

### **Sum Sufficient Appropriations**

For internal service fund requests for sum sufficient and/or internal service fund requests, please array your budget requests as described in the PB system by program, service area, subobject code, and fund detail for all expenditures and then use subobject 4101 (Sum Sufficient Recovery) to offset the total dollar amount being requested the service area level. You should enter a request for positions supported by the sum sufficient appropriation in the same manner as any other request for positions.

### **Appropriate Subobject Codes for Budget Submissions**

The base budget submission needs to be arrayed by program, service area, subobject code, and fund detail for all personal service requests and the nonpersonal service subobject codes listed in the table below. Any remaining dollar amount for nonpersonal services may be grouped in the “xx95” convenience codes, which are also listed below. No other convenience subobject codes may be used.

#### **Required Nonpersonal Service Subobject Codes as applicable.**

1205 Seat Management Services

1214 Postal Services

1215 Printing Services

1216 Telecommunications Services (provided by VITA)

1217 Telecommunications Services (provided by non-state vendor)

1218 Telecommunications Services (provided by another state agency)

1241 Auditing Services

1242 Fiscal Services

1243 Attorney Services

1244 Management Services

1245 Personnel Management Services

1246 Public Informational and Public Relations Services

1247 Legal Services

1248 Media Services

1271 Information Management Design and Development Services (provided by VITA)

1272 VITA Pass Thru Charges

1273 Information Management Design and Development Services (provided by another State agency (not VITA) or vendor)

1274 Computer Hardware Maintenance Services  
1275 Computer Software Maintenance Services  
1276 Computer Operating Services (provided by VITA)  
1277 Computer Operating Services (provided by another State agency (not VITA) or vendor)  
1278 VITA Information Technology Infrastructure Services (Provided by VITA)  
1279 Computer Software Development Services  
1292 VITA Services Provided to Out of Scope Agencies  
1321 Coal  
1322 Gas  
1323 Gasoline  
1324 Oil  
1325 Steam  
1326 Wood Fuels  
1431 Categorical Aid to Local Governments and Constitutional Officers (Not Technology)  
1432 Payments in Lieu of Taxes  
2011-2012 Operating Plan 6  
1433 General Revenue Sharing  
1434 Disaster Aid to Local Governments  
1435 Special Payments to Localities  
1436 Categorical Aid to Local Governments and Constitutional Officers for Technology  
1441 Payments to Substate Entities  
1442 Payments to Individuals  
1451 Grants to Intergovernmental Organizations  
1452 Grants Nongovernmental Organizations  
1453 Out-of-State Political Entities  
1455 Disaster Cost Reimbursements to Other State Agencies  
1456 Disaster Aid to Nongovernmental Organizations  
1511 Aircraft Insurance  
1512 Automobile Liability  
1513 Flood Insurance  
1514 Inland Marine Insurance  
1515 Marine Insurance  
1516 Property Insurance  
1517 Boiler and Machinery Insurance  
1521 Computer Capital Leases  
1522 Central Processor Capital Leases  
1523 Computer Software Capital Leases  
1524 Equipment Capital Leases  
1525 Building Capital Leases  
1526 Land Capital Leases

1527 Land and Building Capital Leases  
1531 Computer Rentals (not mainframe)  
1533 Computer Software Rentals  
1534 Equipment Rentals  
1535 Building Rentals  
1536 Land Rentals  
1537 Land and Building Rentals  
1538 Building Rentals – State Owned Facilities  
1539 Building Rentals – Non-State Owned Facilities (Payment administered by DGS)  
1542 Electrical Service Charges  
1543 Refuse Service Charges  
1544 Water and Sewer Service Charges  
1547 Private Vendor Service Charges  
1551 General Liability Insurance  
1552 Money and Securities Insurance  
1553 Medical Malpractice  
1554 Surety Bonds  
1555 Workers' Compensation  
1561 Computer Peripheral Installment Purchases  
1562 Computer Processor Installment Purchases  
1563 Computer Software Installment Purchases  
2011-2012 Operating Plan 7  
2211 Desktop Client Computers (microcomputers)  
2212 Mobile Client Computers (microcomputers)  
2214 Mainframe Computers and Components  
2215 Network Servers  
2216 Network Components  
2217 Other Computer Equipment  
2218 Computer Software Purchases  
2219 Development Tools Purchases  
3111 Bond Issuance Expenses  
3112 Bond Issuance Fees  
3113 General Obligation Bond Financing  
3114 General Obligation Bond Interest Retirement  
3115 Revenue Bond Financing  
3116 Revenue Bond Interest Retirement  
3117 Revenue Bond Principal Retirement  
3121 Anticipation Loan Interest Retirement – Not drawdown or mortgage loans  
3131 Anticipation Loan Interest Retirement – Drawdown and Mortgage Loans  
3132 Mortgage Loan Interest Retirement

3196 Indirect Cost Recoveries from Auxiliary Programs for Obligations  
3198 Inter-Agency Recoveries for Obligations  
3199 Intra-Agency Recoveries for Obligations

Definitions for these subobject codes can be found on the DPB Web site.

**All the allowable nonpersonal convenience codes are:**

1295 Undistributed Contractual Services  
1395 Undistributed Supplies and Materials  
1495 Undistributed Transfer Payments  
1595 Undistributed Continuous Charges  
2195 Undistributed Property and Improvements  
2295 Undistributed Equipment  
2395 Undistributed Plant and Equipment  
3195 Undistributed Obligations