

## Product Category Codes: Supplemental Books/Instructional Material

Product Category Description	Product Category	General Ledger
BOOKS, LIBRARY	52552	420001
BOOKS, MAGAZINES, PAMPHLETS, REPRINTS, ETC.	71510	430010
TEXTBOOKS: KINDERGARTEN THRU 5TH GRADE	71585	410010
TEXTBOOKS: 6TH THRU 8TH GRADE (INCLUDES STUDENT AND TEACHER EDITIONS)	71586	410010
TEXTBOOKS: 9TH THRU 12TH GRADE (INCLUDES STUDENT AND TEACHER EDITIONS)	71587	410010
TEXTBOOKS: COLLEGE LEVEL (INCLUDES STUDENT AND TEACHER EDITIONS)	71588	410010
TEXTBOOK SHIPPING/DELIVERY/FREIGHT CHARGES	71599	430010
INSTRUCTIONAL AIDS: COURSES, LESSON PLANS (PREPARED), PROGRAMS	78570	430010
SCIENCE INSTRUCTION EQUIPMENT (FOR CLASSROOM OR LABORATORY USE)	78588	430010
PUBLICATION AND AUDIOVISUAL MATERIAL	71500	430010

### APPROVAL WORKFLOW FOR SUPPLEMENTAL BOOKS / INSTRUCTIONAL MATERIALS

Dollar Thresholds	SHOPPING CART APPROVALS			AUTO PURCHASE ORDER	PURCHASING (BUYER)
	Principal / Site Administrator	Education Services Center (ESC)	Executive Director Curriculum & Instruction		
Order < \$83,000	✓	--	--	✓	--
Order > \$83,000 and < \$100,000	✓	✓	--	✓	--
Order > \$100,000 and < \$250,000	✓	✓	✓	✓	--
Order > \$250,000	✓	✓	✓	--	✓