

## Purchasing Services Categories

02.02.2022

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

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Category Name	Category Description	Staff
UNIFORMS	All Staff and Student Uniform and Shirt Costs for Purchases, Cleaning and Repairs	LILY
UTILITIES	All Utility Costs	JENNIFER
VEHICLES	All Vehicle Purchases	SANDRA
VEHICLES - LEASING	All Vehicle Leasing	SANDRA