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| **PCard Allowable Purchases** |
| **Category** | **Category** |
| Advertising\*\*\* | Maintenance & Repair-Equipment |
| Books, Manuals, & Reference materials | Maintenance & Repair-Motor Vehicles |
| Building Maintenance & Repair (electrical repairs, elevators, cooling & heating system, fire alarms, painting, plumbing) | Medical Supplies |
| Chemicals & Gases\*\*\* | Membership Dues\*\*\* |
| Cleaning Services | Parts - Furnishings & Equipment (fleet vehicles/golf cart parts, laboratory & medical  equipment, repair kits) |
| Computer Parts - expensed, (adapters printer cartridges, power cables) | Plants - outdoors |
| Computer equipment expensed\*\*\* | Registration Fees & Employee Training |
| Consumables | Rental Furnishings & Equipment |
| Contracted Services\*\*\* | Reproduction & Printing Services |
| Edu/Training Services ‘(Webinars- state employees) | Subscriptions & Periodicals (e-books, directories, magazines, journals) |
| Electronically Transmitted Communication Services | Supplies - Ag, Construction & Hardware (potting soil, garden hose paint, locks, light fixtures, lumber) |
| Fabrics & Linens |  |
| Fees |  |
| Food (no 10 account) |  |
| Freight (parcel services) |  |
| Furnishings & Equipment - expensed\*\*\* (appliances, clothing, computer furniture, safety shoes) |  |
| Lubricants |  |

\*\*\* Exceptions may apply