



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, TEACHING AIDS, SUPPLIES | 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 | | | |
|--------------------------------|--|---------------------------------|--|
| For Item Category... | Select Request Type... | Enter Category Number... | Evaluation Requirements Approvers |
| 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 |