

COMMONLY USED COMMODITY CODES

COMMONLY USED COMMODITY CODES			
<i>For Vendor Orders</i>	General	Detail	
	Commodity	Item Commodity	
Item Being Purchased	3 Digit Class Code	5 Digit Code	Comments
AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.			
Decorations: Holiday, Party, etc.	037	34	
Gifts, Including Gift Cards and Gift Certificates	037	43	
Novelties, Promotional and Specialty Products, Including Biodegradable	037	52	
ART EQUIPMENT AND SUPPLIES			
Drawing and Painting Supplies: Brushes, Canvas, Chalk, Colors (Acrylic, Oil, Water, etc.), Crayons, Palettes, Paper and Pads, Staples, etc.	050	40	
Glue, Paste, etc., Art	050	43	
Paper, Art, Various Types	050	59	
Picture Frames and Framing Supplies: Mat Cutters, Mats, Molding, Stretcher Strips, etc.	050	60	
Shapes, Strings, Tapes, Twists, etc. Decorative Art Items	050	82	
Silk Screen Process Supplies	050	85	
BADGES, AWARDS, EMBLEMS, NAME TAGS AND PLATES, JEWELRY, ETC.			
Badges, Buttons, Emblems, and ID Cards, Celluloid and Plastic: Student, Faculty, Membership, Employee, etc.	080	10	
Badges, Buttons, Emblems, and Patches, Metal: Cap, Game Wardens', Officers', Service Awards, Uniform, etc.	080	15	
Nameplates, Engraved and Easels	080	30	
Convention Badges and Name Tags, Adhesive Back	080	35	
Convention Badges and Name Tags, Nonadhesive type	080	38	
Holders, Metal: Card, Door Name Card, Label, etc.	080	40	
Fasteners, For Badges, etc.: Metal, Plastic, etc.	080	44	
Holders, Metal: Card, Door Name Card, Label, etc.	080	46	
Nameplates, Metal, Adhesive Back	080	50	
Nameplates, Metal, Non-adhesive Back	080	53	
Nameplates, Plastic	080	55	
Nameplates, Specialty, Including Clocks, Logos, Pen/Pencil Sets, etc.	080	56	
Ribbons and Rosettes, For Awards and Non-Award	080	57	

<i>For Vendor Orders</i>	General	Detail	
	Commodity	Item Commodity	
Item Being Purchased	3 Digit Class Code	5 Digit Code	Comments
Trophies, Plaques, Awards, Certificates, etc. (Not Otherwise Classified)	080	78	Trophy/Plaques/Awards
CHEMICAL LABORATORY EQUIPMENT AND SUPPLIES			
Aprons and Gloves, Laboratory: Plastic, Rubber, etc.	175	03	
CLOTHING: ATHLETIC, CASUAL, DRESS, UNIFORM, WEATHER AND WORK RELATED			
Athletic Clothing	200	10	
Athletic Clothing Accessories	200	11	
Children's Clothing	200	13	
Coats, Jackets, Parkas, Vests, Cold Weather	200	16	
Compostable Disposable Clothing, Including House Slippers and Hats	200	18	
Dresses, Skirts, Blouses	200	25	
Food Service Clothing	200	26	
Folkloric Clothing	200	27	
Formal Clothing: Tuxedos, Formal Gowns, etc.	200	28	
Hazardous Environment Clothing	200	31	
Hospital Wear, Patient	200	32	
Hospital Wear, Professional	200	34	
Infant Apparel, Including Booties and Shoes	200	36	
Insulated Clothing	200	38	
Laboratory Clothing, All Kinds (See 175-03 for Aprons and Gloves)	200	40	
Maternity Clothing	200	42	
Pants, Slacks, Trousers, Shorts, Jeans, etc.	200	44	
Party Wear	200	45	
Inmate Clothing	200	49	
Recycled Clothing	200	56	
Shirts, Dress and Casual	200	70	
Silk Screened and Embroidered Clothing and Apparel	200	74	ECISD shirts & student shirts
Suits: Dress and Casual	200	76	
Sweaters	200	78	
Swimwear	200	79	
Uniforms, Blended Fabric	200	85	
Uniforms, Cotton	200	86	
Uniforms, Synthetic Fabric	200	87	

<i>For Vendor Orders</i>	General	Detail	
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Item Being Purchased	3 Digit Class Code	5 Digit Code	Comments
Uniforms, Wool and Woolen Blends	200	88	
Waistcoats	200	90	
Uniforms, Arc Rated for Electrical Work	200	91	
Work Clothes	200	92	
CLOTHING ACCESSORIES (SEE CLASS 800 FOR SHOES AND BOOTS)			
Caps, All Types, Except Disposable and Hospital Types	201	30	
Emblems, Braids, Buttons, and Patches For Caps and Uniforms, Including Chevrons, Epaulettes and Shoulder Boards	201	37	
Gloves: Latex, Plastic, PVC, Poly, Synthetic, Vinyl, etc., All Types	201	42	
Robes, Caps, and Gowns, Choir and Graduation Types	201	67	Tassels/Robes/Cap & Gowns
Shower Accessories: Bath Robes, Caps, Shoes, Wraps, etc.	201	73	
COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS			
Cable: Printer, Disk, Network, etc.			
Drives, External; Jump Drives, Flash Drives, Thumb Drives, USB Drives, etc.	204	32	Flash/Hard Drive
Keyboards	204	48	Keyboard & Mouse
Microcomputers, Desktop or Tower based	204	53	PC for Office/Classroom
Microcomputers, Laptop, Notebook and Tablets	204	54	Computer Laptop/Notebook
Monitors	204	60	Computer Monitors
Power Supplies and Power Related Parts, Internal	204	72	
Printers, Laser	204	77	Network/Laser Printer
Printers, Microcomputer (Not Otherwise Classified)	204	82	PC Printer for desk (Desktop Printer)
COMPUTER HARDWARE AND PERIPHERALS FOR MAINFRAMES AND SERVERS			
Scanners, Document: Handheld, Desktop, and High Volume	206	84	Desktop Scanners
COMPUTER ACCESSORIES AND SUPPLIES			
Battery Charger	207	14	
Computer Cart	207	23	Charging Cart
Outterbox	207	34	
Printer Cartridges/Toner	207	72	
COMPUTER SOFTWARE FOR MICROCOMPUTERS, SYSTEMS, INCLUDING CLOUD-BASED (PREPROGRAMMED)			
*Accounting/Financial: Bookkeeping, Billing and Invoicing, Budgeting, Payroll, Taxes, etc., Microcomputer	208	10	

<i>For Vendor Orders</i>	General	Detail	
	Commodity	Item Commodity	
Item Being Purchased	3 Digit Class Code	5 Digit Code	Comments
*Application Software, (Not Otherwise Classified), Microcomputer	208	11	Licensing for Software
*Business Software, Misc.: Agenda, Labels, Mail List, Planning, Scheduling, etc., Microcomputer	208	20	
*Business Intelligence Software, Microcomputer	208	21	
*Communications: Networking, Linking, etc. (Includes Clustering Software), Microcomputer	208	27	
Course Evaluation Software, Microcomputer	208	31	
*Data Processing Software, Microcomputer	208	36	
*Database Software, Microcomputer	208	37	
*Desktop Publishing, Microcomputer	208	39	
*Driver and Hardware Support Programs, Microcomputer	208	40	
*EDI (Electronic Data Interchange) Translator Software, Microcomputer	208	42	
*Educational: eLearning, Foreign Languages, Math, Science, Social Studies, etc., Microcomputer	208	43	
*E-Mail Software, Microcomputer	208	44	
*Expert System Software, Microcomputer	208	45	
*E-Commerce Software, Microcomputer	208	46	
*Human Resources Software, Microcomputer	208	51	
*Integrated Software, Microcomputer	208	53	
*Internet, Web Site and Mobile Application Development Software, Microcomputer	208	54	
*Inventory Management Software, Microcomputer	208	55	
*Law Enforcement Software, Microcomputer	208	57	
*Language Translation Software, Microcomputer	208	58	
*Library Information Management and Library Catalog Database Software, Microcomputer	208	59	
*Medical Software, All Types, Microcomputer	208	60	
*OCR and Scanner Software, Microcomputer	208	61	
*Photo Identification Software, Microcomputer	208	62	
*Postage/Mailing and Shipping Software, Microcomputer	208	64	
*Professional: Computer Training, E-learning, Hospital/Pharmacy, Legal, etc. Software, Microcomputer	208	66	
*Project Management Software, Microcomputer	208	68	

<i>For Vendor Orders</i>	General	Detail	
	Commodity	Item Commodity	
Item Being Purchased	3 Digit Class Code	5 Digit Code	Comments
*Printing Software, Microcomputer	208	70	
*Procurement Software, Microcomputer	208	71	
*Software, Microcomputer (Not Otherwise Classified)	208	80	
*Software For Computer Software Training, Microcomputer	208	81	
*Surveying Systems Software, Microcomputer	208	85	
*Software, Monitoring, Microcomputer	208	88	
*Threat Alert Software, Microcomputer	208	89	
FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES, EXCEPT NUCLEAR AND WELDING			
First Aid Cabinets, Kits, and Refills	345	32	
Masks, Filters, and Parts: Dust and Gas	345	72	
Personal Protective Equipment (PPE), Blood Borne Pathogen Protection, (Not Otherwise Classified)	345	74	
Vests, Safety	345	92	
FLAGS, FLAG POLES, BANNERS, AND ACCESSORIES			
Flags: Municipal, School, Departmental, Agency, etc.	350	45	
Flags: State and U.S.: Cotton, Nylon, Polyester, and Wool	350	70	
FOODS: PERISHABLE			
Water, Bottled, Drinking, Including Distilled, Mineral, Sparkling and Spring	390	91	Bottled Water(ex. Sam's)
FOODS: STAPLE GROCERY AND GROCER'S MISCELLANEOUS ITEMS			
Chips, All Types	393	10	
Beverage Base, Not Fountain	393	33	Powerade, Gatorade
Candy, Confectionery and Marshmallows, Including After Dinner Mints or Savories	393	34	
Coffee, Instant, Regular and Decaffeinated	393	40	
Creamer, Cream Substitutes and Other Non-Dairy Items	393	44	
Grocers' Items: Cake Decorations, Candles, Canned Fuel, Food Preservatives, Matches, Meal Kits, Toothpicks, Meal Preparation Items, etc.	393	56	Snack Supplies (Ex. From Sam's)
Nuts, Edible, Including Sunflower Seeds	393	67	
Popcorn	393	71	
Soft Drinks	393	77	
Sugar and Sweeteners	393	81	
Tea (Not Instant)	393	84	

<i>For Vendor Orders</i>	General	Detail	
	Commodity	Item Commodity	
Item Being Purchased	3 Digit Class Code	5 Digit Code	Comments
Tea, Instant	393	85	
FURNITURE: CAFETERIA, CHAPEL, COURTROOM, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL			
Auditorium, Stadium, Team Seating Furniture and Bleachers	420	04	
Cafeteria Furniture: Chairs and Tables, Including Stacking Types	420	08	
Folding Chairs and Tables, Plastic or Resin	420	25	
Furnishings (Not Otherwise Classified)	420	34	
Library Furniture: Book Trucks, Card Cabinets, Carrels, Chairs, Curb-Side Book Returns, Dictionary Stands, Step Stools, Tables, etc.	420	56	
Mailroom Furniture: Bins, Boxes, Carts, Consoles, Including Wrapping Consoles, Mail Systems, Sorters, Tables, etc.	420	66	
Schoolroom Furniture, Metal: Cabinets, Chairs, Desks, etc.	420	84	
Schoolroom Furniture, Wood: Cabinets, Chairs, Desks, etc.	420	88	Use for student chairs, desks
Showcase, Trophy Cases and Exhibit Cases	420	92	
FURNITURE: OFFICE			
Chairs, Metal	425	06	
Chairs, Wood	425	07	Wood Chairs
Credenza Unit, Metal	425	13	
Credenza Unit, Wood	425	14	
Desks and Tables, Metal	425	20	
Desks and Tables, Wood	425	21	Wood Desks
Filing Cabinets, Metal: Card, Jumbo, Lateral, Legal, and Letter	425	40	
Filing Cabinets, Wood: Card, Lateral, Legal, and Letter	425	41	
Hutches for Desks, Credenzas, etc.	425	49	
Modular Panel Systems, With Metal Connecting Mechanism	425	54	
Modular Panel Systems, With Synthetic Connecting Mechanism	425	55	
Partitions, Free Standing, All Types, Custom and Stock Sizes	425	56	
Plastic, Polypropylene, Fiberglass Office Furniture: Chairs, Desks, Tables, etc.	425	58	Office Chairs
Stepladders, Safety, Office Use	425	77	Office Ladders
Shelving, Wood, Not Library or Shop	425	79	
Shelving, Metal, Not Library or Shop	425	80	
Stands, Office Equipment and Machines	425	83	
GERMICIDES, CLEANERS, AND RELATED SANITATION PRODUCTS FOR HEALTH CARE PERSONNEL			

<i>For Vendor Orders</i>	General	Detail	
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Item Being Purchased	3 Digit Class Code	5 Digit Code	Comments
Disinfectant, Germicidal	435	25	
HARDWARE AND RELATED ITEMS			
Batteries, Dry Cell, Except Communications Radio and Electronic	450	06	Batteries
Flashlights and Spotlights, Security Type	450	31	
Garbage Cans, Containers and Racks	450	34	
Ladders, Metal, All Types	450	49	
Ladders, Wood, All Types	450	51	
METAL, PAPER, AND PLASTIC STENCILS AND STENCILING DEVICES			
Stencil Cutting Machine	555	30	Dyecuts
MUSICAL INSTRUMENTS, ACCESSORIES, AND SUPPLIES			
Band Instruments/Accessories	580	10	Fine Arts
Music, Sheet and Folio	580	35	
Musical Instrument Repair Parts and Supplies, Except Organ and Piano)	580	40	
Musical Supplies: Music Holders, Strings, Reeds, Rhythm Sticks, etc.	580	45	Musical Supplies
Orchestra Instruments/Accs	580	53	Fine Arts
Pianos, Accessories, Tuning Instruments, Parts and Supplies	580	60	
Choir Supplies/Accessories	580	70	Fine Arts
Stringed Instruments, Conventional and Accessories: Banjos, Guitars, Violins, Violas, etc.	580	80	
OFFICE MACHINES, EQUIPMENT, AND ACCESSORIES			
Accessories, Calculators, Electronic	600	02	
Adding Machines	600	05	
*Braille Writers and Printers	600	14	
Calculators, Electronic, Display Type, Non-Programmable	600	17	
Calculators, Electronic, Display Type, Programmable	600	19	
Calculators, Electronic, Printing Type, Non-Programmable	600	21	
Calculators, Electronic, Printing Type, Programmable	600	22	
Copy Machines, Including Parts and Accessories	600	42	
*Copy Machines, Digital-Networked	600	43	
Folding Machines	600	62	
Label Dispensing Machines and Accessories, For Continuous Form Labels	600	66	
Shredders, Paper and Media	600	82	

<i>For Vendor Orders</i>	General	Detail	
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Item Being Purchased	3 Digit Class Code	5 Digit Code	Comments
OFFICE MECHANICAL AIDS, SMALL MACHINES, AND APPARATUSES			
Date and Time Machines and Parts	605	24	
Embossing Machines and Labeling Machines and Tapes, Including Credit Card Embossers	605	30	
Magnifying Glasses and Magnifiers	605	42	
Moisteners, Sanitary; and Rubber Finger Tips, Including Sheet Lifters	605	46	
Paper Trimmers, Hand, Blade Type	605	55	
Pencil Sharpeners, Electric and Battery Operated	605	60	
Pencil Sharpeners, Manual; and Parts	605	63	
Punches, Paper	605	65	
Scissors and Shears, Office	605	69	
Seal, Notary and Departmental	605	78	
Staple Removers	605	82	
Stapling Machines, Including Parts and Accessories	605	85	
OFFICE SUPPLIES: CARBON PAPER AND RIBBONS, ALL TYPES			
Ribbons, Adding Machine and Calculator, All Types	610	35	
OFFICE SUPPLIES, GENERAL			
Binders: Chain, Post, Prong, Ring, etc.	615	09	
Boards: Calendar, Schedule, Dispatch, Manning, etc.	615	14	
Box Files	615	17	
Calendars, Calendar Pads and Stands	615	19	
Chair Cushions, All Types	615	21	
Chair Mats, Carpet Protectors, All Types	615	23	
File Dividers: Labels, Tabs, etc.	615	39	
File Folders: Expanding Envelopes, Wallets, etc.	615	41	
File Folders, Hanging Type; and Accessories	615	43	
File Folders, Regular, Legal and Letter Sizes	615	45	
Index Tabs: Celluloid, Cloth, etc.	615	49	
Letter and Card Trays, All Types	615	55	
Office Supplies, General (Not Otherwise Classified)	615	60	Misc. Office Supplies
Paper Clips, Ball Bearing	615	67	
Paper Clips, Clamps, Fasteners, Round and Flat Head, Dispensers, etc.	615	69	
Paper Fasteners, Prong Type	615	71	

<i>For Vendor Orders</i>	General	Detail	
	Commodity	Item Commodity	
Item Being Purchased	3 Digit Class Code	5 Digit Code	Comments
Planners, Organizers	615	72	
Rubber Bands, All Sizes	615	75	
Rubber Stamps, Stamp Pads, Stamp Pad Ink and Stamp Racks	615	77	
Rulers, All Types (See 305-35 For Drafting)	615	79	
Staples	615	81	
Tacks (Office Use): Map, Thumb, etc., Including Push and T Pins	615	84	
Tape and Dispensers, Office Type	615	88	Includes Tape Dispensers
Wastebaskets, Office, All Types	615	95	
OFFICE SUPPLIES: ERASERS, INKS, LEADS, PENS, PENCILS, ETC.			
Pencils, Lead; Including Pencil Leads and Pencil Lengtheners	620	60	Includes Pencil Leads
Pens, General Writing Types: Ball Point, Nylon Tip, Plastic Tip, Roller Ball, etc.	620	80	All Pen Types
PLASTICS, RESINS, FIBERGLASS: CONSTRUCTION, FORMING, LAMINATING, AND MOLDING EQUIPMENT, ACCESSORIES, AND SUPPLIES			
Laminating Presses, Film, ID Pouches, and Supplies	665	42	Laminating Film/Supplies
PUBLICATIONS, AUDIOVISUAL MATERIALS, BOOKS, TEXTBOOKS, PREPARED MATERIALS ONLY			
Books, Curriculum Guides, Directories, Magazines, Pamphlets, Periodicals, Publications, Reprints, etc.	715	10	
Books, Reference, Including CD Versions: Dictionaries, Encyclopedias, etc.	715	12	
Manuals: Parts, Personnel, Policy, Purchasing, Training, etc., (Not Otherwise Classified)	715	47	
Textbooks, Special Education	715	84	
Textbooks, Pre-Kindergarten thru 5th Grade, Including Student and Teacher Editions	715	85	
Textbooks, 6th thru 8th Grade, Including Student and Teacher Editions	715	86	
Textbooks, 9th thru 12th Grade, Including Student and Teacher Editions	715	87	
Textbooks, College Level, Including Student and Teacher Editions	715	88	
Textbooks, Early Childhood	715	89	
RADIO COMMUNICATION EQUIPMENT AND ANTENNAS, INCLUDING PARTS AND ACCESSORIES			

<i>For Vendor Orders</i>	General	Detail	
	Commodity	Item Commodity	
Item Being Purchased	3 Digit Class Code	5 Digit Code	Comments
Two-Way Radio Receivers, Transmitters, Transceivers: Mobile and Base Station, Audio Transfer	726	89	Radio
Two-Way Radio Supplies, Parts, and Accessories	726	90	Radio Accessories/Parts
REFRIGERATION EQUIPMENT AND ACCESSORIES			
Ice Making and Dispensing Machines (Not Dry Ice)	740	45	Ice Machine
Refrigeration Accessories and Supplies: Capillaries, Controls, Dryers, Expansion Valves, Refrigerant Oil, Sealants, Sight Glasses, Thermometers, Vibration Eliminators, etc.	740	59	
Refrigerators and Freezers, Commercial	740	70	
Water Filters, Ice Machine	740	88	
SCHOOL EQUIPMENT, TEACHING AIDS, AND SUPPLIES			
Agendas and Planners, Student	785	02	Student Planners
Atlases, Charts, Globes, and Maps	785	05	
Blackboards, Chalkboards and Dry Erase Boards	785	15	
Blind Teaching and Training Equipment and Supplies	785	17	
Classroom Equipment and Supplies, (Not Otherwise Classified)	785	32	Regular Instructional Material
Easels, Accessories and Supplies, All Types, Including Flip Charts	785	47	
Educational Games and Toys, All Types	785	53	
Recycled School Equipment and Supplies	785	86	
Science Instruction Supplies	785	88	use to order frogs, pigs, etc.
SIGNS, SIGN MATERIALS, SIGN MAKING EQUIPMENT, AND RELATED SUPPLIES			
Signs and Related Supplies	801	86	can use for school signs
SOUND SYSTEMS, COMPONENTS, AND ACCESSORIES: GROUP INTERCOM, MUSIC, PUBLIC ADDRESS, ETC.			
iPods	803	16	
Speakers	803	80	
SPORTING GOODS, ATHLETIC EQUIPMENT AND ATHLETIC FACILITY EQUIPMENT			
Football Equipment	805	48	
Physical Education Equipment	805	62	
Trainer Supplies	805	84	
TELEPHONE EQUIPMENT, ACCESSORIES AND SUPPLIES			
Headset	839	85	
TELEVISION EQUIPMENT AND ACCESSORIES			

<i>For Vendor Orders</i>	General	Detail	
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Item Being Purchased	3 Digit Class Code	5 Digit Code	Comments
Video Projectors Acc/Parts	840	76	Use for overhead projectors
TICKETS, COUPON BOOKS, SALES BOOKS, STRIP BOOKS, ETC.			
Tickets Purchase	860	70	Example for Fiddlesticks
VISUAL EDUCATION EQUIPMENT AND SUPPLIES, (SEE CLASS 285 FOR PROJECTION LAMPS)			
Pointer	880	30	Projector Pointer
Smart Boards	880	43	
CONSULTING SERVICES			
Accounting, Auditing, Budget Consulting	918	04	
Administrative Consulting	918	06	
Advertising Consulting	918	07	
Agricultural Consulting	918	09	
Asbestos Consulting	918	13	
Appraisals Consulting	918	14	
Buildings, Structures and Components Consulting	918	19	
Business Consulting	918	21	
Communications Consulting	918	24	
Compliance Consulting, Including American Disabilities Act (ADA)	918	25	
Public Relations Consulting	918	26	
Community Development Consulting	918	27	
*Computer Hardware Consulting	918	28	
*Computer Software Consulting	918	29	
*Computer Network Consulting	918	30	
Construction Consulting	918	31	
Consulting Services (Not Otherwise Classified)	918	32	
Disadvantaged Business Enterprise (DBE) or Historically Underutilized Business (HUB) Consulting Including Technical Assistance	918	35	
*E-Commerce Consulting	918	36	
Education/Training Consulting	918	38	Instr. Consulting Services
Elevator, Escalator, Moving Walks Consulting	918	39	
Employee Benefits Consulting	918	40	
Energy Conservation Consulting	918	41	
Environmental Consulting	918	43	
E-Mail Archiving and Records Management Consulting	918	44	

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Item Being Purchased	3 Digit Class Code	5 Digit Code	Comments
*Feasibility Studies, Consulting	918	46	
Geological Consulting	918	55	
Human Resources, Relations Consulting	918	65	
Human Services Consulting, Including Mental Health Consulting	918	67	
Insurance Consulting	918	69	
Inventory Consulting	918	70	
*IT Consulting, (Not Otherwise Classified)	918	71	
Landscaping Consulting	918	73	
Legal Consulting	918	74	
Management Consulting	918	75	
Marketing Consulting	918	76	
Mail Consulting	918	77	
Medical Consulting	918	78	
Organizational Development Consulting	918	83	
Real Estate and Land Consulting, Including Land Survey Consulting and Land Developers	918	89	
*Strategic Planning and Consulting	918	90	
Roofing Consulting	918	91	
*Security and Safety Consulting	918	93	
EDUCATIONAL AND TRAINING SERVICES			
Education & Training Services	924	19	Educational Research Services
Education & Training Services	924	35	In-Service Training, Employee
Education & Training Services	924	75	Special Education Consultant
Education & Training Services	924	80	Tutoring Services
EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR APPLIANCE, ATHLETIC, CAFETERIA, FURNITURE, MUSICAL INSTRUMENTS, AND SEWING EQUIPMENT			
Music Instrument Maint/Repair	931	58	Fine Arts
Office Furniture Install	931	45	
FINANCIAL SERVICES			
Notary Services	946	67	Includes Renewal & Stamp
LIBRARY AND SUBSCRIPTION SERVICES, INCLUDING RESEARCH SERVICES, INTERNET AND PERIODICAL SUBSCRIPTIONS			
Magazine Subscription	956	40	
NewsLetter Subscription	956	49	

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Item Being Purchased	3 Digit Class Code	5 Digit Code	Comments
Newspaper Subscription	956	50	
MISCELLANEOUS SERVICES, NO. 1 (NOT OTHERWISE CLASSIFIED)			
Building Permit Services	961	09	Building Permit Services
Administrative Services, All Kinds	961	02	Policy Update
Legal Services, Attorneys	961	49	
Travel Agency Services	961	78	Use for National Travel Co.
MISCELLANEOUS SERVICES, NO. 2 (NOT OTHERWISE CLASSIFIED)			
Amusement and Entertainment Services, Including Performing Arts Professionals and DJ Services	962	05	Jumpers Rentals
Document Shredding Services	962	27	
Installation	962	46	
Laminating Services	962	51	
Professional Services	962	58	
MISCELLANEOUS FEES, DUES, PERMITS, REGISTRATIONS, REBATES, POSTAGE, TAXES			
Employee-Advance Travel	963	01	Air, Hotel, Meals, Mileage, etc.
Employee-Reimbursement	963	02	Reimburse for Travel & Other
Freight Costs	963	03	Freight/Shipping Costs
Conference Fees	963	37	
Tournament Fees	963	41	
Membership Dues	963	48	
Registration Fees	963	64	
Meals (Includes Luncheons)	963	47	
REAL PROPERTY RENTAL OR LEASE			
Athletic Facility Rental or Lease	971	02	
Booth, Convention and Exhibit, Rental or Lease	971	05	
Room Rental or Lease for Conferences, Seminars, etc.	971	65	Room Rental; Rentals for meetings
RESEARCH AND EDUCATIONAL SERVICES, HIGHER EDUCATION			
Visiting Speakers	972	58	
RENTAL OR LEASE SERVICES OF AGRICULTURAL, AIRCRAFT, AIRPORT, AUTOMOTIVE, MARINE, AND HEAVY EQUIPMENT			
Automobiles and Other Passenger Vehicles, Including Emergency Type Rental or Lease	975	14	Car Rental Services; If not part of staff travel
RENTAL OR LEASE SERVICES OF OFFICE, PHOTOGRAPHIC, PRINTING, RADIO/TELEVISION/TELEPHONE EQUIPMENT			

<i>For Vendor Orders</i>	General	Detail	
	Commodity	Item Commodity	
Item Being Purchased	3 Digit Class Code	5 Digit Code	Comments
Copy Machine Rent/Lease	985	24	Long Terms for Copiers
Drinking Water-Cooler	985	28	Long Term POs for water
<i>For Warehouse Orders</i>	General	Detail	
	Commodity	Item Commodity	
Item Being Purchased	3 Digit Class Code	5 Digit Code	Comments
Envelopes, #10 Window	310	24	Inventory Code 0005
Envelopes, Regular	310	30	Inventory Code 0004
Envelopes, Green Inter-Office	310	60	Inventory Code 0006
Paper, Copy, Letter 8 1/2 x 11	645	10	Inventory Code 0001
Paper, Copy, Letter 8 1/2 x 14	645	32	Inventory Code 0002
Last revised 11/8/2021			