

# ACCEPTABLE PURCHASES

Supplies – Office General **1 <sup>st</sup> choice – HUB vendor**	4010	Building Supplies and Materials	4076
		Landscaping Supplies	4077
Supplies – Paper Goods & Janitorial **1 <sup>st</sup> choice – HUB vendor**	4011	Furnishings & Equipment – non inventory	4085
		Furnishings & Equipment – research	4086
Supplies – Education **1 <sup>st</sup> choice – HUB vendor**	4012	Postage Stamps	5655
Supplies – Other **1 <sup>st</sup> choice – HUB vendor**	4014	Office Furnishings & Equipment – only if under \$500, if over \$500 contact Purchasing	5750
Supplies – Computer Consumables **1 <sup>st</sup> choice – HUB vendor**	4020	Medical, Scientific & Laboratory Equipment- only if under \$500, if over \$500 contact Purchasing	5751
Subscription, periodicals, and info services	4025	Institutional Furnishings & Equipment-only if under \$500, if over \$500 contact Purchasing	5752
Fuel & Lubricants	4030	Shop & Industrial Equipment- only if under \$500, if over \$500 contact Purchasing	5753
Medical Supplies	4045		
Food Purchases *only for research, seminars, teaching*	4050	Educational Books, Film & References – excluding the Library	5765#
Fertilizer	4056		
Pesticides	4058	Telecommunications – parts and supplies ***only if it <u>does not</u> increase the value of the asset by 25% or more***	5120
Supplies & Materials – Roads and Highways	4060		
Parts-motor vehicles ***only if it <u>does not</u> increase the value of the asset by 25% or more***	4065	Employee Training – Registration Fees	5215
Parts-machinery and equipment ***only if it <u>does not</u> increase the value of the asset by 25% or more***	4066	Employee Training- Computer Training (IT Dept and Arthur – Library only)	5216
Parts-tractors ***only if it <u>does not</u> increase the value of the asset by 25% or more***	4068	Employee Training- Tuition Employee License/Certification & Fees – other	5217
		Employee License/Certification & Fees – other	5230
Shop and Industrial Supplies	4075	Food Purchases* - Not Business meals	6339
Gift Cards*****	6335	Food Purchases*-Business Meals	6340

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\*Food purchase documentation must include who, what, when, where, and why. **Only Institutional (Local) accounts can be used.**

\*\*Note for all, please contact HUB vendors for quotes, if at all possible.

\*\*\*If you have any questions regarding the value, contact Purchasing.

\*\*\*\* When using State funds, card holders are required to abide by TIBH set-a-sides, State of Texas Term Contract, and TDCJ manufacture goods before purchasing these items with the ProCard.

\*\*\*\*\*Gift Card purchases form required

**#PLEASE DO NOT USE THE P-CARD FOR PURCHASES FROM COMPLETE MEDIA SUPPLY OR ANY OTHER HUB VENDOR PURCHASE**