

Category	Transaction Type			Notes
Merchandise Purchase under \$1,000 per transaction	Under \$1,000 total transaction w/school dude associated and location if applicable	X		-School dude number and location is to be written on top of receipt and description in receipt area, attach receipt in WORKS or give receipt to support staff, if State Contract purchase write SC in description area then to complete the transaction sign off
Power Tools	Purchase of a power tool associated with the shop requesting under \$2,999		X	-Power tools must have PRIOR approval by the appropriate Director.
Merchandise Purchase under \$2,999 per transaction	over \$1,000 under \$2,999 per total transaction w/school dude associated		X	-School dude number and location is to be written on top of receipt, attach receipt in WORKS or give receipt to support staff, to complete the transaction sign off
Merchandise to be purchased over \$2,999 per transaction but under \$6,600 including tools	Over \$2,999 but under \$6,600			Quotes not required, but best pricing should be obtained, State Contract use is encouraged include quote on requisition text
Merchandise purchased on bid waived vendor				X Bid Waivered purchases are closely monitored
Services	Any amount: contracted services			X Purchase of service is prohibited on Pcard
Ebay Purchases				Prohibited due to control

Pcard transaction under \$1,000

Pcard after Management/Director approval

Requisition

Reminders:	STOCKTON PURCHASES ARE TAX EXEMPT			Always state the purchase is tax exempt. Tax forms are located on the Pcard webpage
	Lowes requires the number associated with Stockton, the number is on a key fob using the number confirms State of NJ discount; 470000057033520			
	Home Depot has a number associated with Stockton and for calculation for rebate, obtain number from Plant support staff			6035 3225 0125 6931 00007