

## How to Read "Scope and Activity Line Item Codes"

The Form you are receiving is to determine Capital purchases within your Agency.

Directions on determining your Scope and Activity Line Item Codes, determine what type of Capital you want to purchase, which is in the first column on the left.

1. Note the symbol for this selection: **1X.XX.XX**
  - ◆ The 1 is for "**CAPITAL**" whereas the "X" symbols represent numbers to come once an additional selection is made.
  - ◆ Later selections will follow the same format.
2. Then look at the second column and decide if the purchase is for:
  - ◆ **BUS 11.XX.XX**
  - ◆ **FIXED GUIDEWAY 12.XX.XX**
  - ◆ **NEW START\* 13.XX.XX** (\*See note on Scope and Activity Line Item Codes)
3. Next, look into the third and fourth columns to specify your selection further.
  - ◆ Example: The selection of "**Revenue Rolling Stock XX.1X.XX**" followed by the selection of "**Purchase-Replacement XX.12.XX**" (Up to this point you will have **11.12.XX**)
4. Subsequently, choose from the range of final products in the fifth column that will be purchased.
  - ◆ Example: The selection of "**.01 Bus STD 40 ft.**" would give you **11.12.01**
5. Finally, put all of the numbers you have selected together to form your "**Scope and Activity Line Code.**"
  - ◆ Example: **11.12.01**