

# Costs That Do Not Require Specific Approval (6200, 6300, and 6400)

## Professional and Contracted Services (6200)

The following costs do not require specific approval in Schedule #8—Professional and Contracted Services (6200). If these costs are budgeted, they should be included in the “Remaining 6200 Professional and Contracted Services that do not require Specific approval” line of that schedule. All costs must be for allowable services directly related to the grant program and prorated for the amount used by the grant program.

- Test scoring
- Staff and student tuition and fees for higher education, public, and nonpublic schools for the following:
  - Services rendered by institutions of higher education (IHEs) for the benefit of local educational agency (LEA) personnel when payment is made directly to the institution
  - Tuition when the LEA is under contract to provide instructional services to students
  - Other tuition and transfer payments not detailed above
  - NOTE: If tuition is to be paid by the staff or student participant and then reimbursed upon completion of the course, budget this cost in Schedule #10—Other Operating Costs (6400).

- Maintenance and repair of equipment purchased with grant funds rendered by firms, individuals, or organizations other than the LEA

Maintenance or repair costs include normal upkeep, repair, and minor restorations of grant-funded equipment. When contracted maintenance and repair services are rendered, the total cost of the service, labor, and parts is to be included in the appropriate contracted services account.

- Utilities, including communication costs:
  - Telecommunication charges for telephone services, cell phones, pagers, modem lines, fax, and other similar telecommunication devices

Note #1: Cell phone contracts **must** be in the name of the fiscal agent/grantee and **not** in the name of the employee.

Note #2: Cell phone stipends (or cell phone allowances) are **not** allowable costs for either federally or state-funded grant programs.

  - Electricity when grant activities are conducted before school, after school, or during the summer
  - Energy sources such as natural gas, propane, coal, and other fuel used for the heating and cooling of buildings when grant activities are conducted before school, after school, or during the summer
  - Water, wastewater treatment, and sanitation (garbage disposal) when grant activities are conducted before school, after school, or during the summer
- Rentals and leases for equipment not owned by the grantee’s organization, including the rental or lease of the following:

- Furniture
- Computers
- Telecommunications equipment
- Audio-visual equipment
- Vehicles (including buses)
- Temporary meeting room space (such as hotel meeting rooms used for professional development sessions)
- Contracted accounting or bookkeeping services (that do not meet the definition of professional services that require licensed professionals)
- Contracted services provided by education service centers (ESCs)

Specific approval is not required for miscellaneous contracted services that do not meet the definition of professional services, consulting services, or obtaining the services of a third party to perform activities that are central to the purposes of the award, including training, professional development, and evaluation.

- Contracted publication and printing costs  
Nonprofit organizations require specific approval for contracted publication and printing costs.
- Legal services (allowable only when necessary for the administration of the grant program); retainer fees not allowable
- Audit costs for federal programs audited in accordance with the requirements in [OMB Circular A-133](#) Single Audit.

## Supplies and Materials (6300)

General supplies and materials include consumable items. They are not capitalized. These items have a relatively low unit cost (though they are often used in large quantities) but are necessary for carrying out program activities or administration of the grant program.

The following costs do not require specific approval on Schedule #9—Supplies and Materials (6300). If these costs are budgeted, they should be included in the “Remaining 6300 Supplies and Materials that do not require specific approval” line.

- Maintenance and operations supplies and materials, such as the following:
  - Gasoline or fuel for transportation
  - Janitorial supplies
  - Building maintenance supplies
  - Supplies for upkeep of equipment
- Textbooks and other reading materials
  - Supplementary textbooks that are purchased by the school district and furnished free to students participating in the grant program
  - Magazine or newspaper subscriptions and subscriptions for business, professional, and technical periodicals, placed in classrooms, offices, or libraries (NOTE: Subscriptions must be in the name of the organization and not in the name of an individual.)
  - Reference books and other reading materials placed in a classroom or office but not cataloged and controlled by the library
  - Library books and media that do not meet capitalization criteria of the school or that have a useful life of one year or less

- District food service
  - Food and food-related costs—transportation, handling, processing, and other related activities
  - Nonfood items—napkins, straws, brooms
  - Miscellaneous food service supplies

To be allowed under the grant, your food costs for grant activities must not be reimbursed by the federal school breakfast and lunch program. Refer to the [TEA Guidelines Related to Specific Costs](#) for information about food costs, as they are allowable under very limited circumstances.

- General supplies and materials
  - Office supplies—paper, pencils, forms, postage
  - Audiovisual aids—CDs, DVDs
  - Workbooks
  - Supplies for satellite dish and other technology supplied
  - Equipment (not capitalized) other than technology hardware or software (NOTE: Non-capitalized technology hardware and software require specific approval on Schedule #9—Supplies and Materials [6300])

## Other Operating Costs (6400)

The following costs do *not* require specific approval on Schedule #10—Other Operating Costs (6400). If they are budgeted, they should be included in the “Remaining 6400 Other Operating Costs that do not require specific approval” line.

- In-state travel for employees (out-of-state travel requires specific approval)
- Conference and workshop fees for in-state travel for employees
- In-state travel for students or nonemployees (specific approval is required for nonprofit organizations)
- Transportation for participants or parents to or from grant activities
- Field trips that meet the guidelines established by TEA (see the [TEA Guidelines Related to Specific Costs](#) for information on educational field trips)
- Stipends for nonemployees (specific approval is required for nonprofit organizations)
- Property and liability insurance for the grantee organization
- Bid notices and newspaper advertisements
- Food and beverage costs, under very limited circumstances (see the [TEA Guidelines Related to Specific Costs](#) for information on allowable food costs.)
- Incentives for participation and awards for recognition (see [TEA Guidelines Related to Specific Costs](#) for more information on incentives and awards)
- Publication and printing costs (Specific approval is required for nonprofit organizations)
- Membership dues or fees for professional and technical organizations directly related to and necessary to carry out the objectives of the grant
- Reimbursement of tuition and fees for courses directly related to the grant program