



Non-Catalog Request (NCR) Categories

Non-Catalog Requests: Follow this table FOR QUICK DATA ENTRY			
Non-Catalog Items That Do Not Require Evaluation			
For Item Category...	Select Request Type...	Enter Category Number...	Evaluation Requirements Approvers
APPLIANCES	Goods and Items	045.00	Automatically routed by the HUB
ART	Goods and Items	050.00	Automatically routed by the HUB
AUDIO VISUAL EQUIPMENT & SUPPLIES	Goods and Items	880.00	Automatically routed by the HUB
BOOKBINDING SERVICES	Goods and Items	908.00	Automatically routed by the HUB
BUSINESS CARDS	Goods and Items	966.00	Automatically routed by the HUB
CALCULATORS (Classroom)	Goods and Items	785.85	Automatically routed by the HUB
CARTS & STANDS, AV	Goods and Items	840.00	Automatically routed by the HUB
CATERING	Goods and Items	961.15	Automatically routed by the HUB
COMPUTER PRINTERS for Microcomputers	Goods and Items	204.82	Automatically routed by the HUB
COMPUTER SOFTWARE, OFFICES	Goods and Items	208.00	Automatically routed by the HUB
COMPUTER SUPPLIES	Goods and Items	207.00	Automatically routed by the HUB
CONSTRUCTION, misc	Goods and Items	912.00	Automatically routed by the HUB
CONSULTING SERVICES	Goods or Services Billed by US \$	918.00	Automatically routed by the HUB
COPIERS, MAINTENANCE & SUPPLIES	Goods and Items	600.42	Automatically routed by the HUB
DIGITAL LIBRARY ONLINE SERVICES	Goods and Items	956.00	Automatically routed by the HUB
EARLY CHILDHOOD	Goods and Items	785.75	Automatically routed by the HUB
EDUCATIONAL / TRAINING SERVICES	Goods or Services Billed by US \$	924.00	Automatically routed by the HUB
ELECTRICAL EQUIPMENT & SUPPLIES (also LAMPS)	Goods and Items	285.00	Automatically routed by the HUB
ELEMENTARY MATH (not textbooks)	Goods and Items	208.43	Automatically routed by the HUB
FLOOR COVERING, INSTALLATION & SUPPLIES	Goods and Items	360.00	Automatically routed by the HUB
FORMS, LABELS, FOLDERS	Goods and Items	395.00	Automatically routed by the HUB
FURNITURE	Goods and Items	425.00	Automatically routed by the HUB
HEALTH ROOM SUPPLIES	Goods and Items	475.00	Automatically routed by the HUB
MEDIA/LIBRARY SUPPLIES (not books)	Goods and Items	525.00	Automatically routed by the Hub
MUSIC, INSTRUMENTAL	Goods and Items	580.00	Automatically routed by the HUB
MUSIC, SHEET MUSIC	Goods and Items	580.35	Automatically routed by the HUB
OFFICE SUPPLIES	Goods and Items	615.00	Automatically routed by the HUB
PAPER	Goods and Items	645.00	Automatically routed by the HUB
PHOTOGRAPHIC EQUIPMENT AND SUPPLIES	Goods and Items	655.00	Automatically routed by the HUB
PHYSICAL EDUCATION SUPPLIES	Goods and Items	805.00	Automatically routed by the HUB
PLANT OPERATIONS (Janitorial)	Goods and Items	485.00	Automatically routed by the HUB
PLAYGROUND EQUIPMENT	Goods and Items	650.00	Automatically routed by the HUB
PROFESSIONAL SUBSCRIPTIONS	Goods and Items	956.00	Automatically routed by the HUB
PROMOTIONAL ITEMS	Goods and Items	037.00	Automatically routed by the HUB
SCIENCE	Goods and Items	490.00	Automatically routed by the HUB
SPECIAL EDUCATION	Goods and Items	785.75	Automatically routed by the HUB
SCHOOL EQUIPMENT, SCHOOL SUPPLIES (not teaching aids)	Goods and Items	785.32	Automatically routed by the HUB
TELEVISION STUDIO EQUIPMENT & ACCESSORIES (School Use)	Goods and Items	840.00	Automatically routed by the HUB
UNIFORMS	Goods and Items	200.00	Automatically routed by the HUB
VOCATIONAL EQUIPMENT AND SUPPLIES	Goods and Items	785.93	Automatically routed by the HUB



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Items Requiring Evaluation			
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COMPUTER SOFTWARE, SCHOOLS	CD-ROM Computer Software	208.43	Need TWO (2) Certified Professionals (CP)
FAMILY LIFE & AIDS	Do Not Order Using Hub Non-Catalog Request	If item NOT approved, please...	Contact Health Education Supervisor
INSTRUCTIONAL MATERIAL	Instructional Materials, Books, Multimedia	785.70	Need TWO (2) Certified Professionals (CP)
LIBRARY BOOK	Instructional Materials, Books, Multimedia	715.10	Need TWO (2) Certified Professionals (CP)
LIBRARY MATERIALS - Non- Print	Instructional Materials, Books, Multimedia	785.87	Need TWO (2) Certified Professionals (CP)
MAGAZINE, NEWSPAPER	Instructional Materials, Books, Multimedia	956.00	Need TWO (2) Certified Professionals (CP)
MULTIMEDIA, DVD, CD, VIDEO	Video, Film and DVD	715.55	Need TWO (2) Certified Professionals (CP)
TEXTBOOK	Instructional Materials, Books, Multimedia	715.00	Automatically Routed by the Hub