

| Banner | ALPHABETICAL LIST FOR CREDIT CARD PURCHASES |
|---------------|---|
| 773100 | Acids |
| 772810 | Advertising (Marketing) Services - <i>REQUIRES APPROVAL OF Univ Mktg Comm</i> |
| 775640 | Advertisements - Radio - <i>REQUIRES APPROVAL OF Univ Mktg Comm</i> |
| 775640 | Advertisements - Television - <i>REQUIRES APPROVAL OF Univ Mktg Comm</i> |
| 772860 | Air Express Services |
| 773000 | Air Filter (AC, clean air machine) |
| 773300 | Air Filter (Auto) |
| 772990 | Alterations |
| 773000 | Aluminum Foil |
| 772990 | Analysis - (chemical, soil, water, etc.) |
| 773340 | Anchor |
| 773120 | Anesthetic |
| 773840 | Animal Semen (less than \$5000) |
| 773280 | Animal Supplies |
| 773840 | Animals - (less than \$5000) |
| 773840 | Animals - Dead |
| 773280 | Animals - Feed |
| 773040 | Antifreeze |
| 773000 | Appointment Book/Calendar |
| 773800 | Apps for iPad, tablets, phones |
| 773330 | Aprons |
| 773280 | Asphalt |
| 772950 | Background Check |
| 773000 | Badges |
| 773280 | Bait (pest) |
| 773340 | Balances |
| 773280 | Ballasts |
| 773000 | Balloons |
| 773120 | Bandages |
| 773300 | Batteries - Auto |
| 775100 | Batteries - Cell Phone |
| 773000 | Batteries - disposable |
| 773340 | Batteries - <i>rechargeable</i> |
| 773350 | Batteries - rechargeable (computer) |
| 773300 | Belts (parts) - equipment or auto |
| 773340 | Binders - 3-ring |
| 773300 | Blades (Saw) |
| 773330 | Blankets |
| 773340 | Blinds |
| 773280 | Bolts |
| 773820 | Books/Films/Reference material (for permanent retention) |
| 773150 | Bottled Water - not on state accounts |
| 774700 | Bowling (Rental of space) |
| 773000 | Boxes - Storage (cardboard) |
| 773280 | Breaker Box |

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|---------------|--|
| 773340 | Briefcase |
| 772180 | Brochures -printing/reproduction - <i>Univ Mkt Comm must approve</i> |
| 773340 | Broom |
| 773280 | Bug spray |
| 772660 | Building M&R |
| 773280 | Building Supplies and Materials |
| 773310 | Bulbs - Plants |
| 773300 | Bulbs - Projector |
| 773340 | Bulletin Board |
| 772730 | Business Cards |
| 773040 | Butane |
| 773350 | Cables - Computer |
| 773340 | Cables - other |
| 773340 | Calculator |
| 773000 | Calendar |
| 773340 | Camera - digital (less than \$500 only) |
| 773680 | Car Washing |
| 773300 | Casters |
| 773280 | Caulk |
| 773340 | Caulking gun |
| 773820 | CD - music |
| 773000 | CD cases |
| 773000 | CD - blank |
| 773770 | CD-Compact Disc-Rewritable |
| | Cell phones - CONTACT TELECOMMUNICATIONS |
| 773280 | Cement |
| 773340 | Centrifuge |
| 772100 | Certification Fee |
| 773340 | Chains |
| 773340 | Chairs (Not allowed on P-Card without Design Center Recomendation) |
| 773000 | Chalk |
| 773100 | Chemicals |
| 773100 | Chlorine |
| 773280 | Clamps |
| 772810 | Classified Ad - <i>requires approval of University Marketing Communication</i> |
| 773000 | Clay |
| 772770 | Cleaning Services |
| 773000 | Cleaning Solution/Supplies |
| 772730 | Clipart |
| 773340 | Clipboard |
| 773340 | Clocks |
| 773340 | Clothing - Employee uniforms, other clothing |
| 773000 | Clothing - tshirts for employees or give-away |
| 773000 | Coffee filters |
| 773340 | Coffee Pot |

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|---------------|--|
| 773004 | Coffee (creamer, splenda, sweet-n-low) |
| 773280 | Commode |
| 772760 | Communication Services - electronic (Teleconference) |
| 773100 | Compressed Air |
| 773300 | Compressor (part for A/C system) |
| 773350 | Computer Cables |
| 773770 | Computer Equipment - (less than \$5000) |
| 772670 | Computer Equipment M&R |
| 773350 | Computer Equipment Parts -internal |
| 773350 | Computer Memory |
| 773800 | Computer Software - less than \$5000 |
| 773350 | Computer Sound Cards |
| 773280 | Concrete |
| 772030 | Conference Registration Fees - <i>REQUIRES APPROVED TRAVEL REQUEST FOR OUT OF TOWN</i> |
| 774060 | Container Rental |
| 773340 | Cooking Utensils |
| 772730 | Copy Services |
| 773340 | Curtains |
| 773000 | Cut Flower Arrangements |
| 773340 | Date Stamp |
| 773000 | Decals |
| 772430 | Defensive Driving Tuition |
| 773040 | Degreaser |
| 772860 | Delivery Services |
| 773820 | Dictionary |
| 773340 | Digital Recorder |
| 773030 | Directories |
| 773280 | Dirt |
| 773340 | Dishwasher |
| 773000 | Disinfectant |
| 773000 | Diskettes |
| 775240 | Distilled Water |
| 773770 | Docking Station |
| 772100 | Domain Name Rights |
| 773280 | Door stops |
| 773280 | Doors |
| 773330 | Drapes |
| 773340 | Drill |
| 773300 | Drill Bits |
| 772770 | Dry Cleaning Services |
| 773340 | Dry Erase Board |
| 773100 | Dry ice |
| 773340 | Dust Mop |
| 773000 | DVD - blank |
| 773820 | DVD Movie - reference/training material, movie |

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| 774210 | DVD Movie (rental) |
| 773030 | E Book |
| 773340 | Easel |
| 772990 | Embroidery/Applique |
| 772990 | Engraving |
| 773000 | Envelopes |
| 773340 | Equipment |
| 773670 | Equipment M&R |
| 773300 | Equipment - Parts |
| 774060 | Equipment Rental |
| 772100 | Exam Fee |
| 772760 | Exam Fee - Online |
| 773000 | Exam Forms |
| 773340 | Exhaust fan |
| 773340 | Extension Cord |
| 773770 | External Hard Drives |
| 775170 | External modems |
| 773330 | Fabrics and Linens |
| 773340 | Fax Machines |
| 772100 | Fees - other |
| 773280 | Fertilizer - including fertilizer spreading |
| 773000 | File Boxes |
| 773340 | File Cabinet |
| 773000 | File Folders & Pockets |
| 773000 | Film |
| 772730 | Film Processing/Developing |
| 773820 | Films - less than \$5000 |
| 773000 | Filters - A/C, clean air machine, coffee |
| 773300 | Filter - Auto |
| 772990 | Fingerprint service |
| 773120 | First Aid Kit- Bandages/Band Aids/ Tylenol, etc. |
| 773770 | Flash Drives/ Jump Drives |
| 773340 | Flashlight |
| 773340 | Floormat |
| 773340 | Flower Pots |
| 773000 | Flowers - cut |
| 773310 | Flower seeds |
| 773340 | Flowers - silk, artificial |
| 773000 | Folders |
| 773004 | <u>Food Purchases</u> - Grocery Store or fast food purchases to be eaten on campus; refer to Expenditure Guidelines for more detail; no state funds(107550) |
| 773150 | <u>Food Purchases</u> - Bottled water; Used specifically for Research, Lab, Classroom cooking; refer to Expenditure Guidelines for more detail |
| 773152 | <u>Food Purchases</u> - Business Meals(sit down type event; meal purchased and charged per person)refer to Expenditure Guidelines for more detail; no state funds(107550) |
| 773280 | Food - Animals |

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|---------------|---|
| 773340 | Frames - Picture |
| 772990 | Framing of Pictures |
| | Freight - Incoming: include amount with item purchased |
| 772860 | Freight Services - <i>OUTGOING (Incoming if not part of a purchase)</i> |
| 773100 | Freon |
| 773040 | Fuels - <i>OFF-ROAD ONLY</i> |
| 773340 | Furniture (Not allowed on P-Card without Design Center Recommendation) |
| 773300 | Fuses |
| 772990 | Galvenizing |
| 773000 | Garbage Bags |
| 773340 | Garbage Can |
| 773100 | Gases |
| 773040 | Gasoline - <i>OFF-ROAD ONLY</i> |
| 773340 | Gauge |
| 773120 | Gauze |
| 773000 | General Supplies |
| | Gifts/Gift Cards - not allowed on a P-Card without Exception Form |
| 773340 | Glare Screen (for monitor) |
| 773340 | Glass (desktop cover) |
| 773280 | Glass (supply) |
| 773340 | Gloves |
| 773000 | Gloves/ Disposable |
| 773120 | Gloves/Surgical |
| 773000 | Glue |
| 773340 | Glue Gun |
| 773770 | GPS Tracking System |
| 773310 | Grass |
| 773280 | Gravel |
| 773040 | Grease |
| 773280 | Grounds Supplies and Materials |
| 773340 | Hammer |
| 773340 | Hand Tools |
| 773770 | Hard Drives - External |
| 773280 | Hardware and Materials |
| 773280 | Hay |
| 773340 | Headphones |
| 775100 | Headphones - Bluetooth |
| 775100 | Headset - telephone |
| 773100 | Helium |
| 773280 | Herbicides |
| 773280 | Hex Key Set |
| 773280 | Highway Supplies and Materials |
| 773340 | Hole Punch |
| 771310 | Hotel - For Prospective employees |
| 774700 | Hotel - NOT FOR TRAVEL |

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|---------------|--|--|
| 773000 | Ice | |
| 773340 | Incubator | |
| 773030 | Information Services - not for permanent retention | |
| 773000 | Ink | |
| 773000 | Ink Cartridges | |
| 773280 | Insecticides | |
| 772040 | Insurance - requires approval of Safety Office | |
| 775100 | Internal Modems | |
| 772950 | Investigation Services - Background,driving,criminal | |
| 773770 | iPad accessories | |
| 773280 | Key blanks | |
| 773770 | Keyboards & Keyboard Drawer | |
| 772990 | Keys (duplication & rekeying) | |
| 773000 | Kits - consumables | |
| 773340 | Kits - equipment | |
| 773000 | Kleenex | |
| 773100 | Lab Chemicals | |
| 773000 | Labels | |
| 773000 | Laminating Sheets or Rolls | |
| 772730 | Laminating Service | |
| 773000 | Lanyard | |
| 773890 | Library Books & Reference Materials (Library use only) | |
| 773800 | License Fees for Software - annual | |
| 772100 | License Renewal | |
| 773000 | Light Bulbs | |
| 773280 | Light Fixtures | |
| 773330 | Linens | |
| 773280 | Locks - Doors | |
| 773340 | Locks - padlocks | |
| 772990 | Locksmithing / Rekeying | |
| 773040 | Lubricants | |
| 773280 | Lumber | |
| <u>772670</u> | <u>M&R - Computer</u> | |
| <u>772660</u> | <u>M&R - Buildings</u> | |
| <u>773670</u> | <u>M&R - Equipment</u> | ***refer to Policy 16.34 before purchase |
| <u>773670</u> | <u>M&R - Machinery</u> | ***refer to Policy 16.34 before purchase |
| <u>773680</u> | <u>M&R - Motor Vehicles</u> | ***refer to Policy 16.34 before purchase |
| <u>772620</u> | <u>M&R - Software</u> | |
| 773300 | Machine Parts | |
| 774060 | Machinery Rental | |
| 773030 | Magazine Subscriptions (not retained) | |
| 773820 | Magazine Subscriptions (retained) | |
| 773340 | Magnetic Letters | |
| 772760 | Major Field Tests - online | |
| 773820 | Maps | |

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|---------------|---|
| 773340 | Measuring Tape |
| 772480 | Medical Services |
| 773120 | Medical Supplies for HUMAN use |
| 772010 | Membership Dues - Cannot use STATE FUNDS |
| 773350 | Memory - Camera |
| 773350 | Memory - Computer |
| 773340 | Microphone |
| 773340 | Microscope |
| 773340 | Microwave |
| 775170 | Modem - external |
| 775100 | Modem - internal |
| 773770 | Monitor - computer |
| 773340 | Mop |
| 773300 | Motor Vehicle Parts |
| 773680 | Motor Vehicles - M&R |
| 773350 | Mouse (desktop computer) |
| 773770 | Mouse (laptop computer) |
| 773000 | Mouse pad |
| 773820 | Movies (purchased) |
| 774210 | Movies (rental) |
| 773340 | MP3 Player |
| 773340 | Musical Instruments |
| 774210 | Music Royalties associated with rental of music |
| 773280 | Nails |
| 773340 | Name Plate |
| 773000 | Name Tags |
| 772810 | Newspaper Advertisements - <i>REQUIRES APPROVAL OF Univ Mktg Comm</i> |
| 773100 | Nitrogen |
| 772100 | Notary Licencing Fee |
| 773000 | Notary Record Book |
| 773340 | Notary Stamp |
| 773280 | Nursery Supplies and Materials (plant nursery) |
| 773000 | Office Supplies - consumable (NOT computer supplies) |
| 773040 | Oil (Motor, Shredder) |
| 772760 | Online Subscriptions |
| 772430 | Online employee training |
| 773340 | Oscilloscope |
| 772860 | Overnight Delivery Services |
| 773340 | Padlock |
| 775170 | Pagers |
| 773280 | Paint |
| 773000 | Paint (Arts and Crafts) |
| 773340 | Paint roller/trays/brushes |
| 773280 | Paint thinner |
| 773000 | Paper |

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|---------------|---|
| 773000 | Paper cups/plates/napkins/towels |
| 772100 | Park entrance/use fees |
| <u>773300</u> | <u>Parts - Equipment</u> ***refer to Policy 16.34 before purchase |
| <u>773300</u> | <u>Parts - Machinery</u> ***refer to Policy 16.34 before purchase |
| <u>773300</u> | <u>Parts - Motor Vehicles</u> ***refer to Policy 16.34 before purchase |
| 773280 | Peat Moss |
| 773340 | Pencil Sharpener |
| 773000 | Pens/Pencils |
| 772990 | Pest Control Service |
| 773280 | Pest Repellant/Pesticide |
| 773100 | Photo Chemicals |
| 772730 | Photo Developing Services |
| 773300 | Piano Strings |
| 773340 | Picture Frames - pre-made |
| 772990 | Picture Framing - custom |
| 773000 | Picture Hooks |
| 773330 | Pillows & pillow cases |
| 773000 | Pipet (lab disposable) |
| 773340 | Pipet (lab reusable) |
| 773000 | Plants - potted |
| 773310 | Plants for landscaping use |
| 773000 | Plaques |
| 773000 | Plasticware (forks,spoons,knives,etc...) |
| 773280 | Plexi-glass |
| 773340 | Pliers |
| 773280 | Plywood |
| 772180 | Postcards - printing/reproduction - <i>REQUIRES APPROVAL OF Univ Mkt Comm</i> |
| 773000 | Potted plants |
| 773280 | Potting soil |
| 772990 | Press Clipping Service |
| 773350 | Printer Drum |
| 773000 | Printer Ribbons |
| 773770 | Printers (Under \$500.00 only) |
| 772180 | Printing of Agency Publications - <i>REQUIRES APPROVAL OF Univ Mkt Comm</i> |
| 772730 | Printing Services - copying |
| 772110 | Prizes - Student - See Univ Policy 3.18 not to exceed \$25 |
| 773340 | Projector (Under \$500.00 only) |
| 773300 | Projector Bulbs |
| 773040 | Propane (for use in equipment) |
| 772810 | Radio Advertisements - <i>REQUIRES APPROVAL OF Univ Mkt Comm</i> |
| 775170 | Radios (2-way) |
| 773340 | Rake |
| 773280 | Ranch Supplies and Materials |
| 773820 | Reference Material - for permanent retention |
| 774210 | Reference Material Rental |

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|---------------|---|
| 773340 | Refrigerator |
| 772100 | Registration Fees - cattle/horses/hogs |
| 772030 | Registration Fees - <i>Not allowed on P-Card if department has a T-Card</i> |
| 774450 | Rental - Aircraft |
| 774060 | Rental - Containers |
| 774060 | Rental - Equipment, Clothing, Costumes, Uniforms |
| 771310 | Rental - Hotel Room for Prospective Employee ONLY |
| 774060 | Rental - Machinery |
| 774210 | Rental - Movies, films |
| 774700 | Rental - Other Space (hotel rooms, classroom, storage, conference, etc.) |
| 774210 | Rental - Reference Material (includes script & music royalties) |
| 774210 | Rental - Scripts |
| | Repairs - see M & R (Maintenance and Repair) |
| 772730 | Reproduction & Photographic Services |
| 772730 | Reproduction & Printing Services - copying |
| 772180 | Reproduction of Agency Publications - <i>REQUIRES APPROVAL OF Univ Mkt Comm</i> |
| 773930 | Resale - Items purchased for Resale |
| 772100 | Restocking Fees |
| 773000 | Ribbons for printer and typewriters |
| 773280 | Road Supplies and Materials |
| 773280 | Rocks |
| 773340 | Rope |
| 774210 | Royalties associated with music or script rental |
| 773000 | Rubber Bands |
| 773340 | Rubber Stamp |
| 773340 | Rug |
| 773340 | Ruler |
| 773340 | Safety glasses, goggles, or shoes(employee use) |
| 773280 | Sand |
| 773000 | Sandpaper |
| 773340 | Saw |
| 773300 | Saw Blades |
| 773770 | Scanners |
| 773000 | Scantron |
| 773340 | Scissors |
| 773340 | Screwdriver |
| 773280 | Screws |
| 774210 | Script Rental |
| 774210 | Script Royalties associated with rental of scripts |
| 773310 | Seeds |
| 773840 | Semen - animal (less than \$5000) |
| 772100 | Set-up fee |
| 772990 | Sewing Service |
| 773820 | Sheet Music |
| 773000 | Sheet protectors |

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|--------|--|
| | Shipping - include amount with most expensive item purchased |
| 772860 | Shipping - Outgoing only (Incoming if not part of a purchase) |
| 773000 | Shop Rags |
| 773280 | Shower Rod/ Hooks |
| 773040 | Shredder Oil |
| 773340 | Shredders |
| 773340 | Signs |
| 772990 | Signs (painted on buildings) |
| 772760 | Skype |
| 773340 | Smart Pen |
| 773340 | Smoke detectors |
| 773000 | Soap |
| 773280 | Soap Dispenser |
| 773800 | Software - less than \$5000 |
| 773800 | Software License Fee - annual |
| 774150 | Software - Rental |
| 773280 | Soil |
| 773350 | Sound Card - Computer |
| 773340 | Stamps (i.e. rubber, re-inking) |
| 773340 | Stapler |
| 773000 | Staples |
| 773000 | Stencils |
| 773340 | Stereo Equipment (under \$500 only) |
| 772110 | Student Prizes - see Univ Policy 3.18 |
| 773030 | Subscriptions - reference material (not for permanent retention) |
| 772760 | Subscriptions - online/electronic |
| 773280 | Supplies - Building |
| 773280 | Supplies - Farm |
| 773000 | Supplies - General (consumable) |
| 773280 | Supplies - Grounds |
| 773280 | Supplies - Highway |
| 773120 | Supplies - Medical - for HUMAN use |
| 773280 | Supplies - Nursery (plant nursery) |
| 773000 | Supplies - Office, consumable |
| 773280 | Supplies - Ranch |
| 773280 | Supplies - Road |
| 773000 | Supplies - Computer, consumable |
| 773340 | Surge Protector |
| 773770 | Surge Protector - computer |
| 773350 | Surge Protector - main frame or server |
| 773000 | Tape - Adhesive |
| 773340 | Tape Dispenser |
| 773340 | Tarp |
| 775170 | Telecom Eqpt (less than \$5000) |
| 775100 | Telecom Parts (headsets, answering machine, shoulder rest, cords,) |

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| 772760 | Teleconference |
| 775100 | Telephone Headsets |
| 773340 | Television (less than \$500 only) |
| 772810 | Television Advertisements-Requires Univ Mkt Comm approval |
| 773000 | Test Forms/booklets |
| 772760 | Test - online |
| 773000 | Test Tubes Disposable |
| 773340 | Test Tubes Reuseable |
| 773820 | Text books |
| 773340 | Thermometer (medical, weather and other) |
| 773300 | Thermostat |
| 773000 | Thread |
| 773340 | Three hole punch |
| 773340 | Three-ring Binders |
| 772100 | Tickets for event |
| 772730 | Tickets printed |
| 773300 | Tires |
| 773000 | Toner for copiers, printers, fax machines |
| 773340 | Tools |
| 773330 | Towels |
| 772860 | Towing - Vehicle |
| | Trailers (now controlled item at any value) Not on a P-Card |
| 772020 | Training for Employees - tuition paid to Institutions of Higher Ed |
| 772430 | Training for Employees - webinars, online |
| 772130 | Training for non-state employee |
| 773340 | Trash can |
| 773000 | Trophies |
| 773000 | T-shirts - to be given away |
| 773340 | T-shirts as uniforms |
| 773000 | Twine |
| 774060 | U-Haul Trailer Rental - local use only |
| 773340 | Uniforms |
| 773340 | Vaccuum Cleaner |
| 773000 | Vaccuum Cleaner Bags |
| 773300 | Valves |
| 773680 | Vehicle Parts and Repair |
| 773000 | Velcro |
| 772490 | Veterinary Services |
| 773340 | Video tapes - blank |
| 773000 | Washer Fluid - windshield |
| 773150 | Water, bottled - not on state accounts |
| 773280 | Water hose (garden) |
| 775240 | Water treatment |
| 773040 | WD-40 |
| 773770 | Webcam |

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|---------------|--|
| 772430 | Webinar - Employee training |
| 773300 | Wheel Casters |
| 773000 | White Out |
| 773280 | Window Pane/ Frames |
| 773280 | Wire |
| 773340 | Wrench |
| 773000 | Yarn |
| 772810 | Yellow Page Advertisements - <i>REQUIRES APPROVAL OF Univ Mkt Comm</i> |