



# **Monthly Payment Voucher Expenditure Report December 2020**

Attached are the monthly payment voucher report and a copy of Policy 200-3. The payment voucher report is comprised of expenditures presented for payment on a payment voucher totaling \$2,500.00 or more, but less than \$50,000.00. Policy 200-3 is the Policy and Procedure for Voucher Preparation, Check Issuance and Cash Disbursements. This package is prepared by the Fulton County Department of Finance.

**December 2020 Monthly Summary Payment Expenditure Report**  
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<b>Department</b>	<b>Department Name</b>	<b>Object Code</b>	<b>Amount</b>
118 Total	County Manager	1	2,500.00
181 Total	Arts & Culture	11	183,900.00
210 Total	Finance	2	16,015.76
215 Total	Human Resources	4	21,656.64
220 Total	Information Technology	2	37,703.73
235 Total	County Attorney	28	238,976.51
245 Total	Tax Commissioner	4	48,039.89
265 Total	Registration & Elections	32	324,141.62
320 Total	Police	17	159,432.79
330 Total	Sheriff	2	11,227.73
333 Total	Emergency Services	1	3,650.00
335 Total	Emergency Management	7	111,921.68
340 Total	Medical Examiner	1	4,900.00
405 Total	Juvenile Court	2	6,002.50
420 Total	State Court-General	2	27,531.44
421 Total	State Court-All Judges	4	15,250.00
422 Total	Magistrate Court	3	10,114.85
450 Total	Superior Court-General	24	104,291.10
470 Total	Superior Court-Clerk	5	25,121.82
480 Total	District Attorney	10	97,673.00
490 Total	Public Defender	1	3,150.00
520 Total	Real Estate and Asset Management	7	80,715.45
540 Total	Public Works	4	103,767.35
620 Total	Family & Childrens Services	3	28,919.42
650 Total	Library	5	26,804.00
730 Total	Grady Hospital	3	103,707.14
<b>Grand Total</b>	Real Estate and Asset Management	<b>185</b>	<b>1,797,114.42</b>

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Exhibit

Department	Department Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
118	County Manager	GREATER NORTH FULTON CHAMBER OF COMMERCE	1307	2,500.00	Hospitality-Expense	Economic Development Monthly Lunches
<b>118 Total</b>			<b>1</b>	<b>2,500.00</b>		
181	Arts & Culture	ALLIANCE THEATRE	1142	34,000.00	Arts-CFS	
181	Arts & Culture	ATLANTA SYMPHONY ORCHESTRA	1142	21,000.00	Arts-CFS	
181	Arts & Culture	Cultural Planning Group, LLC	1160	10,400.00	Professional Services	Consulting Services
181	Arts & Culture	The Essential Theatre, Inc.	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	Samuel Phillip Carter	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	ATLANTA JEWISH MUSIC FESTIVAL (AJMF)	1142	4,000.00	Arts-CFS	
181	Arts & Culture	GEORGIA STATE UNIV RESEARCH	1142	40,000.00	Arts-CFS	
181	Arts & Culture	CHORAL GUILD OF ATLANTA, INC.	1142	4,000.00	Arts-CFS	
181	Arts & Culture	Atlanta Photography Group, Inc	1188	14,500.00	Community Relief Allocation	
181	Arts & Culture	JOHNS CREEK SYMPHONY ORCHESTRA INC	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	Clark Carruth	1188	10,000.00	Community Relief Allocation	
<b>181 Total</b>			<b>11</b>	<b>183,900.00</b>		
210	Finance	EMPHASYS COMPUTER SOLUTIONS, INC.	1113	6,267.56	Software License	
210	Finance	Emergent, LLC	1113	9,748.20	Software License	
<b>210 Total</b>			<b>2</b>	<b>16,015.76</b>		
215	Human Resources	SAM'S CLUB DIRECT	1368	3,869.49	Promotions	
215	Human Resources	Sedgwick Claims Management Services, Inc.	1160	5,929.05	Professional Services	FMLA Administrator/Contractor
215	Human Resources	Sedgwick Claims Management Services, Inc.	1160	5,929.05	Professional Services	FMLA Administrator/Contractor
215	Human Resources	Sedgwick Claims Management Services, Inc.	1160	5,929.05	Professional Services	FMLA Administrator/Contractor
<b>215 Total</b>			<b>4</b>	<b>21,656.64</b>		
220	Information Technology	TCD 216 GA Property, LLC	1121	20,753.73	Rent/Lease Buildings	
220	Information Technology	EARTHCHANNEL COMMUNICATIONS, INC.	A057	16,950.00	Mobile Application Development (Digital Transformation)	
<b>220 Total</b>			<b>2</b>	<b>37,703.73</b>		
235	County Attorney	Mullen Coughlin LLC	1160	6,419.00	Professional Services	Outside Counsel
235	County Attorney	Johnson & Freeman, LLC	1160	5,240.00	Professional Services	Outside Counsel
235	County Attorney	ROBERT HALF INTERNATIONAL	1160	3,250.00	Professional Services	Legal Contract Services
235	County Attorney	FREEMAN MATHIS & GARY, LLP	1160	20,650.00	Professional Services	Outside Counsel
235	County Attorney	MCGUIREWOODS LLP	1160	2,608.00	Professional Services	Covid Legal
235	County Attorney	MCGUIREWOODS LLP	1160	8,000.00	Professional Services	Covid Legal
235	County Attorney	Lawrence & Bundy LLC	1160	46,011.00	Professional Services	Outside Counsel
235	County Attorney	Lawrence & Bundy LLC	1160	13,460.00	Professional Services	Outside Counsel

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Department	Department Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
235	County Attorney	Lawrence & Bundy LLC	1160	6,330.00	Professional Services	Outside Counsel
235	County Attorney	MCGUIREWOODS LLP	1160	5,719.50	Professional Services	Outside Counsel
235	County Attorney	MCGUIREWOODS LLP	1160	8,946.00	Professional Services	Outside Counsel
235	County Attorney	JAMES E. DEARING, JR., P.C.	1160	8,459.00	Professional Services	Outside Counsel
235	County Attorney	JAMES E. DEARING, JR., P.C.	1160	20,791.00	Professional Services	Outside Counsel
235	County Attorney	The McKillip Law Firm LLC	1160	3,500.94	Professional Services	Outside Counsel
235	County Attorney	The McKillip Law Firm LLC	1160	3,550.00	Professional Services	Outside Counsel
235	County Attorney	BONDURANT, MIXSON & ELMORE, LLP	1160	5,565.00	Professional Services	Outside Counsel
235	County Attorney	BONDURANT, MIXSON & ELMORE, LLP	1160	10,410.00	Professional Services	Outside Counsel
235	County Attorney	BONDURANT, MIXSON & ELMORE, LLP	1160	14,079.71	Professional Services	Outside Counsel
235	County Attorney	Weissman, PC	1160	4,029.73	Professional Services	Outside Counsel
235	County Attorney	Weissman, PC	1160	4,521.14	Professional Services	Outside Counsel
235	County Attorney	Weissman, PC	1160	4,612.15	Professional Services	Outside Counsel
235	County Attorney	Weissman, PC	1160	4,022.01	Professional Services	Outside Counsel
235	County Attorney	Weissman, PC	1160	5,085.33	Professional Services	Outside Counsel
235	County Attorney	Weissman, PC	1160	6,940.99	Professional Services	Outside Counsel
235	County Attorney	Weissman, PC	1160	3,712.99	Professional Services	Outside Counsel
235	County Attorney	Weissman, PC	1160	4,461.65	Professional Services	Outside Counsel
235	County Attorney	Weissman, PC	1160	4,334.15	Professional Services	Outside Counsel
235	County Attorney	Weissman, PC	1160	4,267.22	Professional Services	Outside Counsel
<b>235 Total</b>			<b>28</b>	<b>238,976.51</b>		
245	Tax Commissioner	NETVANTAGE, INC.	1118	3,150.00	Computer Hardware Maintenance	
245	Tax Commissioner	BRINK'S INC.	1160	4,509.79	Professional Services	Armoured Service
245	Tax Commissioner	OPEX CORPORATION	1118	12,550.00	Computer Hardware Maintenance	
245	Tax Commissioner	NETVANTAGE, INC.	1113	27,830.10	Software License	
<b>245 Total</b>			<b>4</b>	<b>48,039.89</b>		
265	Registration & Elections	OUTFRONT MEDIA Inc	1342	9,000.00	Advertising	
265	Registration & Elections	ENTERPRISE RENT A CAR	1120	2,605.48	Rent/Lease Equipment	
265	Registration & Elections	HAPPY FACES PERSONNEL GP. INC.	1160	21,288.77	Professional Services	Temporary Employment Services
265	Registration & Elections	HAPPY FACES PERSONNEL GP. INC.	1160	13,311.93	Professional Services	Temporary Employment Services
265	Registration & Elections	HAPPY FACES PERSONNEL GP. INC.	1160	16,020.55	Professional Services	Temporary Employment Services
265	Registration & Elections	HAPPY FACES PERSONNEL GP. INC.	1160	20,121.56	Professional Services	Temporary Employment Services
265	Registration & Elections	HAPPY FACES PERSONNEL GP. INC.	1160	9,466.67	Professional Services	Temporary Employment Services
265	Registration & Elections	HAPPY FACES PERSONNEL GP. INC.	1160	2,916.11	Professional Services	Temporary Employment Services
265	Registration & Elections	HAPPY FACES PERSONNEL GP. INC.	1160	3,684.02	Professional Services	Temporary Employment Services
265	Registration & Elections	HAPPY FACES PERSONNEL GP. INC.	1160	35,879.59	Professional Services	Temporary Employment Services

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Department	Department Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
265	Registration & Elections	HAPPY FACES PERSONNEL GP. INC.	1160	13,521.98	Professional Services	Temporary Employment Services
265	Registration & Elections	HAPPY FACES PERSONNEL GP. INC.	1160	4,888.46	Professional Services	Temporary Employment Services
265	Registration & Elections	HAPPY FACES PERSONNEL GP. INC.	1160	3,357.59	Professional Services	Temporary Employment Services
265	Registration & Elections	HAPPY FACES PERSONNEL GP. INC.	1160	9,200.25	Professional Services	Temporary Employment Services
265	Registration & Elections	HAPPY FACES PERSONNEL GP. INC.	1160	25,480.60	Professional Services	Temporary Employment Services
265	Registration & Elections	HAPPY FACES PERSONNEL GP. INC.	1160	25,375.90	Professional Services	Temporary Employment Services
265	Registration & Elections	HAPPY FACES PERSONNEL GP. INC.	1160	13,246.70	Professional Services	Temporary Employment Services
265	Registration & Elections	HAPPY FACES PERSONNEL GP. INC.	1160	19,477.80	Professional Services	Temporary Employment Services
265	Registration & Elections	Leslie Regis, Inc, dba Atlanta Cargo Transportation Company	1160	6,584.25	Professional Services	Transporters
265	Registration & Elections	JASON'S DELI	1307	13,264.47	Hospitality-Expense	Poll Workers Lunch
265	Registration & Elections	BELTMANN GROUP INCORPORATED	1160	6,592.00	Professional Services	Transporters
265	Registration & Elections	HBSOLUTIONS	1459	2,854.81	Printing	
265	Registration & Elections	Ricoh USA	1459	2,572.50	Printing	
265	Registration & Elections	ULINE - SHIPPING SUPPLY	1462	12,000.00	Office Supplies	
265	Registration & Elections	ULINE - SHIPPING SUPPLY	1462	12,193.25	Office Supplies	
265	Registration & Elections	ENTERPRISE RENT A CAR	1120	2,605.48	Rent/Lease Equipment	
265	Registration & Elections	ENTERPRISE RENT A CAR	1120	2,605.48	Rent/Lease Equipment	
265	Registration & Elections	ENTERPRISE RENT A CAR	1120	2,605.48	Rent/Lease Equipment	
265	Registration & Elections	ENTERPRISE RENT A CAR	1120	2,605.48	Rent/Lease Equipment	
265	Registration & Elections	ENTERPRISE RENT A CAR	1120	2,714.46	Rent/Lease Equipment	
265	Registration & Elections	Atlanta History Center	1121	3,050.00	Rent/Lease Buildings	
265	Registration & Elections	Atlanta History Center	1121	3,050.00	Rent/Lease Buildings	
<b>265 Total</b>			<b>32</b>	<b>324,141.62</b>		
320	Police	NORRED AND ASSOCIATES, INC.	1174	19,528.36	Security Service	
320	Police	NORRED AND ASSOCIATES, INC.	1174	5,842.78	Security Service	
320	Police	NORRED AND ASSOCIATES, INC.	1174	4,234.04	Security Service	
320	Police	NORRED AND ASSOCIATES, INC.	1174	10,423.68	Security Service	
320	Police	NORRED AND ASSOCIATES, INC.	1174	2,909.42	Security Service	
320	Police	NORRED AND ASSOCIATES, INC.	1174	19,627.44	Security Service	
320	Police	NORRED AND ASSOCIATES, INC.	1174	4,288.08	Security Service	
320	Police	NORRED AND ASSOCIATES, INC.	1174	9,646.15	Security Service	
320	Police	NORRED AND ASSOCIATES, INC.	1174	3,005.51	Security Service	
320	Police	NORRED AND ASSOCIATES, INC.	1174	6,462.60	Security Service	
320	Police	SELIG ENTERPRISES, INC.	1121	11,611.63	Rent/Lease Buildings	
320	Police	NORRED AND ASSOCIATES, INC.	1174	19,687.49	Security Service	
320	Police	NORRED AND ASSOCIATES, INC.	1174	16,056.09	Security Service	
320	Police	NORRED AND ASSOCIATES, INC.	1174	4,150.61	Security Service	

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Department	Department Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
320	Police	NORRED AND ASSOCIATES, INC.	1174	6,027.24	Security Service	
320	Police	JOSEPH A HILL PH.D	1160	9,575.00	Professional Services	Psychologist / Personnel Evaluations
320	Police	NORRED AND ASSOCIATES, INC.	1174	6,356.67	Security Service	
<b>320 Total</b>			<b>17</b>	<b>159,432.79</b>		
330	Sheriff	NORRED AND ASSOCIATES, INC.	1174	5,773.72	Security Service	
330	Sheriff	NORRED AND ASSOCIATES, INC.	1174	5,454.01	Security Service	
<b>330 Total</b>			<b>2</b>	<b>11,227.73</b>		
333	Emergency Services	MEDICAL PRIORITY CONSULTANTS	1302	3,650.00	Travel/Conference	
<b>333 Total</b>			<b>1</b>	<b>3,650.00</b>		
335	Emergency Management	ATLANTA FULTON CO EMERGENCY MANAGEMENT AGENCY	1229	36,901.50	Cont-Atl/Fc Emergency Mgmt Agc	
335	Emergency Management	ULINE, INC.	1462	5,761.23	Office Supplies	
335	Emergency Management	ATLANTA FULTON CO EMERGENCY MANAGEMENT AGENCY	1229	13,851.79	Cont-Atl/Fc Emergency Mgmt Agc	
335	Emergency Management	ATLANTA FULTON CO EMERGENCY MANAGEMENT AGENCY	1229	13,851.79	Cont-Atl/Fc Emergency Mgmt Agc	
335	Emergency Management	ATLANTA FULTON CO EMERGENCY MANAGEMENT AGENCY	1229	13,851.79	Cont-Atl/Fc Emergency Mgmt Agc	
335	Emergency Management	ATLANTA FULTON CO EMERGENCY MANAGEMENT AGENCY	1229	13,851.79	Cont-Atl/Fc Emergency Mgmt Agc	
335	Emergency Management	ATLANTA FULTON CO EMERGENCY MANAGEMENT AGENCY	1229	13,851.79	Cont-Atl/Fc Emergency Mgmt Agc	
<b>335 Total</b>			<b>7</b>	<b>111,921.68</b>		
340	Medical Examiner	CONTAINER TECHNOLOGY INC	1120	4,900.00	Rent/Lease Equipment	
<b>340 Total</b>			<b>1</b>	<b>4,900.00</b>		
405	Juvenile Court	James Jones	1160	2,833.00	Professional Services	Attorney Fees
405	Juvenile Court	James Jones	1160	3,169.50	Professional Services	Attorney Fees
<b>405 Total</b>			<b>2</b>	<b>6,002.50</b>		
420	State Court-General	MATTHEW BENDER & COMPANY, INC	1314	2,876.29	Books-Judges Law	
420	State Court-General	THOMSON WEST	1314	24,655.15	Books-Judges Law	
<b>420 Total</b>			<b>2</b>	<b>27,531.44</b>		
421	State Court-All Judges	REGINA MINCEY	1160	2,500.00	Professional Services	Judicial Officer
421	State Court-All Judges	Melanie Williams	1160	2,750.00	Professional Services	Judicial Officer
421	State Court-All Judges	K. ERIC MORROW	1160	4,750.00	Professional Services	Judicial Officer
421	State Court-All Judges	JESSY LALL	1160	5,250.00	Professional Services	Judicial Officer
<b>421 Total</b>			<b>4</b>	<b>15,250.00</b>		

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Department	Department Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
422	Magistrate Court	ATLANTA BRAND CENTRAL LLC	1459	2,914.85	Printing	
422	Magistrate Court	FULTON COUNTY DAILY REPORT	1459	2,725.00	Printing	
422	Magistrate Court	FULTON COUNTY DAILY REPORT	1459	4,475.00	Printing	
<b>422 Total</b>			<b>3</b>	<b>10,114.85</b>		
450	Superior Court-General	C. Elise Reporting, Inc.	1151	3,795.00	Court Transcripts	
450	Superior Court-General	JOLANDA LASHAWN PRICE	1151	3,250.50	Court Transcripts	
450	Superior Court-General	CAROLE POWELL	1160	3,157.00	Professional Services	Judicial Officer
450	Superior Court-General	SAMANTHA ENGRAM	1151	7,133.50	Court Transcripts	
450	Superior Court-General	CHERYL DENISE GILLIAM	1151	2,895.10	Court Transcripts	
450	Superior Court-General	CHERYL DENISE GILLIAM	1164	2,964.50	Court Rep & Other Trans Serv	
450	Superior Court-General	Mary Ann Hanham	1164	2,605.00	Court Rep & Other Trans Serv	
450	Superior Court-General	CHERYL DENISE GILLIAM	1151	3,300.00	Court Transcripts	
450	Superior Court-General	Scott Michael Kaye	1160	5,863.00	Professional Services	Judicial Officer
450	Superior Court-General	MARGARET M. DORSEY	1160	5,412.00	Professional Services	Judicial Officer
450	Superior Court-General	IONIE E. TAYLOR	1151	3,250.50	Court Transcripts	
450	Superior Court-General	Carrie Newman	1151	3,921.50	Court Transcripts	
450	Superior Court-General	Court Interpreters Inc.	1162	2,632.50	Interpreter/Translator	
450	Superior Court-General	KAREN MICHELE BOWES RIVERS	1151	2,552.00	Court Transcripts	
450	Superior Court-General	The Harris Law Firm, LLC	1160	3,608.00	Professional Services	Judicial Officer
450	Superior Court-General	G.G. Starks, Inc.	1151	2,909.50	Court Transcripts	
450	Superior Court-General	HROBOWSKI-HOUSTON LAW	1160	2,706.00	Professional Services	Judicial Officer
450	Superior Court-General	HROBOWSKI-HOUSTON LAW	1160	2,706.00	Professional Services	Judicial Officer
450	Superior Court-General	JOLANDA LASHAWN PRICE	1151	3,976.50	Court Transcripts	
450	Superior Court-General	FULTON COUNTY DAILY REPORT	1342	2,800.00	Advertising	
450	Superior Court-General	FULTON COUNTY DAILY REPORT	1342	2,800.00	Advertising	
450	Superior Court-General	A & A ALL COUNTY MONITORING SERVICE	1153	2,753.10	Activity Monitoring	
450	Superior Court-General	A & A ALL COUNTY MONITORING SERVICE	1153	2,699.90	Activity Monitoring	
450	Superior Court-General	Paramount Software Solutions Inc	1160	24,600.00	Professional Services	Website Redesign and Upgrade
<b>450 Total</b>			<b>24</b>	<b>104,291.10</b>		
470	Superior Court-Clerk	Marion Arlie Wilson	1182	2,800.00	Hearing Officer Fees	
470	Superior Court-Clerk	Michael Nix	1182	6,650.00	Hearing Officer Fees	
470	Superior Court-Clerk	Casey Lyon	1182	2,975.00	Hearing Officer Fees	
470	Superior Court-Clerk	Michael Nix	1182	10,150.00	Hearing Officer Fees	
470	Superior Court-Clerk	NATIONAL BUSINESS FURNITURE	1458	2,546.82	Office Furnishings	
<b>470 Total</b>			<b>5</b>	<b>25,121.82</b>		

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Department	Department Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
480	District Attorney	Bradley Arant Boulton Cummings LLP	1160	17,968.00	Professional Services	Outside Counsel
480	District Attorney	Bradley Arant Boulton Cummings LLP	1160	11,161.50	Professional Services	Outside Counsel
480	District Attorney	Bradley Arant Boulton Cummings LLP	1160	3,191.50	Professional Services	Outside Counsel
480	District Attorney	Paul Kish	1160	6,862.50	Professional Services	Blood Pattern Expert
480	District Attorney	FULTON COUNTY DISTRICT ATTORNEY'S OFFICE	1304	20,000.00	Miscellaneous	Replenishment of BOA Account
480	District Attorney	Noble Consulting and Expert Witness Services, LLC	1160	3,687.50	Professional Services	Use of Force Expert
480	District Attorney	Job Match LLC	1454	2,739.00	Publications	
480	District Attorney	Bradley Arant Boulton Cummings LLP	1160	23,813.00	Professional Services	Outside Counsel
480	District Attorney	Bradley Arant Boulton Cummings LLP	1160	3,000.00	Professional Services	Outside Counsel
480	District Attorney	Geoffrey Alpert	1160	5,250.00	Professional Services	Use of Force Expert
<b>480 Total</b>			<b>10</b>	<b>97,673.00</b>		
490	Public Defender	MSA INC	1111	3,150.00	Office Equip Repair & Maint	
<b>490 Total</b>			<b>1</b>	<b>3,150.00</b>		
520	Real Estate and Asset Management	JOHN W. BELL, P.C.	1160	5,000.00	Professional Services	Title / Closing Attorney
520	Real Estate and Asset Management	CGL FACILITY MANAGEMENT, LLC	1116	21,070.47	Buildings-Maint & Repair	
520	Real Estate and Asset Management	CGL FACILITY MANAGEMENT, LLC	1116	16,130.96	Buildings-Maint & Repair	
520	Real Estate and Asset Management	DANA SAFETY SUPPLY INC	1160	5,658.00	Professional Services	Supplier of Truck Accessories
520	Real Estate and Asset Management	Summit Lighting Solutions	1450	3,444.78	Maintenance Supplies	
520	Real Estate and Asset Management	Mowrey Elevator Co of Florida, Inc.	1116	21,499.00	Buildings-Maint & Repair	
520	Real Estate and Asset Management	VDS	1713	7,912.24	Inventory Supplies	
<b>520 Total</b>			<b>7</b>	<b>80,715.45</b>		
540	Public Works	CLAYTON COUNTY WATER AUTHORITY	1322	14,086.80	Clayton County Oxidation	
540	Public Works	DEKALB COUNTY FINANCE	1328	46,983.05	Cont-Nancy Creek/Dekalb	
540	Public Works	FULTON COUNTY CLERK OF SUPERIOR COURT	T242	29,400.00	Butner & Stonewall Tell	
540	Public Works	PJC GROUP, LLC	1160	13,297.50	Professional Services	Auditing
<b>540 Total</b>			<b>4</b>	<b>103,767.35</b>		
620	Family & Childrens Services	FULTON COUNTY DFACS	1343	6,858.53	Client Benefits	
620	Family & Childrens Services	FULTON COUNTY DFACS	1343	18,015.00	Client Benefits	
620	Family & Childrens Services	FULTON COUNTY DFACS	1235	4,045.89	Salary Supplements	
<b>620 Total</b>			<b>3</b>	<b>28,919.42</b>		



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Department	Department Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
650	Library	PJC GROUP, LLC	1225	10,000.00	Audit-Financial General	
650	Library	Pritchard Global Security, LLC	1160	3,000.00	Professional Services	Security/Patrol Services
650	Library	Fulton County Extension/4-H	1457	3,194.00	Provisions	
650	Library	Fulton County Extension/4-H	1457	6,610.00	Provisions	
650	Library	UNIVERSITY OF GEORGIA	1160	4,000.00	Professional Services	F.C. Contribution to AmeriCorps State Members
<b>650 Total</b>			<b>5</b>	<b>26,804.00</b>		
730	Grady Hospital	FULTON-DEKALB HOSPITAL AUTHORITY	1083	23,433.64	North Fulton Clinic	
730	Grady Hospital	FULTON-DEKALB HOSPITAL AUTHORITY	1086	41,562.50	SW ATL/2600 MLK Clinic	
730	Grady Hospital	GRADY HEALTH SYST/CLINICAL LAB	1089	38,711.00	Center for Advance Surgical Services - FDHA	
<b>730 Total</b>			<b>3</b>	<b>103,707.14</b>		
<b>Grand Total</b>			<b>185</b>	<b>1,797,114.42</b>		



## POLICY AND PROCEDURE

SUBJECT: Procedure for Voucher Preparation, Check  
Issuance and Cash Disbursements

DATE: January 19, 1994

NUMBER: 200-3

**Statement of Policy:** This policy shall be for the purpose of specifying what constitutes legal and accountable disbursements. It shall explain the policy governing the disbursements of funds and the procedure for remitting documents for payment.

**Background:** Disbursements shall be made only from written documents approved and issued by the Board of Commissioners. Disbursements shall not be initiated in the Finance Department unless for payment of purchases as established in the Finance Department's budget.

A written order and a completed voucher shall be the official authorization to make disbursements, provided funds are available in the budget.

Official orders of the courts are orders to pay attorney fees, court reporting fees, arbitration fees, juror and witness fees, other professional services and orders from judges ordering the distribution of funds. All court ordered requests for payment shall be audited and corrections made, if necessary, before disbursing funds.

Written orders of the Board of Commissioners include Purchase Orders for goods or services and Payment Vouchers for travel advances, dues, subscription, publications, mileage, petty cash, refunds and reimbursements, land acquisitions, hospitality, legal claims, utility and gasoline charges, stipend and supportive living payments.

The order and (or) supporting documentation must be legal and shall conform to the following criteria:

- (1) The availability of funds in the budget
- (2) Approval by the department head or an assigned employee within the department
- (3) In accordance with the terms of the order
- (4) Goods or services have actually been received
- (5) Mathematically correct with discounts and tax exemptions considered
- (6) Made payable to the proper vendor and not a factoring company without the official corrections made by the Purchasing Department and the Legal Department
- (7) No duplication of payments
- (8) Approved as correct in the editing process

**Applicability:** This policy shall apply to all Fulton County employees, department heads, and elected or appointed officials.

**Responsibility:** It shall be the responsibility of the department head to adhere to the requirements set forth in this policy. The department head will approve pay requests that are legal and accountable and provide all the supporting documentation necessary to process for payment.

**Procedures:** Accounts must be established in the budget and funds shall be available for disbursement before documents can be processed by the Finance Department.

Documents submitted for processing must have an assigned vendor code, correct accounting information, supporting evidence or documentation to substantiate the request and an approval from the department head, elected or appointed official.

The following documents or certifications will provide evidence that conform to procedures set forth in the policy and the Finance Department. The Finance Department is the agency responsible to input payment information into the system. The Director of Finance may delegate this responsibility to another department if it is determined that this action will not cause a loss of financial control and will speed up vendor payment.

#### Purchase Orders

Purchase orders for goods or services shall be approved by the Purchasing Agent. Contracts, change orders and amendments approved by the Board of Commissioners must also be processed on Purchase Orders. The purchase order will give detailed information for commodities and services. A copy of the purchase order is sent to the vendor.

Vendors are required to submit invoices, pay requests, etc. The requirement exists for both commodities and services. Invoices are submitted to the Finance Department for processing unless prior authorization by the Finance Department was given. Vendors are required to submit a copy of the purchase order with the invoice or the purchase order number must be referenced.

Payment cannot be made without a valid purchase order, formal recognition of receipt of goods or services by the department heads or appointed officers, and receipt of vendor official invoice, pay estimate, or official letterhead.

#### Payment Vouchers

Manual payment vouchers may be used to authorize payment for specific items that are procured without a purchase order. Payment vouchers must be authorized by department heads. They must include the correct accounting information as well as an assigned vendor code for the authorized payee. Unauthorized purchases for goods or services shall not be paid from a Payment Voucher unless it is considered a voucher item.

The Court Payment Transmittal Form shall be considered a payment voucher designed for use by judges, and court administrators to pay professional fees for court ordered services.

Supporting documentation such as invoices, applications, forms, evidence substantiating the request, etc., must accompany each payment voucher.

Acceptable Documents and Certifications that will provide evidence or propriety to the Finance Department are:

- (1) Copy of purchase order signed by the Purchasing Agent.
- (2) Court orders for services necessary for the operations of the courts, except furnishings and capital equipment. Also, subpoenas, drafts, and other official court papers.
- (3) Contracts, change orders, and amendments approved by the County Commission.
- (4) Official orders of the Board of Commissioners that are included in the minutes.
- (5) Orders of the County Manager and Board of Commissioners, certified by the Clerk of the Commission for hospitality and promotional expense.
- (6) Orders of the County Manager and (or) Board of Commissioners certified by the department head.
- (7) Petty cash and other type reimbursements certified by the department heads and approved by the Finance Department.
- (8) Requests for travel and conference/in-service training provided on the adopted form, signed by the department heads and approved by the County Manager or his designee.
- (9) Official utility bills certified by the authorized Department.
- (10) Official mileage forms certified by the department head or by the Finance Department.
- (11) Official requests for grants or special appropriations accepted and approved by the Board of Commissioners, funds identified in the budget and certified by the department heads.
- (12) Order of the Land Department approved by the Board of Commissioners for reimbursable right-of-way purchases and County right-of-way or land purchases.

Upon receipt of documents by the Finance Department, the following certifications shall be made before disbursement.

- (1) Certification that the amount claimed is in accordance with terms of authorization.
- (2) Certification will be made that all extensions and sums have been checked for accuracy.

- (3) Certification that the allowable discounts and tax exemptions have been deducted. The computation shall be shown on the invoice.
- (4) Certification that the payment is directed to the authorized payee and that the payment is not a duplication of a previous request.
- (5) Certification that the voucher has been completely edited for accuracy.

**CHECK ISSUANCE:** Vendor checks are produced twice weekly. Checks are mailed directly to vendors at the address appearing on the LGFS Vendor Table. Exceptions to this procedure must be requested in writing by the department head and must be approved by the Director of Finance or his designee.

- (1) Request for a check to be issued at other than a scheduled check day will only be honored if:
  - (a) Delay in mailing the payment will cause a disruption in accomplishing a critical county mission, including violation of a court order.
  - (b) The payment was delayed in either the department or in Finance and any additional delays will cause a disruption in providing a critical service to the community.
- (2) **Request for check pickup:** Checks may be held in treasury for pickup by a Fulton County Department Representative only when:
  - (a) Mailing the check will cause a delay or disruption in providing a critical mission, and
  - (b) The need for pickup is requested in writing by the appropriate department head and is approved by the Finance Director or his designee.

**Departmental Sponsor:** Finance Department

**Policy Review Date:** July 1995

**References:** Minutes of the Board of Commissioners, October 17, 1967  
Minutes of the Board of Commissioners, December 1, 1973  
Minutes of the Board of Commissioners, January 19, 1994

**Departments Affected:** All Departments and Offices of Appointed or Elected Officials