

## **OPERATING EXPENSES AND EQUIPMENT**

**6451**

(Revised 10/2017)

Each department must prepare supplementary schedules of the various items of operating expense and equipment needed to support the programs of the department. Schedules must be prepared and furnished to Finance per instructions issued in a Budget Letter. The Supplementary Schedule of Operating Expenses and Equipment ([DF 300](#)), and the Supplementary Schedule of Equipment, ([DF 302](#)), are required from each department. The DF-300 report is available in FI\$Cal (Hyperion) to assist departments in preparing this schedule.