C Accounts

C accounts are established for the purpose of buying emergency supply items in the book store, obtaining paper stock from the warehouse, and for use of the duplicating center.

**Important points:**

- Although an annual limit is placed on the C account request it is *not* encumbered in your budget so it will not reduce your available budget.

- An open P.O. with Office Depot is recommended so that the C account use is minimal and only reserved for emergencies. Office depot has better pricing than the bookstore and next day delivery so they can fulfill most all of your supply needs.

- When spending money on your C account keep in mind where the money is coming from. For instance, lottery dollars can only be used for instructional materials.

- C accounts established at the bookstore are for the purchase of *supplies only*. Any items costing more than $199.99 (with the exception of toner cartridges) need to be purchased through a requisition. Even though the bookstore will sell it to you does not mean you can purchase it.

**If you need further clarification:**

- Please see form “C Number Instructions and Authorization form 2009-2010” in our website:
  
  ◆ [http://fiscal.lbcc.edu/](http://fiscal.lbcc.edu/)
  ◆ Fiscal Services Forms

  - OR -

- Call Michele Mitchell at extension 4515.