



# **Monthly Payment Voucher Expenditure Report August 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.

# Monthly Payment Voucher Expenditure Summary Report August 2020

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Department	Department Name	Object Code	Amount
215 Total	Human Resources	1	2,500.00
235 Total	County Attorney	1	6,851.50
245 Total	Tax Commissioner	1	5,221.76
265 Total	Registration & Election	2	13,307.93
335 Total	Emergency Management	1	36,901.50
405 Total	Juvenile Court	2	11,061.45
450 Total	Superior Court-General	14	58,617.40
480 Total	District Attorney	1	2,760.00
540 Total	Public Works	1	14,086.80
730 Total	Grady Hospital	3	103,707.17
Grand Total		27	255,015.51

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Department	Department Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
215	Human Resources	STERLING PARK EAVES	1182	2,500.00	Hearing Officer Fees	
<b>215 Total</b>			<b>1</b>	<b>2,500.00</b>		
235	County Attorney	Lueder, Larkin & Hunter, LLC	1160	6,851.50	Professional Services	Outside Counsel
<b>235 Total</b>			<b>1</b>	<b>6,851.50</b>		
245	Tax Commissioner	Moore Partners, Inc.	1456	5,221.76	Postage	
<b>245 Total</b>			<b>1</b>	<b>5,221.76</b>		
265	Registration & Election	VDS	1471	6,808.15	Bottled Water	
265	Registration & Election	VDS	1471	6,499.78	Bottled Water	
<b>265 Total</b>			<b>2</b>	<b>13,307.93</b>		
335	Emergency Management	MANAGEMENT AGENCY	1229	36,901.50	Cont-Atl/Fc Emergency Mgmt Agc	
<b>335 Total</b>			<b>1</b>	<b>36,901.50</b>		
405	Juvenile Court	THE MOORE-MANNA LAW OFFICE, LLC	1160	5,135.20	Professional Services	Attorney Fees
405	Juvenile Court	CW Law, LLC	1160	5,926.25	Professional Services	Attorney Fees
<b>405 Total</b>			<b>2</b>	<b>11,061.45</b>		
450	Superior Court-General	C. Elise Reporting, Inc.	1151	6,754.25	Court Transcripts	
450	Superior Court-General	C. Elise Reporting, Inc.	1151	4,543.00	Court Transcripts	
450	Superior Court-General	SAMANTHA ENGRAM	1151	6,226.00	Court Transcripts	
450	Superior Court-General	Scott Michael Kaye	1160	2,706.00	Professional Services	Judicial Officer
450	Superior Court-General	Mary Ann Hanham	1164	3,002.00	Court Rep & Other Trans Serv	

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Department	Department Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
215	Human Resources	STERLING PARK EAVES	1182	2,500.00	Hearing Officer Fees	
450	Superior Court-General	Cindy Keeler	1151	3,201.00	Court Transcripts	
450	Superior Court-General	CHERRY DENISE TULLOS	1151	8,497.15	Court Transcripts	
450	Superior Court-General	HROBOWSKI-HOUSTON LAW	1160	3,157.00	Professional Services	Judicial Officer
450	Superior Court-General	JOLANDA LASHAWN PRICE	1151	3,151.50	Court Transcripts	
450	Superior Court-General	DENISE STEWART	1151	3,591.00	Court Transcripts	
450	Superior Court-General	The Harris Law Firm, LLC	1160	3,157.00	Professional Services	Judicial Officer
450	Superior Court-General	HROBOWSKI-HOUSTON LAW	1160	2,706.00	Professional Services	Judicial Officer
450	Superior Court-General	Carrie Newman	1151	5,219.50	Court Transcripts	
450	Superior Court-General	Scott Michael Kaye	1160	2,706.00	Professional Services	Judicial Officer
<b>450 Total</b>			<b>14</b>	<b>58,617.40</b>		
480	District Attorney	PSYCHIATRIC ASSOCIATES OF ATLANTA	1160	2,760.00	Professional Services	Expert Opinion
<b>480 Total</b>			<b>1</b>	<b>2,760.00</b>		
540	Public Works	CLAYTON COUNTY WATER AUTHORITY	1322	14,086.80	Clayton County Oxidation	
<b>540 Total</b>			<b>1</b>	<b>14,086.80</b>		
730	Grady Hospital	FULTON-DEKALB HOSPITAL AUTHORITY	1083	23,433.67	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>103,707.17</b>		
<b>Grand Total</b>			<b>27</b>	<b>255,015.51</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