

**EXAMPLES OF ALLOWABLE ACCESSORIES  
(FROM THE 2005 PROCUREMENT GUIDELINES MANUAL)**

**ALLOWABLE PURCHASES:**

<b>EDP Equipment</b>	<b>Non-capital/Non-controlled Items</b>
Adapter	Blackboard
Battery Pack for Laptops	Battery charger
Cables (specify fax or computer)	Binder (20 Kinds and sizes)
Carrying Case for Laptops / Notebooks	Blank cassette tapes (4 kinds and lengths)
Connector	Calculator
Cords	Clipboard
Data Storage tapes (back-up tapes)	Copy clip holder
Developer	Desk tray
Diskette	Dry eraser board
Glare Screens	Easel
Ink Cartridge	Hand numbering machine
Ink Cartridge (for HP Thinkjet)	Hole punch (1,2,3 hole and heavy duty)
Interface cable / box	Message board / Message holder
Mouse / Mouse Pads	Rubber stamp
Paper (used for printer, fax machines)	Scissors
Ribbon (12 kinds)	Self-inking stamp
Surge Protector	Stamp pad
Swivel or Stands for Computers	Staple remover
Toner* / Toner Cartridge	Stapler (manual) / Stapler (electric)
Wrist Rests	Tape dispenser
	Research Supplies (Excluding Equipment)

**THE ABOVE LIST IS NOT ALL INCLUSIVE**