

Title/number	Item you are looking for	Sub Object Code	Where to Look on Procurement
Advertising	(Contact Public Relations before ordering)		
82101504	Ads/ newspaper	558830 - ADV & MAR SER-NEWSP/BILLBRD	advertising/newspaper
82101503	Ads/ magazine	558830 - ADV & MAR SER-NEWSP/BILLBRD	advertising
82101603	Ads/ Internet	558830 - ADV & MAR SER-NEWSP/BILLBRD	advertising
82101602	Ads/ TV	558830 - ADV & MAR SER-NEWSP/BILLBRD	advertising
Library	(For Library use only)		
14111536	Library Books	534100 - BOOKS & PERIODICALS	library/ library book or borrowed cards (7001)
56121011	library Videos	570200 - LIBRARY AUDIOVISUAL MATERIALS	library/ library compact disc or audio cassette displayer (7020)
55101519	Library Serials	534100 - BOOKS & PERIODICALS	periodicals/ mag periodicals, serials (7010)
83121605	NYLINK or Faulkner	556380 - BUIDING/PROPERTY SERVICES	remote database info retrieval
Memberships/ Subscriptions			
94101607	Memberships	550060 - MEMBERSHIP FEES	organizations/Educational or teacher associations
55101519	Magazine Subscriptions	550050 - SUBSCRIPTIONS SERVICES	periodicals (5005)
Postage/ Shipping			
78102200	shipping/freight charges	556010 - POSTAGE & SHIPPING	postal and small parcel and courier services under parcel
78102203	Pitney Bowes/FEDEX /Post office	556010 - POSTAGE & SHIPPING	mailing or mail pick up delivery service under postal
Physical Plant	(Physical Plant Use Only)		
15101505	Diesel Fuel	535630 - FUEL FOR MOTOR VEHICLES	Gas for maint. Trucks
15101506	Gasoline or Petrol	535630 - FUEL FOR MOTOR VEHICLES	
78111808	Vehicle Rental	541500 - EMPLOYEE TRAVEL-RENTAL CARS	transportation
78111809	Vehicle Leasing	551250 - LEASES-VEHICLES	transportation
78141600	Car Inspections	556380 - BUIDING/PROPERTY SERVICES	inspection
41113101	Emissions Test Analyzer	573590 - INSTRUMENTATION EQUIP	automotive exhaust emissions analyzer
85121810	Drug Testing	558810 - Medical/Clinical Services	healthcare services/drug or alcohol screen
21101708	Mower and Sweeper Parts	572900 - Heavy Equip - Non FA	repair parts/mower parts or accessories
46171505	Keys	533010 - Household	Keys under defense and law enforcement
80111613	Labor	558420 - Manpower Services	temporary manual labor
73151702	fire alarm monitoring service	556380 - Building/Property Services	fire protection materials treatment service
72102100	pest control	556380 - Building/Property Services	
83101901	energy conservation - Utilities	555520 - Electricity	subobj 5510, acct #860696
Maintenance	(Physical Plant Use Only)		
47121701	trash bags	533000 - Facility/Residential Supplies	
40161505	air filters	533010 - Household	
47131800	cleaning supplies	533000 - Facility/Residential Supplies	
31211500	paint	537700 - Materials for Manufacturing	
47131820	recycled solvent	533000 - Facility/Residential Supplies	
26111705	batteries	535620 - Supplies & Tools for Maint/Rep	dry cell batteries
47131828	auto cleaner	533000 - Facility/Residential Supplies	
IT	Check with IS before ordering - (Can't be purchased with P-Card)		
43211602	Docking Station	572400 - It Equip - Other Non FA	
43211711	scanner	572400 - It Equip - Other Non FA	
43211509	Tablet computer	572410 - Personal Computers Non FA	
43211507	Computer/Desktop	572410 - Personal Computers Non FA	
43211503	Computer/ laptop	572410 - Personal Computers Non FA	
43211903	LCD Monitors	572400 - It Equip - Other Non FA	
43212000	web cam		
44103103	computer toner		
43212105	Laser printer		printer
43232500	software		many choices to choose from/use educational or reference software if for classroom and nothing else fits
86141703	education to go software		
81112200	software maint & Support		
81112201	maintenance contracts for copiers		maintenance or support fees
82121701	copying services		
81111812	Printer repair		hardware maint
43191600	Phone cables		personal communications devices accessories or parts
32101622	flash drives/memory		electronic components
43211600	computer cables, connectors, adaptors		computer access
60104912	cables		
86141501	cable		
43212001	computer privacy screens		
43222612	Ethernet switch		networking switch
81111812	IT Hardware Maintenance		computer hardware maint or support
45111602	projector bulbs (lamps)		audio visual/projector bulbs
43211700	Note taker		electronic component parts & raw materials & accessories
43201811	DVD Drive		
44102900	surge protector		office machine accessories
26121536	extention cords		
Athletics	(Athletics Only)		
90141500	Sporting Event		events
90141702	Refs and Umps		adult sports league
78111803	busing for sports events		
49211606	Lacrosse, hockey gloves		gloves/golf gloves (other sports)
53111901	Cleats		athletic footwear
80131500	Field Rental (baseball ect)		lease and rental of property or building
49161524	Soccer and Baseball field paint		sports/soccer field marking equipment
84131603	athletic insurance		
53102700	uniforms		
Teacher Resources			
60101727	Teacher given tests		teacher associations
55101524	Classroom how to books		book/reference books
60105900	Educational Material		
60101200	Educational incentives		(has a 3000 sub obj code)
60101700	Teacher resource materials		

60106207	teaching aids		
Health Services	(Health Services and Counseling)		
84131602	Insurance		health or hospitalization insurance
42143100	Pregnancy kits		obstetrical and gynecological equipment and supplies
60105621	Alcohol education course		education/drug or tobacco or alcohol abuse education instructional material
51142002	asprin		
53131610	eye care		
51161800	cough and cold medication		
51161900	nasal spray		
51101500	zithromax & antibiotics		
51191905	vitamins		
51181706	cream hydrocortisone		
51161600	antihistamines		
51142100	pain reliever		
Labs			
41122409	lab tools		
41122400	lab supplies		laboratory implements
30101509	copper		
41121805	Graduated Cylinder plastic		cylinder/laboratory graduated cylinder
51201617	Rabies Vaccine		vaccine/rabies vaccine
12171700	decolorizer (vet sci)		color compounds and dispersments
73152100	Lab equipment repair/maintenance		manufacturing equipment maintenance and repair services
60103936	anatomy charts		
41111700	microscope repair (5885)		
60104000	Micro Bio Supplies		
42301501	heart models		anatomical models (has supplies and equipment subobj)
42201700	ultra sound/x-rays machines		(has 3000 and 7000 sub obj codes)
Office Supplies			
44120000	office supplies		
44121716	Highlighters		
44101603	shredder		
44101801	calculator		
44111905	Dry-erase board or accessories		
44111907	Bulletin board or accessories		
44111906	Chalk board or accessories		
44121706	pencils		
44121707	colored pencils		
44121802	white out		
14111514	post-its		
44122011	folders		
44122017	hanging folders		
44122002	sheet protectors		
44122105	binder clips		
Graduation	(Commencement Only)		
90121702	Sign lang interpreter		interpreter
90101602	Tent Rental		
91101800	rental graduation gowns		clothing rental
53102705	graduation gowns		school uniforms
82151704	bagpiper and organist		musicians/musicians services
92101902	ambulance		ambulance services