

Galaxy Item Categories

	Item Category Code	Item Category Description	Buyer	Department to Contact	Supporting Documentation to be Sent to Buyer
1	BOND - CONSTRUCTION	Construction - Bond Projects	Ellen Clifford	Purchasing	Quote/Proposal & Any Correlating Backup.
2	BOND - CONSULTANTS	Consultant/Professional services	Ellen Clifford	Purchasing	Quote/Proposal & Any Correlating Backup.
3	BOND - DIRECT PAY (A-L)	Bond goods/services received or authorized for purchase without a PO	Jeannette Gfroerer	Accounts Payable	Approved Invoice & Any Correlating Backup.
4	BOND - DIRECT PAY (M-Z)	Bond goods/services received or authorized for purchase without a PO	Andrea Mancilla	Accounts Payable	Approved Invoice & any Correlating Backup.
5	BOND – EQUIPMENT	Equipment and furniture purchase for Bond projects	Ellen Clifford	Purchasing	Quote/Proposal & Any Correlating Backup.
6	BOND – OFFICE SUPPLIES	Office supplies	Ellen Clifford	Purchasing	Quote/Cart & Any Correlating Backup.
7	BOND – RENTAL/LEASE	Rental/Lease agreement of equipment, etc. for Bond Projects	Ellen Clifford	Purchasing	Quote/Proposal & Any Correlating Backup.
8	BOND CONSTRUCTION REPAIRS	Repairs related to construction and/or Bond projects	Ellen Clifford	Purchasing	Quote/Proposal & Any Correlating Backup.
9	CASH ADVANCE	Cash advances for student related travel only	Andrea Mancilla	Accounts Payable	Reason for Request & Approval of Total Amount.
10	CONSULTANT/PRO SERVICES	Consultant/Professional Services	Ellen Clifford	Purchasing	Quote/Proposal & Any Correlating Backup.
11	DIRECT PAY (A-L)	Items, supplies, services received without a PO, approved for purchase without a PO	Jeannette Gfroerer	Accounts Payable	Approved Invoice & Any Correlating Backup.
12	DIRECT PAY (VENDORS M-Z)	Items, supplies, services received without a PO, approved for purchase without a PO	Andrea Mancilla	Accounts Payable	Approved Invoice & Any Correlating Backup.
13	DIRECT PAY – CALCARD	Goods or services charged to District CalCard	Jeannette Gfroerer	Accounts Payable	Signed Bank Statement, receipt(s) & Any Correlating Backup.
14	REIMBURSEMENT (A-L)	Employee Reimbursement (Last Names A – L)	Jeannette Gfroerer	Accounts Payable	Approved Travel/Mileage Claim Form & Any Correlating Backup (Original Receipts Needed).
15	REIMBURSEMENT (M-Z)	Employee Reimbursement (Last Names M-Z)	Andrea Mancilla	Accounts Payable	Approved Travel/Mileage Claim Form & Any Correlating Backup (Original Receipts Needed).

16	EQUIPMENT	All equipment and furniture except technology	Ellen Clifford	Purchasing	Quote/Proposal & Any Correlating Backup. Any Equipment Related to Tech Gear Must Be IT Approved.
17	FOOD/CATERING SERVICES	Food and catering services for classes, meetings, events, etc.	Ellen Clifford	Purchasing	Quote/Approved Invoice & Event Agenda.
18	INSTRUCTIONAL SUPPLIES	Supplies for classroom use	Ellen Clifford	Purchasing	Quote/Cart & Any Correlating Backup.
19	RENTAL/LEASE	All rental and lease agreements	Ellen Clifford	Purchasing	Quote/Proposal & Any Correlating Backup.
20	MAINTENANCE AGREEMENTS	Copiers, printers, fax machines, etc.	Ellen Clifford	Purchasing	Quote/Proposal & Any Correlating Backup.
21	NON-INSTRUCTIONAL SUPPLIES	Supplies not used in classrooms	Ellen Clifford	Purchasing	Quote/Cart & Any Correlating Backup.
22	STUDENT WORK STUDY	Student work study with businesses in the area	Ellen Clifford	Purchasing	Agreement or Any Correlating Backup.
23	OPEN PURCHASE ORDER	Open Purchase Order (PO) for replenishable supplies or services	Ellen Clifford	Purchasing	-4300/4500 Object Codes: If available, Any correlating documentation. -All Other Object Codes: Rate Sheet, Agreement, Reasoning for Encumbrance, Etc.
24	PUBLIC WORKS	Construction and improvement projects	Ellen Clifford	Purchasing	Quote/Proposal & Any Correlating Backup.
25	REGISTRATION	Prepaid conference, workshop training registration fees, airfare, etc.	Ellen Clifford	Purchasing	Quote/Cart/Invoice & Approved Travel Claim Form.
26	SERVICE AGREEMENT	All contractual agreements for services	Ellen Clifford	Purchasing	Quote/Cart/Proposal & Any Correlating Backup.
27	SOFTWARE	All software purchases	Ellen Clifford	Purchasing	Quote/Cart/Proposal & Any Correlating Backup.
28	TECHNOLOGY	Computer, Monitor, Printer, & Laptop, etc.	Ellen Clifford	Purchasing	Approved IT Quote & Any Correlating Backup.
29	UTILITIES	Utilities (for AP use only)	Jeannette Gfroerer	Accounts Payable	For Fiscal Services Use Only.