

Please contact the Purchasing Department, (702) 799-5225, if you need help in choosing a product category.

Product Category	Description
1400	Paper Material/Prod
1410	District Forms
1500	Utilities
1511	Water
1512	Sewer
1521	Service Garbage Disp
1522	Service Snow Plow
1553	Phone-Land Line
1554	Phone-Cell
1555	WAN
1600	Fuel Other
1621	Natural Gas
1622	Electric
1623	Propane
1626	Gasoline
1629	Fuel Diesel/Bio
2400	Material Handling**
2500	*Vehicle-Accs
2510	Vehicle-Buses
2515	Vehicle-Other Veh
2520	Trans-Repair Bus
2525	Trans-Repair O/V
2530	*Vehicle-Lt Duty
2535	*Vehicle-Hvy Duty
2540	*Vehicle-St Sweeper
2545	*Vehicle-Maint Other
2550	Trans-Shop Supply
2555	Trans-Parts Bus
2560	Trans-Parts O/V
2565	Trans-Tires Bus
2570	Trans-Tires O/V
3200	Communication Equip
3201	Comm.Repair/Services
3900	Supplies General
4000	Special Ed/Asst Tech
4100	Major Mechanical
4200	Medical/FASA
4210	Defibrillators
4300	Computers/Technology

Product Category	Description
4310	Computers/Servers
4330	Copiers/Office Mach
4340	Broadcast Equip PBS
4350	Tech Repair/Maint
4450	Office Supplies
4500	Printed Matl/GAC Sup
4510	Audio/Visual
4511	Technology w/Install
4600	Law/Security
4800	Vocational-Other
4810	Vocational-Auto Shop
4820	Vocational - Bldg Tr
4900	Athletics & Apparel
5000	Food & Bev-Othr Food
5010	Food & Bev-Dairy
5020	Food & Bev-Frozen
5030	Food & Bev-Can/Dry
5040	Food & Bev-Beverage
5050	Food & Bev-Pizza
5060	Food & Bev-Snacks
5070	Food & Bev-Sandwich
5080	Food & Bev-Produce
5090	Food & Bev-Non Food
5095	Food & Bev-Services
5100	Food & Bev-Catering
5200	Appliance & FS Equip
5240	Storage Equip-Connex
5300	Apparel Non-Athletic
5310	Logo Apparel & Recgn
5400	Library Books
5405	Books Ref & Non-text
5410	Library Security Sys
5500	Textbooks
5510	Textbook Non-Adopted
5600	Used Furniture
5610	Furniture Admin
5620	Furniture Instruct
6000	Classroom Supl
6001	Testing & Assessment

Product Category	Description
6012	Art Equipment & Supp
6050	Instructional Prog
6100	Recognition Supplies
6200	Musical Instruments
6210	Musical Instr Repair
6300	Science
6600	Early Childhood
7200	Maint-General
7202	Maint-Service/Repair
7205	Maint-Equip Repair
7210	Maint-Safety/Consum
7215	Maint-Carpentry
7220	Maint-Construction
7225	Maint-Electrical
7228	Maint-Fencing
7230	Maint-Fabrication
7233	Maint-Rental Equip
7235	Maint-Flooring
7240	Maint-Furniture Rep
7242	Maint-Energy Mgmt
7245	Maint-Gen Hand Tools
7250	Maint-Glass
7255	Maint-HVAC
7260	Maint-Lock Shop
7265	Maint-OMR
7270	Maint-Paint
7275	Maint-Plumbing
7280	Maint-Roofing
7285	Maint-Security/Alarm
7290	Maint-Intercom
7295	Maint-Asphalt/Signag
7300	Custodial/Cleaning
7330	Maint-Grounds/Landsc
7350	Grounds/Landscaping
7900	Software Instruction
7910	Software Admin/Ops
8000	Service for Board
8010	Land
8020	Building-Const

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8030	Roofing-Const
8040	Electrical-Const
8050	Building Improvement
8060	Land Improvements
8070	Leasehold Improvemen
8080	Portables
8100	Service Admin/Prof
8120	Auditors/Finance
8125	Retention Interest
8130	Service PBS Vegas
8141	Service Bond Issue
8142	Service Const Mgmt
8143	Service Legal
8144	Architect
8145	Geo-Tech/Envirn Srv
8146	Workers Comp
8147	Property & Liability
8148	DIIR Assessment
8170	Service Temporary
8180	Service Move Cnx/Ptb
8200	Service Mail/Postage
8225	Service Print/Bind
8250	Return Shipping Chrg
8270	Service Advertising
8310	Contractor Repair
8320	Service Cust Outsour
8324	Service Grounds Outs
8500	Tuition Employee
8520	Emp Tuition Reimburs
8530	Loss Reimbursement
8540	Scholarships/Awards
8560	Tuition Stu OutState
8570	Tuition Stu In State
8600	Insure Prem-Other
8620	Unemployment Claims
8621	Recycling Services
8622	Insure Fidelity Bond
8623	Insure Brdcst Liable

Product Category	Description
8700	Service Instr/Conslt
8750	Service Health/Med
8760	Service Security
8770	Negotiated Settlemen
8780	Parental Allowance
9000	Travel Non-Athletic
9010	Travel Athletic
9020	Mileage
9030	Facility Rental
9040	Field Trip/Stu Trans
9100	Dues and Fees
DEFAULT	DEFAULT CATEGORY

Categories not likely to be used by most school support staff are grayed out, but can still be used if needed.

For shipping, use the same product category as other items in the shopping cart. For example, if you are ordering supplies for 6300 Science, the product category for shipping should also be 6300.

**** Do NOT** use 2400 Material Handling for shipping. It is used for warehouse equipment, for example, forklifts.

DEFAULT category must be replaced with a regular Product Category.