

Section 2.47

Purchase Category Codes (PCC)

The following Purchase Category Codes (PCC) are for use in the Uniform Statewide Accounting System (USAS) with purchase document types two (2) and nine (9). USAS Documents type two (2) and nine (9) are audited after payment. PCCs are codes used to document the purchase method, commodity type, and dollar category of purchases.

PCC List:

A - Purchases of items from TPASS term contracts using the TPASS automated purchasing system (Automated purchase orders). See 34 Texas Administrative Code § [20.40](#) - TPASS Term Contract Purchase.

B - A purchase with a pre-scheduled bid opening date, allowing TPASS to confirm orders for goods (e.g., calendars, groceries, fertilizer, etc.). see [Section 2.8 on Scheduled Managed Contracts](#).

C - Purchases from TPASS Managed term contracts using the agency's internal requisition/purchase order forms See 34 Texas Administrative Code [20.40](#) - TPASS Term Contract Purchase.

D - Purchases of information technology commodities or services not available through DIR contracts. TPASS Rule 34 Texas Administrative Code § [20.391](#) - Request for Offer Purchase Method.

E - Purchases of commodities and services when the total purchase is estimated to be \$0.00 to \$5,000.00. See TPASS Rule 34 Texas Administrative Code § [20.41](#) - Delegated Purchases.

F - Purchases of commodities (not services) in the total estimated amount of \$5,000.01 through \$25,000.00. See 34 Texas Administrative Code § [20.41](#) - Delegated Purchases.

G - Purchases on the Open Market by TPASS. A purchase of goods, usually in a specified quantity, is made by buying from any available source in response to an open market requisition from an agency. Items are not on TPASS term contract. See 34 Texas Administrative Code §§ [20.33](#) through [20.40](#) - TPASS Open Market Purchase.

H - Purchases in any category paid for with a payment card. Agencies using a payment card from TPASS Managed Contract No. 946-M1. See 34 Texas Administrative Code § [5.57](#)- Delegated Purchase.

I - Purchases of items from DIR Contracts. See Texas Government Code § [2157](#) - Purchase of Automated Information Systems commodities or services.

K - Purchases of publications directly from the publisher with no dollar limits. See 34 Texas Administrative Code § [20.41](#) (e) (5) Delegated Purchases; Publications. Required documentation - The purchase order or requisition file must contain the following signed declaration:

"Direct Publication - Not available from any other source."

No proprietary justification or best value statements are required if the signed declaration is listed on the purchase order/requisition.

Note: Purchases for Libraries are exempt [[see Section 4.2 Exemptions](#)]. These types of exempt purchases do not need a PCC code.

L - Purchases of perishable foods, e.g. fresh fruit, eggs, ice, etc. with no dollar limits. See 34 Texas Administrative Code § [20.41](#) - Delegated Purchases.

M - Purchases of distributor items, e.g. repair parts for a unit of major equipment that is needed immediately, or maintenance contracts for laboratory/medical equipment with no dollar limits. See 34 Texas Administrative Code § [20.41](#) - Delegated Purchases.

P - Purchases of petroleum products, e.g. fuels, oils, and greases - (class 405) with no dollar limits. See 34 Texas Administrative Code § [20.41](#) - Delegated Purchases.

Q - Purchases of services in the amounts estimated to be \$5,000.01 but less than \$25,000.00 for the total contract within a one year period. See 34 Texas Administrative Code § [20.41](#) - Delegated Purchases.

X - Purchases of items from TXMAS Contracts. See 34 Texas Administrative Code § [20.47](#) - Multiple Award Schedule.

S - Purchases of services in an amount estimated to exceed \$25,000.01 for the total contract within a one year period. See 34 Texas Administrative Code § [20.41](#) - Delegated Purchases.

T - Emergency purchases of goods and services exceeding \$25,000. An emergency is defined as a situation requiring the state agency to make the procurement more quickly to prevent a hazard to life, health, safety, welfare, or property or to avoid undue additional cost to the state. See 34 Texas Administrative Code §§ [20.32](#) and [20.41](#)(a) (2) - Emergency Purchases.

J, N, O, R, U, V, W, Y, Z - Not Used.

For purchases of goods and services exempt from competitive bidding or from the purchasing authority of TPASS by a specific statute leave the PCC field blank; the agency requisition number/order number and PCC are not required. The legal cite must be referenced on the purchase documentation for these purchases. Items purchased from TPASS TxSmartBuy term and Managed and open market are not exempt. See Section 4.2 Exemptions for a list of exemptions.