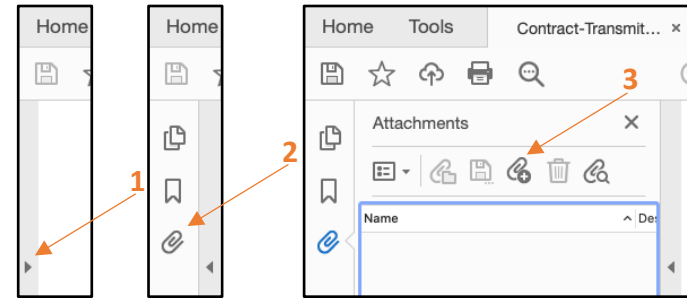
Adding/Viewing Comments:

To add or view the comments in Adobe Acrobat:
1. Look for the Comment tool 💬 on the right side of the page when viewing this form. You may need to select the "More Tools" icon. 🔧
2. If necessary, click the small triangle on the right-hand side of the page to view all comments.
3. With the Comments tool selected, use the toolbar at the top of the page to insert comments.

Alternately, Access the Comments tool using the View menu at the top of the page:
   View > Tools > Comment > Open

It is recommended that you add new comments using the sticky note comment tool (see step #3 above). Click once on the "Add sticky note" 💬 button in the Comment toolbar. Then, click anywhere on page 1 of the transmittal form to add a new comment.

To view all comments on a separate page, use the "Options" menu ... to select "Create Comment Summary...". You can also use search, sort, and filter tools to access specific comments or groups of comments.
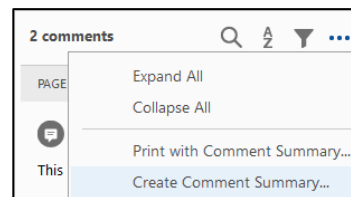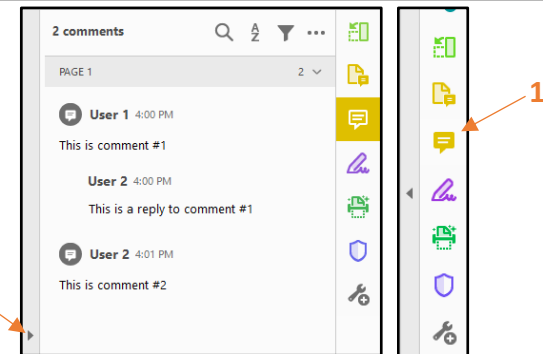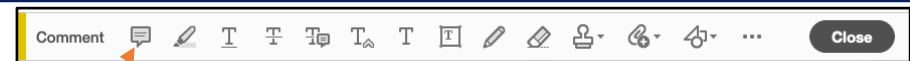
Click the "Options" menu to create a comment summary and view all comments on a separate page.

Frequently Asked Questions

What is the A/C Transmittal Form?

The A/C Transmittal Form is the fillable PDF form used to summarize the information contained in an agreement/contract, consolidate additional required documentation, and provide instruction on where the agreement/contract should be routed for signature. There are three different A/C Transmittal Forms: One for Colleges that can fully execute an agreement/contract ($96,700 and under), one for Colleges that require Board approval and Signature from the Vice Chancellor of Business and Financial Services to fully execute the agreement/contract (over $96,700), and one for all District agreement/contracts.

What is the A/C Transmittal Packet?

When required documents supporting the agreement/contract are attached to the A/C Transmittal Form, we refer to the form along with its attachments as a packet. This packet is routed via email, according to the instructions on the A/C Transmittal form. See the A/C Transmittal Form instructions for more information about adding attachments.

Where do I sign the A/C Transmittal form?

The A/C Transmittal form does not require signatures. Being an internal form, there is no need to apply legally binding signatures. Only the actual agreement/contract being transmitted requires legally binding signatures. The purpose of the A/C Transmittal form is not to collect signatures. Its purpose is to internally route an agreement or contract along with its supporting documentation to all parties involved with the approval of the agreement/contract. This facilitates signing of the agreement/contract as well as other business processes involved with obtaining the goods and services described in the contract.

How do you know that "I" checked a box on the A/C Transmittal form and not someone else?

The check boxes on the A/C Transmittal form serve to show who has reviewed the contents of the packet, provide contact information for each reviewer, and provide a visual indication that each step in the transmittal process has been completed in case a reviewer has questions later in the process. Because the new A/C Transmittal packet is routed through email, it is assumed that if the instructions on the form are followed, the person checking the box (or their delegate) will forward the A/C Transmittal packet to the next person for review. In short, the email system provides verification of who has reviewed the A/C Transmittal packet.

But I _really_ want to sign the transmittal form. What should I do?

You cannot "sign" the transmittal form because digitally signing the form will make it read-only and potentially invalidate the contents of the A/C Transmittal packet, preventing the actual contract from being acted upon. If you _really_ want to sign the A/C transmittal form, we recommend that you use the Comment tool to stamp the form with your name in addition to checking the box. _Stamping the A/C Transmittal form is completely optional and is not required._

1. From the Comment toolbar, select the "Add stamp" tool.
2. Use the "Standard Business" submenu to select a pre-formatted stamp. You can also create a custom stamp if desired.
3. If using a standard stamp, we recommend "APPROVED".

Any stamp applied in this manner will contain the name of the user who applied the stamp as well as the date and time the stamp was applied. Stamp information will be saved as part of the comment record associated with the A/C Transmittal Form.
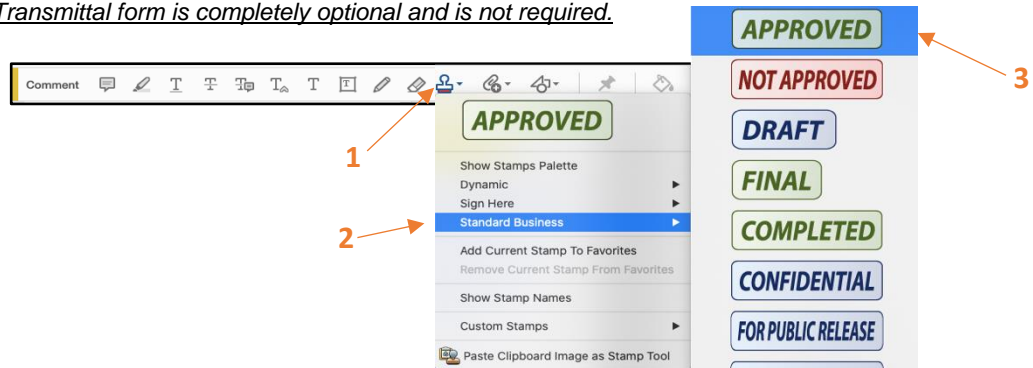
Why can't we use Adobe Sign to route the transmittal packet?

Adobe Sign is designed to route an agreement/contract electronically for legally binding digital signatures. While it is encouraged to use Adobe Sign to secure digital signatures on the actual agreement/contract, it is important to understand that signing the agreement/contract is only part of the overall process that the A/C Transmittal Form supports. The A/C Transmittal process is an internal business process which involves additional documentation that is not part of the actual contract as well as additional workflows which occur both before and after the agreement/contract has been signed. It is not appropriate to include the additional documentation and the additional workflows from this process as part of the contract's legally binding signature process. Moreover, using Adobe Sign to route the entire transmittal packet can interfere with these additional business processes.

CONTRACT TRANSMITTAL APPROVAL PROCESS
VIA E-MAIL

LESS THAN $96,700

1. Route A/C transmittal form with required documents through the approval process via e-mail in this order:
   1. Initiating department manager
   2. College Business Services
   3. Area VP
   4. Business Services VP
   5. College President
   6. District Budget office
   7. Purchasing

2. The President's office will review A/C packet and sign the agreement.

3. The President's office will send the A/C transmittal to District budget office for review, and signed agreement will be included.

4. District Budget office will send A/C form to Purchasing,

5. Purchasing will send the signed contract and signed purchase order back to the initiating department with a copy to College Business Services.

6. The initiating department will share purchase order and signed contract with the vendor and schedule any necessary work.

MORE THAN $96,700

1. Route A/C transmittal form with required documents through the approval process via e-mail in this order:
   1. Initiating department manager
   2. College Business Services
   3. Area VP
   4. Business Services VP
   5. College President
   6. District Budget office
   7. Purchasing

2. The President's office will review A/C packet and sign agreement and add board report.

3. The President's office will send A/C transmittal form to the District Budget office for review,

4. District Budget office will send A/C transmittal form to Purchasing for issuance of Purchase order,

5. *Purchasing will confirm contract was board approved and obtain agreement signed by VC Business & Financial Services to issue contract purchase order.*

6. Purchasing will send the signed contract and signed purchase order back to the department originator with a copy to Business Services

7. The initiating department will share purchase order and signed contract with vendor and schedule any necessary work.

Please refer to the Adobe Sign Training presentation located in the ASUG teams site

RCCD Internal Procedures for Processing Contracts
January 2020 Update

The Chancellor delegates to the Vice Chancellor of Business and Financial Services or the College Presidents**,** the authority to sign, and legally bind, RCCD to agreements/contracts (A/C) entered into for the District or a specific College. All A/C's over $95,200 must have approval by the Board of Trustees and can only be signed by the Vice Chancellor, Business and Financial Services.   Contracts that are $95,200 and under, or those contracts involving no receipt or expenditure of money, do NOT need to go to the Board. But, they do still need the signature of a President or the Vice Chancellor of Business and Financial Services. (See procedures below)

NOTE: A vendor, contractor, or any other person/entity, providing services or product to RCCD is not to begin performance under a contract unless the contract has been signed by both parties, the Vendor's Certificate of Insurance has been received and the P.O. has been approved and issued to the vendor by the purchasing office.

GUIDELINES

ALL contracts (even if there is no cost to the District and regardless of the dollar amount, except for those contracts/agreements discussed in Section V, herein), including Amendments or Addendums, MUST be read in their entirety by the manager, supervisor, or administrator of the Department processing the contract to make sure the Department/College/District can perform the provisions of the contract prior to submitting to the District's General Counsel (GC) for review.   The GC is reviewing the contract to make sure legal requirements are met and would not know whether or not the department can perform the terms of the contract.

All A/C's must be with the Riverside Community College District and NOT an individual college, department, or person/position in the District (i.e. Agreement between XYZ Company and Riverside Community College District – NOT XYZ Company and the RCC Business Department). For contracts at the College level, the contract should be between the Riverside Community College District, on behalf of the   College.

All parties we contract with (whether a business or an individual) must be listed by their legal name.

I.   Procedures for Contracts Over $95,200:

1. The Department is to make sure they have the funding and a budget account set up before they proceed with the A/C.

2. The Department will send the A/C, electronically, to the GC for review.

3. The GC will send A/C back to department indicating it is either approved to go forward for Board approval or will note any changes to be made before it can go forward.

4. The Department will: Make the necessary changes; obtain approval from the vendor for the changes, prior to placing the item on a Board agenda; and, prepare the A/C for Board committee, if necessary, or to the Board consent items agenda, for approval. See Section VII below for information on whether or not an A/C needs to go to Board Committee first.

5. Once the A/C is approved by the board, the department will initiate a purchase requisition (type A) through Galaxy and send the agreement (2 copies) to the vendor for signature before it goes to the Budget Office (BO).

6. The department will send a Contract Transmittal Form with a copy of the board report, 2 originals of the A/C, signed by the vendor, the Vendor's Certificate of Insurance (unless the insurance requirement has been waived by Risk Management, Safety & Police or Legal) and a copy of the purchase requisition created in Galaxy, to the BO for funding verification. BO will forward all documents to the Vice Chancellor of Business and Financial Services for review and signature. (NOTE, on the Contract Transmittal Form, in the blank where the area VP/VC would normally sign, put in the words "Board Approval on _____", filling in the date of the Board meeting at which the document was approved.) For additional information on the certificate of insurance, see #8 below.

7. The Vice Chancellor of Business and Financial Services will forward the signed originals of the A/C to the Purchasing department. One original will be kept on file and added to the contract database spreadsheet. Copies will be made and distributed to Accounts Payable and the originating department. The originating department will send a signed original contract to their vendor contact.

8. It is the processing Department's responsibility to obtain the Certificate of Insurance at the time the vendor is signing the A/C. The required Certificate of Insurance MUST accompany the Contract packet (#6 above). Otherwise, the packet will be returned to the sender and not processed until the Certificate of Insurance is received.

II.   Procedures for Contracts $95,200 and below:

A written contract is necessary when the vendor requires one. If the vendor sends a document which the District needs to agree to and sign, then it is a contract/agreement. If the vendor will accept a Purchase Order in lieu of a separate written contract/agreement, then a written contract/agreement is **not** necessary, and you will follow the process outlined in Section IV. The Purchase Order is a contract/agreement and binds both parties to the terms and conditions of the purchase order.

If you have an agreement/contract $95,200, or below, or for no cost to the District, that needs to be processed:

1. The Department is to make sure they have money and a budget account set up before they proceed with the A/C.

2. The Department will send the A/C, electronically to the GC for review.

3. The GC will send A/C back to department indicating any adjustments needed.

4. If changes have been made to the original A/C, department will make sure vendor approves of the changes.

5. Once the A/C is in final form, the GC will give approval, by email that the document may go forward.

6. The Department will obtain the signature of the vendor on two (2) originals of the A/C. IF the department desires to keep an original of the document for their files, then three (3) originals are needed.

7. **At College Level:**

    i.   The College department will complete a Contract Transmittal Form and initiate a purchase requisition (type A) through Galaxy and send all, along with the vendor-signed copies of the A/C and the vendor's Certificate of Insurance (unless the insurance requirement has been waived by Risk Management, Safety & Police or Legal – see #3 below) to the College Vice President of Business (VPB), for general and budget review/approval. The VPB will indicate approval in the appropriate blanks on the transmittal form, and forward the packet to the President for review and signature.

    ii. The President's Office will forward the packet to the Budget Office for funding verification and logging into the contracts database.

    iii. After logging, the Budget Office will forward the packet to the Purchasing Department. The Purchasing Department will retain one of the originals, send a copy to Accounts Payable and send the other original back to the originating department, who will forward it on to the vendor contact, keeping a copy in the department's files.

8. **At District Level:**

    i.   The District Department will complete a Contract Transmittal Form and initiate a purchase requisition (type A) through Galaxy and send a copy of it, the transmittal form, the vendor-signed A/C and the vendor's Certificate of Insurance (unless insurance requirements have been waived by Risk Management, Safety & Police or Legal – see #3 below) to the appropriate Vice Chancellor for review and sign-off.

    ii. The Vice Chancellor will then forward the packet (originals of contract, transmittal form, and copy of requisition), to BO. BO will initial approval on the transmittal form and forward all documents to the Vice Chancellor of Business and Financial Services, for review and signature.

       iii. Once signed, the Vice Chancellor of Business and Financial Services, will forward the documents to the Purchasing Department. One original will be kept on file in the Purchasing Office and added to the contract database. Copies will be made and distributed to Accounts Payable and the originating District department, along with a signed original. The originating District department will send the signed original of the contract to their vendor contact.

9. It is the processing Department's responsibility to obtain the Certificate of Insurance at the time the vendor is signing the A/C. The required Certificate of Insurance MUST accompany the Contract packet (#6.1.i and 6.2.i above). Otherwise, the packet will be returned to the sender and not processed until the Certificate of Insurance is received.

Keep in mind that the District's regular terms of payment are Net 30. If the individual or company that is being contracted with (vendor) requires payment terms other than Net 30, please indicate the desired terms of payment in the External Notes portion of the purchase requisition format in Galaxy. Please also indicate "Have paper contract" in the External Notes.

NOTE: **Even though the actual contract does not need to go to the Board for prior approval, it will appear on a list, prepared by the Purchasing Department, as part of the Purchase Order listing on the consent Board agenda, for ratification by the Board.**

III. Amendments

Amendments may be done for any contract already signed/approved and in effect, in order to extend the term of the contract, increase the amount of the contract, add to the scope of work, etc. However, if you are doing an Amendment in order to increase the amount of the contract be advised of the following:

Example (1): Original contract was for $68,000 and signed by the College President or Vice Chancellor Business and Financial Services. You want to do an Amendment to add $25,000 to the original contract amount, which would increase the total value of the original Contract to $93,000. This pushes the amount of the original contract over the threshold of $95,200, and requires the Amendment to be approved by the Board of Trustees. In that case, you would process the Amendment by following the procedures in Section I, above.

Example (2): Original contract was for $68,000 and signed by the College President or Vice Chancellor Business and Financial Services. You want to do an Amendment to add $10,000 to the original contract amount, making the total value of the original contract $78,000. This is still under the $95,200 and you can follow the procedures in Section II, above, to process the Amendment.

Contact GC for an Amendment template, if needed. All amendments must go to the GC for final review and approval to move forward for signature.

IV.   Purchase Order Instead of Contract:

1.   You **do not need a written contract** if your vendor does not require one and will accept a Purchase Order (P.O.) instead. Purchase Orders are legal agreements. Simply prepare your purchase requisition in Galaxy, making sure to include the following <u>required</u> information in your external notes:

     For Services:
     a) The purpose of the Contract/purchase order – be as descriptive as possible;
     b) The time period, whether it is one day or from _____ to _____;
     c) The not to exceed amount; and,
     d) Payment provisions, which may include reimbursable expenses and a rate listing.

     For Product:
     a) The proposal or order confirmation number, date, or name of company contact person

2.   You may include any other information/comments you feel necessary in the external and/or internal notes section. Keep in mind that external notes are for the vendor's information. Do not put something in external notes that you don't want the vendor to read – those kinds of notes should be in the internal notes.

3.   If you have any documents that purchasing or the budget office will need in order to process your PO, such as a proposal or order confirmation, you need to note that in the internal notes on your purchase requisition and send those documents to the BO.

4.   In order to be a valid agreement, the PO must be accepted by the vendor. Our Purchasing Department will send the PO to the vendor, either by mail, fax, or email.

NOTE: <u>The Budget Office will not process your requisition unless all of the required information is included in</u>
<u>The notes.</u>

V.   Annual or Renewal Equipment Maintenance Agreements and District/Libraries Software Licensing/Maintenance Agreements

For those Departments that have renewing annual equipment maintenance agreements, or District IT Departments or College libraries renewing software maintenance or licensing agreements, you do not need to go through the complete contract processing arrangement outlined above. The process is as follows:

1.   If you have such an agreement, the document does not have to go to the GC for review and approval and it can be sent to your College Vice President of Business for review and forwarding to the College President for signature, or, in the case of a District department, to your appropriate Vice Chancellor, for review and forwarding to the Vice Chancellor, Business and Financial Services for signature. A Contract Transmittal Form is also to be

included.

2. Once signed, you will initiate an "A" type purchase requisition through the "modify Purchase Requisition" screen in Galaxy for a Contract Purchase Order for the entire value of the annual maintenance.

3. Send a copy of the requisition, along with the signed maintenance agreement, and the completed Contract Transmittal Form, to BO for review.

4. BO will forward the A/C to the Purchasing Department. One original will be kept on file in the Purchasing Office and added to the contract database. Copies will be made and distributed to Accounts Payable and the originating District department, along with a signed original. The originating District department will send the signed original of the contract to their vendor contact.

VI.   Revenue generating Agreements/Contracts

The most common situation where this would apply would be an A/C that is the result of a grant award, agreement, or contract, with an outside agency or entity, to operate programs or to collaborate in activities, or some other situation where the District is compensated in exchange for a service, leased space, product, etc.

For processing the Agreement/Contract -

1. The Department will send the A/C, electronically, to the General Counsel (GC) for review.

2. The GC will send A/C back to department indicating it is either approved to go forward for signature or will note any changes to be made before it can go forward for further processing.

3. The Department will make the necessary changes and obtain approval from the granting agency or outside entity for the changes.

4. IF the A/C is over $500,000 in value, it must have Board approval. Whether or not it has to go to Board Committee first is discussed in Section VIII below. Follow Section I for Board approval process.

5. If the A/C is under $500,000, it does NOT need Board approval and you should refer to Section II.7. for processing, depending on whether you are a District or College Department, except that you do NOT do a purchase requisition – you follow the 2nd paragraph below in the NOTE. If a granting agency or outside entity requires Board approval please refer to #4 above.

NOTE: Process the required number of originals, which is at least 2, but the granting agency may require additional originals.

It is important to know that not only does an agreement/contract have to be approved, but the money the District will be receiving needs to be added to the District/College budget by Board action. So, as soon as possible after the grant has been awarded, contact the BO to start the process of adding the grant money to the District/College budget. The BO will help walk you through this process.

VII. Contracts for use of hotels, convention/community centers, other schools, etc., for banquets, retreats, or other group gatherings (this does not include holding a class).

The process is the same as that indicated above in Section V. Even though the GC does NOT review these documents, the manager/department entering into the contract is still responsible for reviewing the contract.

VIII. How do I know if a Contract/Amendment needs to be put on a Board Committee agenda first?

1. First and foremost, the College President or appropriate Vice Chancellor has the final say on whether or not a contract or amendment has to go to a Board Committee first or can be placed directly on the Board's regular meeting agenda under consent items for District business – contracts and agreements.

2. It is impossible to list all of the situations that may be applicable, but, generally, a contract/amendment should be considered for a Board Committee agenda if it deals with new programs or initiatives; is regarding a non-routine project or special project.

When in doubt, the area Administrator should be consulted, who may, in turn, need to consult with the College President or appropriate Vice Chancellor. Be advised that all items for a Board committee will require a review by the College President or Vice Chancellor, who will bring it to the Chancellor's Cabinet for review prior to submission to Committee.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
BIDDING AND PROCUREMENT PROCEDURES

Purchasing Department's Role

The Riverside Community College District's Purchasing Department, under the Business and Financial Services division, handles the procurement of quality goods, services, and construction from responsible vendors at the lowest cost or best value. The purpose of Purchasing Department is to ensure that the procurement of goods and services is conducted in accordance with the procedures set forth by the Board of Trustees, the California Public Contract Code (PCC), the California Education Code, and other applicable laws of the State of California and the District's internal control polices. Consistent with the California Public Contract Code, the District solicits Invitations to Bid, Requests for Proposals (RFP), Requests for Qualifications (RFQ), or other formal methods of procurement for contracts exceeding bid limits. The Purchasing Department is a separate, independent department that coordinates and works with the District's Facilities Planning & Development, College Business Services, Maintenance and Operations departments, and the District's Construction Management firms on bids associated with public works projects.

The Purchasing Department, along with the department project manager, determines the appropriate bidding method based on the estimated project cost. A bid summary form is completed for public works projects to help determine the bidding method (formal or informal bidding), general contractor (District project) or construction management (CM) project utilizing the multi-prime project delivery method.

Purchasing Bid Limits

Per Public Contract Code section 20651, community college Districts must competitively bid any contract involving an expenditure of:

❖ More than $95,200 (this threshold amount is annually adjusted) for the purchase of equipment, materials, supplies and services (except construction services).

➢ Internal District procedures require the department project manager to obtain informal quotes as follows:
- $1,000 to $9,999 → obtain three (3) verbal quotes
- $10,000 to $95,199 → obtain three (3) written quotes

❖ More than $15,000 for Public Works Projects.

➢ However, Section 22030 of the Public Contract Code (PCC 22030) provides that a District may adopt the California Uniform Public Construction Cost Accounting Act (CUPCCAA) procedures (commonly referred to within the District as UCCAP – Uniform Construction Cost Accounting Procedure), effectively allowing the District to increase the formal bid limits for its public projects.

- On February 16, 2010, the District's Board of Trustees passed a resolution to become subject to the California Uniform Public Construction Cost Accounting Act (CUPCCAA).

California Uniform Public Construction Cost Accounting Act (CUPCCAA)

CUPCCAA is a useful tool for the District as it raises informal quote thresholds, simplifies the informal quote process for small projects, reduces advertising costs, expedites the bidding processes, and increases the likelihood that the bids received will be from responsive, responsible contractors. CUPCCA allows the District to have a less formal bid process, but with appropriate guidelines and checks and balances in place. The relevant thresholds follow:

❖ **Under $45,000 - Quotes.** Contracting for construction services would be exempt from bidding requirements; these projects would be performed by negotiated contract or by purchase order.

  ➢ Under CUPCCAA, the District is required to create and maintain a list of qualified contractors, by the category of work that they perform. Each year, the District is required to publicly invite licensed contractors to submit their name for inclusion on the list.

  ➢ The District may select a qualified contractor from this list for projects under $45,000 without going through an informal or formal bid process.   However, the District has established internal procedures that require Project Managers/Departments to obtain informal quotes (at least three) for projects costing over $10,000.

  ➢ Public works contracts in excess of $25,000 require that additional documentation be prepared and verified by the Purchasing Department, prior to construction, including, but not limited to, agreements performance bonds; payment bonds; (Civil Code Section 3247-3252), worker's compensation insurance certificates, and general liability and automobile certificates of insurance.

❖ **$45,000 - $175,000 - Informal Bid.** Contracts for construction services would be awarded to the qualified contractor submitting the lowest informal bid through the informal bidding process, using the following process:

  ➢ The Purchasing Department sends a Notice of Invitation requesting informal bids to the list of qualified contractors maintained by the Purchasing Department and to a list of specified trade journals. Invitations must be sent at least ten (10) days prior to the informal bid closing date. The District must award to the lowest responsive, responsible bidder.

  ➢ The Purchasing Department prepares an informal bid package, which include bid and contract forms and specifications/drawings.

  ➢ As applicable, documents, including, bid bonds, performance bonds, and payment bonds are required of all contractors doing work under these provisions.

  ➢ The Purchasing Department obtains and verifies required documentation, including certificates of insurance, bonds, and contractor licenses. The Purchasing Department issues the Notice of Award and the signed construction agreement and purchase order, along with the Notice to Proceed.

❖ **Over $175,000 - Formal Bid.** Contracts for construction services remain subject to standard formal bidding procedures, with the exception of advertisement. Publication is required only once, at least 14 calendar days prior to bid opening. Notice must also be mailed to the specified trade journals at least 30 calendar days prior to bid opening. See below.

Formal Bid Requirements

The Purchasing Department ensures that if a contract must be competitively bid, a number of rules, regulations and policies are adhered to, including the following:

❖ The Board of Trustees must either award the contract to the lowest responsive, responsible or reject all bids. (Public Contract Code Section 22038).

❖ For the purpose of securing bids, the District must publish a notice calling for bids at least once a week for two weeks in a newspaper of general circulation published in the District, or if there is no such paper, then in a newspaper of general circulation circulated in the county. (Education Code Section 81641).

❖ The published notice must state the scope of work to be done or materials or supplies to be furnished and the time and the place bids will be opened. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid shall not be received after that time. (Public Contract Code Section 22037).

❖ The Board of Trustees can only award a contract to a "responsible bidder", i.e., a bidder who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the public works contract. (Public Contract Code Section 1103). Before rejecting the lowest bid on the basis that the bidder is not "responsible", the District's legal counsel is consulted to ensure that both substantive and procedural legal requirements are met.

❖ The Board of Trustees must reject bids that are "non-responsive", i.e., bids that do not comply with all statutory requirements or do not substantially conform to the notice calling for bids and the material requirements of the specifications. However, the Board of Trustees may either waive minor and nonsubstantive irregularities that do not provide a competitive advantage or reject bids that do not conform completely to the notice calling for bids and bid specifications. Before either rejecting the lowest bid on the basis that it is non-responsive or waiving any irregularities, the legal counsel is consulted to ensure that both substantive and procedural legal requirements are met.

❖ Contractor must possess a valid contractor or business license at the time of the contract award.

❖ Contractors/Sub-Contractors whose bid price is equal to or greater than one-half of one percent (0.5%) of the total base bid amount must be listed as a part of the bid proposal.

❖ Listed Contractors/Sub-Contractors can only be substituted under very specific circumstances, as allowed by the PCC, and with the District's written permission. Bid shopping is illegal is not allowed by the District.

❖ It is unlawful to split bids into smaller contracts to avoid public competitive bidding requirements. (Public Contract Code Section 20657).

❖ Allow contractor on a public works project to provide an equal to materials, products, things, or services specified in the contract documents. (Public Contract Code Section 3400).

➢ However, specifications may designate by brand or trade name if the Board has made a finding based on the following: (1) to conduct a field test or experiment of the product, (2) to match existing products in use on the particular public work, (3) to obtain a product that is only available from one source, or (4) to respond to an emergency.

❖ Public Works contracts must be bid using prevailing wage rates.

❖ Contractors engaging in a public works project must meet the requirements of Labor Code section 1725.5 and register with the Department of Industrial Relations.

Contracts Exempt from Competitive Bidding Requirements

Public Contract Code Section 20651(c) expressly provides that contracts for professional services or advice, insurance services, other purchases or services are exempt from Section 20651. The following are some examples of other types of projects/contracts not subject to the usual competitive bidding requirements:

❖ **Emergencies.** Public Contract Code Section 22050 provides that competitive bidding may be avoided when repairs, alterations, work, or improvements are necessary to avoid danger to life or property in an emergency.

❖ **The State List.**   Competitive bidding may be waived when purchasing materials, equipment, or supplies through the Department of General Services or utilizing its California Multiple Award Schedule ("CMAS"). California Multiple Award Schedules (CMAS) are supplier agreements based upon an existing Federal GSA or other approved multiple award contracts.   CMAS offers a wide variety of commodity and information technology products at prices that have been assessed to be fair, reasonable, and competitive.

❖ **Piggyback Bids.** Competitive bidding may be waived by proper arrangement with another public agency to purchase or lease materials, supplies, equipment, vehicles, and other personal property where the purchasing agency has complied with its own applicable statutes. This is also known as "piggybacking." This purchasing arrangement involves using the pricing from a piggyback contract held by another school District or public agency in the absence of additional public bidding. The originating District must follow formal bid procedures and other piggyback procedures. Piggybacking reduces the cost of procurement and often provides lower prices than a single jurisdiction would be able to obtain. A piggyback contract generally cannot include any "public work."

❖ **Professional Experts.** Without going to bid, Districts may contract with a person who will furnish "special services and advice" to the District in financial, economic, accounting, engineering, legal, or administrative matters.   Any person so employed must be specially trained and experienced and competent to perform those special services. (Government Code Section 53060.) However, all "architectural and engineering services" as defined in Government Code Section 4529.10 must be procured pursuant to a fair, competitive selection process through a request for proposal/qualification process.