

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
CODING CHART FOR KEY PROPERTY MANAGEMENT ACTIVITIES

Item	Property Management Document or Transaction (F.A. = Federal Aid)	Account Number or Parcel Number		**Expenditure Authorization		Class Code		Federal Prorate Percentage		Agency Object Code	
		F.A. Projects	*Non-F.A. Projects	F.A. Projects	*Non-F.A. Projects	F.A. Projects	*Non-F.A. Projects	F.A. Projects	*Non-F.A. Projects	F.A. Projects	*Non-F.A. Projects
A.	Property - Tenant Masters for Income and Expenditure	Account No.	Account No.	Multi-Phase R	None	1 & 4	2	Required	Not Required	None	None
B.	Maintenance Expenditures: <ul style="list-style-type: none"> • Receiving Records • Confirming Service Contracts • Cash Expenditure Vouchers • Draft Purchase Orders • Bill and Invoices 	Not Required	Not Required	Multi-Phase R	911034	None	None	None	None	6058	7058
		"	"	"	"	"	"	"	"	"	"
		"	"	"	"	"	"	"	"	"	"
		"	"	"	"	"	"	"	"	"	"
C.	Rental Offsets: <ul style="list-style-type: none"> • Revision of Rental Agreement • Rent Adjustment Slip 	Account No.	Account No.	None	None	None	None	None	None	None	None
		"	"	"	"	"	"	"	"	"	"
D.	Utility Charges: <ul style="list-style-type: none"> • Receiving Record 	Not Required	Not Required	Multi-Phase R	911034	None	None	None	None	7002	7002
E.	Rodent Control	Not Required	Not Required	Multi-Phase R	911034	None	None	None	None	6058	7058
F.	District Maintenance Office Charges	Not Required	Not Required	Multi-Phase R	911034	None	None	None	None	Activity Code 1038	Activity Code 1038

Includes excess land acquired on Federal-aid projects.

For properties classified other than Class 1, 2, or 4, use Expenditure Authorization set forth in most recent Right of Way MSA Code Instructions for MSA CODE 671.

CODING CHART FOR KEY PROPERTY MANAGEMENT ACTIVITIES (Cont.)

Item	Property Management Document or Transaction (F.A. = Federal Aid)	Account Number or Parcel Number		**Expenditure Authorization		Class Code		Federal Prorate Percentage		Agency Object Code	
		F.A. Projects	*Non-F.A. Projects	F.A. Projects	*Non-F.A. Projects	F.A. Projects	*Non-F.A. Projects	F.A. Projects	*Non-F.A. Projects	F.A. Projects	*Non-F.A. Projects
G.	Revenue from Sale of Improvements, Equipment, Furniture and Other Personal Property:	Parcel No.	Parcel No.	Multi-Phase 9	911034	None	None	None	None	None	None
	• Improvement Disposal Report	"	"	F.A.No.	None	"	"	"	"	"	"
	• Inventory Disposal Record	"	"	None	None	"	"	"	"	"	"
	• Register of Right of Way Improvements and Personal Property Inventory Disposal Record	"	"	Multi-Phase 9	911034	"	"	"	"	6086	7086
	• Proposal	"	"	"	"	"	"	"	"	"	"
	• Bill (of sale)	"	"	"	"	"	"	"	"	"	"
	• Shipping Record	"	"	"	"	"	"	"	"	"	"
H.	Clearance Contracts	Not Required	Not Required	Multi-Phase 9	None	None	None	None	None	6056	7056

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