

# Possible Uses of Procard

(Purchases at \$999.00 or below)

<b>Material Purchases</b>	<b>Services</b>
<ul style="list-style-type: none"> <li>- Computer Software</li> <li>- Computer Hardware</li> <li>- All Electronic Hardware</li> <li>- All Types of Equipment (except for firearms)</li> <li>- Construction Materials (i.e. wood, paint, hardware)</li> <li>- Electrical Hardware (i.e. wall plates, cable, chasses)</li> <li>- Furniture (all types)</li> <li>- Copied Materials (any duplicating services)</li> <li>- Books, reference materials (one-time purchases)*</li> <li>- Office Supplies (not available from Office Depot)**</li> <li>- Promotional Items</li> <li>- Employee awards***</li> </ul>	<p><b><u>Maintenance/ Repair Services</u></b></p> <ul style="list-style-type: none"> <li>- Computer Software Maintenance</li> <li>- Computer Hardware Maintenance</li> <li>- Security Maintenance</li> <li>- Office Machine Maintenance (Copiers, printers, All-in-ones, fax machines, scanners, etc.)</li> </ul> <p><b><u>Professional Services</u></b></p> <ul style="list-style-type: none"> <li>- Electrical Services (per job)</li> <li>- Computer Programming Services</li> <li>- Construction Services (per job)</li> <li>- Decorating Services (per job)</li> <li>- Installation Services (per job)</li> <li>- Moving Services (per job)</li> <li>- Landscaping Services (per job)</li> <li>- Configuration Services (per job)</li> <li>- Graphic Design Services (per job)</li> <li>- Other Professional Services for which no contract exists.</li> </ul> <p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>- Registrations (all types)</li> </ul>
<p>* For periodicals, newspaper and other subscriptions, please submit to APS for processing. These items are best processed via CHECK.</p> <p>** Should items be unavailable from Office Depot, or items are needed immediately (same day), please submit an explanation memo along with the Procard Authorization Form to APS.</p> <p>*** Please contact APS for State rules and regulations in regard to awards and gifts.</p>	