

ACCEPTABLE PURCHASES

Supplies – Office General **1 st choice – HUB vendor**	4010	Building Supplies and Materials	4076
		Landscaping Supplies	4077
		Furnishings & Equipment – non inventory	4085
Supplies – Paper Goods & Janitorial **1 st choice – HUB vendor**	4011	Furnishings & Equipment – research	4086
Supplies – Education **1 st choice – HUB vendor**	4012	Flowers-bereavement/decor	6335
Supplies – Other **1 st choice – HUB vendor**	4014	Fabrics/ Linens	4080
		Linens - Dry Cleaning	5635
Supplies – Computer Consumables **1 st choice – HUB vendor** (ie-printer toner)	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	Educational Books, Film & References – excluding the Library	5765
Medical Supplies	4045	Telecommunications –i.e. texting services for students/RAs	5630
Fertilizer	4056	Employee Training – Registration Fees / Conferences/Continuing Ed	5215
Peripherals (mouse/keyboard)	5760	Employee Training- Tuition	5217
Supplies & Materials – Roads and Highways	4060	Employee License/Certification & Fees – other	5230
Parts-motor vehicles ***only if it <u>does not</u> increase the value of the asset by 25% or more***	4065	Food Purchases* - Not Business meals	6339
Parts-machinery and equipment ***only if it <u>does not</u> increase the value of the asset by 25% or more***	4066	Food Purchases*-Business Meals	6340
Shop and Industrial Supplies	4075		
Gift Cards***** MUST have a completed gift card log attached to report see Accountings Rules on gift purchases.	5241		

PLEASE NOTE:

*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