

Office Supplies vs. Facility Supplies—Help Guide

Office Supplies, 5210

Expendable Items:

Copy Paper, Staples, Pens, Folders,
*Planners, Laminate

*Code items that require special printing for NRCA, e.g., staff business cards, brochures, letterhead w/ logo, program forms to

Printing & Copying, 5260.

Printing for NRCA that promotes a special event to raise awareness or money, e.g., banners, posters, and tickets should be charged to either

Advertising, 5275 or
Fundraising Expense, 5835.

Nonexpendable Items:

Dry Erase/Bulletin Boards, Battery Backups, Door Name Plates, Staplers, *Phones (landline sets and flip cell phones only)

*Code smartphones to **Furniture & Equipment, 5310** and computers to **Hardware/Software, 5340** because items requiring inventory records are not a supply.

Items Necessary for Office Equipment Use:

Compressed Air, Extension Cords,
Printer Ink/Toner, Batteries

Food Items will no longer be a Supply:

Coffee, Creamers, Sweeteners, Spices
Code edible items to **Adult Food, 5751.**

Facility Supplies, 5211

Expendable Items:

Cleaners, Light Bulbs, *Bug Spray,
Hand Soap, Toilet Paper, Paper Towels

*Only use **Pest Control, 5580** when an outside vendor/contractor, i.e., Dodson Pest Control provides a service.

Items purchased for Repairs:

Paint, Paint Supplies, Lumber, Screws,
Drywall, Ceiling Tiles

Nonexpendable Items:

Light Fixtures, Outlet Covers, Trash Cans,
Window Blinds, Door Knobs, Keys, Cabinets

Kitchen Items (Non-Edible):

Utensils, Cups, Can Opener, Coffee Filters

Items purchased for Play or Parking Areas:

*Mulch, Chain for Swings, Sand, Safety Signs

***Only use Building & Grounds**

Maintenance, 5570 when an outside vendor/contractor provides a service (not just a delivery), i.e., Blue Ridge Heating & Air repairs a heat pump.

Office/Site Décor Items:

Lamps, Rugs, Wall Art, Installed Shelving,
*End Tables, Accent Chairs

*Only use **Furniture & Equipment, 5310** for items requiring an inventory record, i.e., Desks
Desk Chairs, File Cabinets.

HS STAFF

Please Note: These guidelines DO NOT apply to Head Start USDA items. Please continue to refer to Trina's chart when filling out your PAs with **Children's Food, 5750** and **Non-Food, 5752** purchases.