




# BULLETIN

**SUBJECT:** New Object Codes for Materials Development Lab Costs 2017-18 NO. BS-22

**TO:** All Sites and Departments

**DATE:** December 8, 2017

**PREPARED BY:** Gloria Chung **DEPARTMENT:** Budget Services  
Director, Fiscal Services

**REVIEWED BY:** Gerardo Castillo, CPA **APPROVED:**   
Chief Business Officer

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We have created new object codes for the Materials Development Lab costs. The new object codes will enable the district to record all transactions for the Material Development Lab.

Effective immediately, please use following object codes:

- **4317** Instructional Material Lab costs (**Instructional** purposes)
- **4327** Instructional Material Lab costs (**Non-instructional** purposes)

The Fund Specialist/Analyst assigned to your site/department will set up the budget code in ESCAPE.

Thank you for your cooperation. Please feel free to contact the appropriate staff member assigned to your site if you have any questions. Names and numbers are listed below.

| Name             | Title           | Number   |
|------------------|-----------------|----------|
| Adriana Avitia   | Fund Specialist | 643-7868 |
| Holly Hu         | Fund Specialist | 643-7861 |
| Merilee Carrasco | Fund Specialist | 643-7869 |
| Meuy Saechin     | Budget Analyst  | 643-7864 |
| Nancy Wheelhouse | Fund Specialist | 643-7845 |
| Stella Reyes     | Budget Analyst  | 643-7867 |
| Steven Haskins   | Fund Specialist | 643-7856 |
| Tiffany Snowdon  | Fund Specialist | 643-7852 |

cc: Lisa Allen, Deputy Superintendent  
Iris Taylor, Ed.D., Chief Academic Officer  
Chad Sweitzer, Instructional Assistant Superintendents  
Mary Hardin Young, Instructional Assistant Superintendents  
Tu Moua, Instructional Assistant Superintendent  
Olga Simms, Instructional Assistant Superintendents  
Don Wangberg, Central Printing Supervisor