

Purchasing Services Categories

03.2019

Category Name	Category Description	Staff
ADVERTISING	All Advertising Costs	Sheikia
APPLIANCES	All Major and Small Appliances	Seandee
AWARDS	All Awards, Prizes, Trophies and Incentive Items	Monica R
BOOKS	All Books, eBooks, and Reference Materials	Ginger
COMMENCEMENT	All Commencement Costs, including Diplomas, Gowns and any Graduation Costs	Sheikia
COMMUNICATIONS	All Telephone, Cell Phone and Radio Costs	Jennifer
COMPUTER LICENSE/SFTWR	All Computer Licensing, Software, Tech Support Services and Agreements	Monica R
CONSTRUCTION	All Construction Related Costs	Monica J
CONSULTANTS	All Consultant Agreements and Provider Services Costs	Seandee
CONSULTANTS - MTU	All MTU Consultant Agreements and Services Costs	Sheikia
CONSULTANTS - PW	All Public Works Consultant Agreements and Service Costs	Monica J
CONSULTANTS - UNDER \$10k	All Non-Public Works Consultant Agreements and Services Costs UNDER \$10,000	Sheikia
CONTRACTS - PW	All Public Works Contracts - NO Technology Related Contracts	Monica J
CONTRACTS - RCOE	All Contracts for Riverside County Office of Education/Superintendent of Schools	Martha
COPIERS & FAX	All Purchases of Copiers or Fax Machines	Martha
CUPCCAA	All Public Works Projects as a result of a CUPCCAA Bid	Martha
EQUIPMENT	All Equipment; anything with a Unit Cost of \$500 or more	Seandee
EQUIPMENT - TECH	All Technology Equipment; anything with a Unit Cost of \$500 or more	Seandee
FEES - CALCARD	Registration Fees paid by Purchasing Services' CalCard	Jennifer
FEES & PERMITS	All Fees and Permits - NO Conference, Workshop or Field Trip Costs	Monica R
FILED TRIPS	All Field Trip Costs, including Transportation, Tickets and Fees	Monica R
FOOD SVC	All Food Service, Supplies and Equipment Costs	Ginger
FUEL	All Gasoline and Diesel Costs	Jennifer
FURNITURE	All Classroom and Office Furniture	Martha
HOTEL RESERVE	Hotel Reservations WHEN NO PO or CHECK is accepted	Jennifer
INSURANCE	All Medical, Dental and Property Insurance Premiums and Retiree Incentives	Sheikia
MAINT AGREEMENTS	All Service or Maintenance Agreements for Equipment	Martha
MEDICAL	All Medical, Dental and Healthcare Costs	Sheikia
OPEN A - O	Open PO's for Vendors starting with A thru O or numbers	Monica R
OPEN P - Z	Open PO's for Vendors starting with P thru Z	Monica R
PORTABLES	All Portable Building and Relocatable Costs and Agreements	Monica J
RENTAL/LEASE - BLDGS	All Building Rental or Lease Costs	Monica J
RENTAL/LEASE - EQUIP	All Rentals or Leases of Equipment	Martha
REPAIRS - EQUIPMENT	All Equipment Repair Costs and Payments to Vendors	Sheikia
SERVICES - MISC	All Miscellaneous Service Costs that do not fall under any other Category	Monica J
SERVICES - PRINTING	All Printing and Reprographic Services, Business Cards and Name Badge Costs	Sheikia
SUBSCRIPTIONS	All Paper and Electronic Newspaper and Magazine Subscriptions	Ginger
SUPPLIES - ART	All Art Supplies and Materials - NO Equipment	Monica R
SUPPLIES - ATHLETIC	All Athletic Supplies and Materials - NO Equipment	Monica R
SUPPLIES - AUDIO VISUAL	All Audio Visual Supplies and Materials - NO Equipment	Ginger
SUPPLIES - COMPUTER	All Computer and Printer Supplies - NO Equipment	Martha
SUPPLIES - CUSTODIAL	All Custodial Supplies - NO Equipment	Ginger
SUPPLIES - LIBRARY	All Library Supplies and Materials - NO Equipment	Ginger
SUPPLIES - MAIL	All Mail, Postage and Related Supplies	Ginger
SUPPLIES - MAINT/GROUNDS	All Maintenance and Grounds Supplies - NO Equipment	Ginger
SUPPLIES - MATH	All Math Class Supplies and Instructional Materials - NO Equipment	VACANT
SUPPLIES - MEDICAL	All Medical Supplies and Materials - NO Equipment	Sheikia
SUPPLIES - MUSIC	All Music Supplies and Materials - NO Equipment	Monica R
SUPPLIES - OFFICE	All Office Supplies and Materials - NO Equipment	Sheikia

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SUPPLIES - SCIENCE	All Science Class Supplies and Instructional Materials - NO Equipment	VACANT
SUPPLIES - TESTING	All Testing and Assessment Supplies and Materials - NO Equipment	VACANT
UNIFORMS	All Staff and Student Uniform and Shirt Costs for Purchases, Cleaning and Repairs	Monica R
UTILITIES	All Utility Costs	Jennifer
VEHICLES	All Vehicle Purchases	Seandee