

P-Card Purchases by Object Code

Allowable		Not Allowable
3300	Airline Tickets - Hotel Rooms Conference Registrations	Meals Gas - Tolls
3500	Under \$2500 - Off-Site Repairs and Maintenance Only	Over \$2500; No On-Site Repairs and Maintenance, Unless Pre- approved by Purchasing
3600	Uniform and Mat Rentals; Conference Rooms; Buses (District Bid); Rental Cars; Other Equipment Rentals Not Requiring On-Site Labor by Vendor	No Other Rental Services Allowed
3620	Monthly Copier Rental and Cost-per-copy Charges	No Other Expenditures Allowed
3690	Raptor Software License Renewals Swank Movie Licensing	All, Except Raptor and Swank, Unless Pre- approved by IT and Purchasing
3720	Postage - FedEx - UPS	Bulk Mail
3900	Carpet/VCT Cleaning - Printing Services (District Bids)	No On-site Purchases without Purchasing's Pre-approval.
4500	Gasoline for District-Owned Vehicles/Equipment Only	
5100	Consumable Supplies, Educational Supplies, Office Supplies from Office Depot under the State of Florida consumable office supplies contract.	Tax
5191	Flash/Jump/Thumb Drives	
5200	Classroom Books, Textbooks	
6100	Library Books (Function 6200) Books for Classroom Libraries (Function 5100)	
6220	Posters, Globes, Music CDs Flags, DVDs, etc.	
6420	Equipment under \$499.99: TV's*, DVD players, Classroom Equipment, Tools	Nothing over \$499.99 No Fixed Assets
6440	The following items under \$499.99: Printers, Keyboards, Mouse, Scanners, Webcams, External Hard Drives *TV's Used as Monitors	Computers iPods/ MP3 players iPads, Tablets, E-readers
6490	Document Cameras, Camcorders/Digital Cameras, Wireless Presenters, Cases for Laptops/iPads	Nothing over \$499.99 No Fixed Assets
6920	None-Unless Pre-Approved by Purchasing and IT	
7300	Registrations for <u>Online</u> Conferences	Membership Dues