



Monthly Payment Voucher Expenditure Report June Month 2023

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.

June 2023 Payment Voucher Expenditure Summary Report

Department	Department Name	Doc CD	Doc ID	Date	Fund	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
118	County Manager		CPV507811	6/2/2023	448	American Rescue Plan	James T. Gaffin	1160	3,380.00	Professional Services	
118	County Manager	CPVX	CPV507820	6/12/2023	448	American Rescue Plan	K. ERIC MORROW	1160	3,000.00	Professional Services	ORCA Hearings
118	County Manager	CPVX	CPV507823	6/16/2023	448	American Rescue Plan	JESSY LALL	1160	3,750.00	Professional Services	
118	County Manager	CPVX	CPV507966	6/12/2023	448	American Rescue Plan	Melodie H. Clayton	1160	4,225.00	Professional Services	ORCA Hearings
118	County Manager	CPVX	CPV507974	6/21/2023	448	American Rescue Plan	Russell Carlisle	1160	3,380.00	Professional Services	ORCA Hearings
118	County Manager	CPVX	CPVAL00207	6/2/2023	448	American Rescue Plan	TCS Professional Services, Inc.	1160	4,500.00	Professional Services	
118	County Manager	CPVX	CPVAL00208	6/20/2023	448	American Rescue Plan	Julie MT Walker Law Firm, LLC	1160	2,750.00	Professional Services	
118	County Manager	CPVX	CPVCDW2005	6/28/2023	448	American Rescue Plan	JUDGE CYNTHIA WRIGHT	1160	7,000.00	Professional Services	Criminal Judge
118	County Manager	CPVX	CPVCG0046	6/28/2023	448	American Rescue Plan	CHERYL DENISE GILLIAM	1164	2,662.00	Court Rep & Other Trans Serv	
118	County Manager	CPVX	CPVCK-230615	6/28/2023	448	American Rescue Plan	Cindy Keeler	1164	4,075.50	Court Rep & Other Trans Serv	
118	County Manager	CPVX	CPVJBM2005	6/13/2023	448	American Rescue Plan	Jennifer Bonanno Mann	1160	3,643.24	Professional Services	ORCA Hearings
118	County Manager	CPVX	CPVVMRL30112023	6/14/2023	448	American Rescue Plan	Marcela Romero Langlois	1162	3,048.75	Interpreter/Translator	
118	County Manager	CPVX	CPVSH-52623	6/14/2023	448	American Rescue Plan	Shenika Hammond	1151	3,036.00	Court Transcripts	
118	County Manager	CPVX	CPVWLD20015	6/20/2023	448	American Rescue Plan	The Dallas Law Firm	1160	2,779.40	Professional Services	ORCA Hearings
118 Total	County Manager							14	51,229.89		
130	External Affairs	PVX	ES103	6/6/2023	100	General	ADVER-WISE LLC	1459	2,726.14	Printing	
130	External Affairs	PVX	ES104	6/6/2023	100	General	KAESER AND BLAIR INC.	1459	3,552.76	Printing	
130 Total	External Affairs							2	6,278.90		
181	Arts/Cooperative Extension	PVX	ABFF98R60223	6/7/2023	100	General	9beach Latin American LLC	1307	3,200.00	Hospitality-Expense	
181	Arts/Cooperative Extension	PVX	ABFFAIP6523	6/15/2023	100	General	Another Jones Production,LLC	1160	5,000.00	Professional Services	Photographer
181	Arts/Cooperative Extension	PVX	ABFFAMG53023	6/9/2023	100	General	Cambobell Company	1160	7,500.00	Professional Services	ABFF Supporter
181	Arts/Cooperative Extension	PVX	ABFFEMP53023	6/9/2023	100	General	Eva Marcille Sterling	1160	10,000.00	Professional Services	Actress/ABFF
181	Arts/Cooperative Extension	PVX	ABFFLHP53023	6/9/2023	100	General	Living Hope Productions, LLC	1160	7,500.00	Professional Services	ABFF Talent Curation
181	Arts/Cooperative Extension	PVX	ABFFLRUC2023	6/7/2023	100	General	Sun Ra Consulting & Entertainment	1160	5,000.00	Professional Services	ABFF Talent Screening
181	Arts/Cooperative Extension	PVX	CSTE34A6523	6/14/2023	100	General	34th & Askew Productions, LLC	1160	5,000.00	Professional Services	ABFF Photographer
181	Arts/Cooperative Extension	PVX	FFABFFUE6223	6/7/2023	100	General	Umbrella Entertainment	1160	10,000.00	Professional Services	ABFF Guest Panelist
181	Arts/Cooperative Extension	PVX	MVAAFFRC2023	6/28/2023	100	General	Campbell Company	1160	7,500.00	Professional Services	MVAAFF Supporter
181	Arts/Cooperative Extension	PVX	TNTCFS060123	6/22/2023	100	General	HEATHER INFANTRY	1160	2,500.00	Professional Services	CFS Development Presenter
181 Total	Arts/Cooperative Extension							10	63,200.00		
235	County Attorney	PVX	SF0382	6/16/2023	725	Risk Management Fund	Mullen Coughlin LLC	1160	12,675.00	Professional Services	Outside Counsel
235	County Attorney	PVX	WA0350	6/29/2023	725	Risk Management Fund	Lawrence & Bundy LLC	1160	9,517.00	Professional Services	Outside Counsel
235	County Attorney	PVX	WA0350	6/29/2023	725	Risk Management Fund	Lawrence & Bundy LLC	1160	13,694.93	Professional Services	Outside Counsel
235 Total	County Attorney							3	35,886.93		
310	Fire	PVX	CH0022	6/6/2023	301	South Fulton Sub-District	City of South Fulton	1160	27,083.33	Professional Services	FID IGA Fire Svcs May 2023
310 Total	Fire							1	27,083.33		
335	Emergency Management	PVX	ATLUFUEM0623	6/2/2023	100	General	ATLANTA FULTON CO EMERGENCY	1229	24,675.08	Cont-Atl/Fc Emergency Mgmt Agc	
335 Total	Emergency Management							1	24,675.08		
405	Juvenile Court	CPVX	CPV505510	6/2/2023	100	General	Erica Wilson	1160	5,834.50	Professional Services	Court Appointed Attorney
405	Juvenile Court	CPVX	CPV505511	6/2/2023	100	General	THE MOORE-MANNA LAW OFFICE, LLC	1160	3,102.75	Professional Services	Court Appointed Attorney
405	Juvenile Court	CPVX	CPV506106	6/14/2023	100	General	CW Law, LLC	1160	8,145.00	Professional Services	Court Appointed Attorney
405	Juvenile Court	CPVX	CPV506109	6/13/2023	100	General	James Jones	1160	4,940.00	Professional Services	Court Appointed Attorney
405	Juvenile Court	CPVX	CPV506110	6/13/2023	100	General	CW Law, LLC	1160	4,125.00	Professional Services	Court Appointed Attorney
405 Total	Juvenile Court							5	26,147.25		
410	Probate Court	PVX	522869	6/2/2023	100	General	VDS	1307	2,707.84	Hospitality-Expense	
410 Total	Probate Court							1	2,707.84		
420	State Court-General	CPVX	CPV507819	6/7/2023	100	General	K. ERIC MORROW	1160	3,750.00	Professional Services	Judicial Officer
420	State Court-General	CPVX	CPV507821	6/7/2023	100	General	REGINA MINCEY	1160	4,000.00	Professional Services	Judicial Officer
420	State Court-General	CPVX	CPV507824	6/14/2023	100	General	JESSY LALL	1160	8,000.00	Professional Services	Judicial Officer
420	State Court-General	CPVX	CPV507967	6/7/2023	100	General	Melanie Williams	1160	3,000.00	Professional Services	Judicial Officer
420	State Court-General	CPVX	CPV507970	6/14/2023	100	General	ADRIANA ALICIA CHANCEY	1162	4,600.00	Interpreter/Translator	
420	State Court-General	PVX	JB10	6/28/2023	433	Law Library Fund	THOMSON WEST	1314	7,687.40	Books-Judges Law	
420	State Court-General	PVX	JB10	6/28/2023	433	Law Library Fund	THOMSON WEST	1314	14,994.00	Books-Judges Law	
420	State Court-General	PVX	JB9	6/28/2023	433	Law Library Fund	THOMSON WEST	1314	19,704.80	Books-Judges Law	
420	State Court-General	PVX	JB9	6/28/2023	433	Law Library Fund	THOMSON WEST	1314	10,049.20	Books-Judges Law	
420 Total	State Court-General							9	75,785.40		
450	Superior Court-General	CPVX	CPVDG2002	6/20/2023	100	General	DIVIDA GUDE	1160	10,000.00	Professional Services	Judicial Officer
450	Superior Court-General	CPVX	CPVEB2002	6/28/2023	100	General	Emily Brenner	1160	5,000.00	Professional Services	Judicial Officer
450	Superior Court-General	CPVX	CPVIWL20053	6/28/2023	100	General	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	CPVX	CPVIWL20054	6/21/2023	100	General	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	CPVX	CPVIWL20055	6/21/2023	100	General	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	CPVX	CPVKS00027	6/8/2023	100	General	Tucker Castleberry	1459	2,911.00	Printing	
450	Superior Court-General	CPVX	CPVKS00027	6/8/2023	100	General	Tucker Castleberry	1459	2,911.00	Printing	
450	Superior Court-General	CPVX	CPVSK20034	6/28/2023	100	General	Scott Michael Kaye	1160	5,000.00	Professional Services	Judicial Officer
450	Superior Court-General	CPVX	CPVTHH20060	6/21/2023	100	General	HROBOWSKI-HOUSTON LAW	1160	6,000.00	Professional Services	Judicial Officer
450	Superior Court-General	PVX	AS00084	6/14/2023	100	General	ALM GLOBAL, LLC	1342	2,800.00	Advertising	
450	Superior Court-General	PVX	JG000106	6/2/2023	100	General	ICON SOFTWARE CORPORATION	1117	7,462.04	Database Fees	
450	Superior Court-General	PVX	JG000106	6/2/2023	100	General	ICON SOFTWARE CORPORATION	1117	22,148.56	Database Fees	
450	Superior Court-General	PVX	JG000106	6/2/2023	100	General	ICON SOFTWARE CORPORATION	1117	7,132.00	Database Fees	
450	Superior Court-General	PVX	JG000107	6/2/2023	100	General	ICON SOFTWARE CORPORATION	1117	8,012.08	Database Fees	
450	Superior Court-General	PVX	JG000107	6/2/2023	100	General	ICON SOFTWARE CORPORATION	1117	19,668.00	Database Fees	
450	Superior Court-General	PVX	JG000107	6/2/2023	100	General	ICON SOFTWARE CORPORATION	1117	5,981.04	Database Fees	
450	Superior Court-General	PVX	KS00105	6/2/2023	100	General	ICON SOFTWARE CORPORATION	1117	8,011.04	Database Fees	
450	Superior Court-General	PVX	TD0201	6/14/2023	100	General	ALM GLOBAL, LLC	1342	2,800.00	Advertising	
450 Total	Superior Court-General							18	123,336.76		
470	Superior Court-Clerk	PVX	BME0001	6/20/2023	100	General	BONDURANT, MIXSON & ELMORE, LLP	1160	3,000.00	Professional Services	Legal Counsel
470	Superior Court-Clerk	PVX	LB3	6/28/2023	433	Law Library Fund	THOMSON WEST	1313	5,482.00	Books-Law Library	
470 Total	Superior Court-Clerk							2	8,482.00		
480	District Attorney	PVX	ADM061623-01	6/29/2023	100	General	Arma Forensics LLC	1160	8,700.00	Professional Services	Forensic Expert
480	District Attorney	PVX	ADM061623-01	6/29/2023	100	General	Arma Forensics LLC	1160	6,300.00	Professional Services	Forensic Expert
480 Total	District Attorney							2	15,000.00		
540	Public Works	PVX	824757	6/21/2023	203	Water & Sewer R & E	Critical Business Analysis, Inc.	1160	9,000.00	Professional Services	Consultant
540 Total	Public Works							1	9,000.00		
730	Grady Hospital	PVX	2023-06	6/2/2023	100	General	FULTON-DEKALB HOSPITAL AUTHORITY	1083	23,433.67	North Fulton Clinic	
730	Grady Hospital	PVX	2023-06	6/2/2023	100	General	FULTON-DEKALB HOSPITAL AUTHORITY	1086	41,562.50	Sw Atl/2600 Mlk Clinic	
730 Total	Grady Hospital							2	64,996.17		
Grand Total:									533,809.55		

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118	County Manager	CPVX	CPV507811	6/2/2023	448	American Rescue Plan	James T Chafin	Professional Services	1160	1	3,380.00	
118	County Manager	CPVX	CPV507820	6/12/2023	448	American Rescue Plan	K. ERIC MORROW	Professional Services	1160	1	3,000.00	ORCA Hearings
118	County Manager	CPVX	CPV507823	6/16/2023	448	American Rescue Plan	JESSY LALL	Professional Services	1160	1	3,750.00	
118	County Manager	CPVX	CPV507966	6/12/2023	448	American Rescue Plan	Melodie H. Clayton	Professional Services	1160	1	4,225.00	ORCA Hearings
118	County Manager	CPVX	CPV507974	6/21/2023	448	American Rescue Plan	Russell Carlisle	Professional Services	1160	1	3,380.00	ORCA Hearings
118	County Manager	CPVX	CPVAL00207	6/2/2023	448	American Rescue Plan	TCS Professional Services, Inc.	Professional Services	1160	1	4,500.00	
118	County Manager	CPVX	CPVAL00208	6/20/2023	448	American Rescue Plan	Julie MT Walker Law Firm, LLC	Professional Services	1160	1	2,750.00	
118	County Manager	CPVX	CPVCDW2005	6/28/2023	448	American Rescue Plan	JUDGE CYNTHIA WRIGHT	Professional Services	1160	1	7,000.00	Criminal Judge
118	County Manager	CPVX	CPVCG0046	6/28/2023	448	American Rescue Plan	CHERYL DENISE GILLIAM	Court Rep & Other Trans Serv	1164	1	2,662.00	
118	County Manager	CPVX	CPVCK-230615	6/28/2023	448	American Rescue Plan	Cindy Keeler	Court Rep & Other Trans Serv	1164	1	4,075.50	
118	County Manager	CPVX	CPVJBM2005	6/13/2023	448	American Rescue Plan	Jennifer Bonanno Mann	Professional Services	1160	1	3,643.24	ORCA Hearings
118	County Manager	CPVX	CPVMRL03012023	6/14/2023	448	American Rescue Plan	Marcela Romero Langlois	Interpreter/Translator	1162	1	3,048.75	
118	County Manager	CPVX	CPVSH-52623	6/14/2023	448	American Rescue Plan	Shenika Hammond	Court Transcripts	1151	1	3,036.00	
118	County Manager	CPVX	CPVWLD20015	6/20/2023	448	American Rescue Plan	The Dallas Law Firm	Professional Services	1160	1	2,779.40	ORCA Hearings
118 Total									14		51,229.89	
130	External Affairs	PVX	ES103	6/6/2023	100	General	ADVER-WISE LLC	Printing	1459	1	2,726.14	
130	External Affairs	PVX	ES104	6/6/2023	100	General	KAESER AND BLAIR INC.	Printing	1459	1	3,552.76	
130 Total									2		6,278.90	
181	Arts/Cooperative Extension	PVX	ABFF9BR60223	6/7/2023	100	General	9beach Latin American LLC	Hospitality-Expense	1307	1	3,200.00	
181	Arts/Cooperative Extension	PVX	ABFFAJP6523	6/15/2023	100	General	Another Jones Production,LLC	Professional Services	1160	1	5,000.00	Photographer
181	Arts/Cooperative Extension	PVX	ABFFAMG53023	6/9/2023	100	General	Campbell Company	Professional Services	1160	1	7,500.00	ABFF Supporter
181	Arts/Cooperative Extension	PVX	ABFFEMP53023	6/9/2023	100	General	Eva Marcille Sterling	Professional Services	1160	1	10,000.00	Actress/ABFF
181	Arts/Cooperative Extension	PVX	ABFFLHP53023	6/9/2023	100	General	Living Hope Productions, LLC	Professional Services	1160	1	7,500.00	ABFF Talent Curation
181	Arts/Cooperative Extension	PVX	ABFFLRUC2023	6/7/2023	100	General	Sun Ra Consulting & Entertainment	Professional Services	1160	1	5,000.00	ABFF Talent Screening
181	Arts/Cooperative Extension	PVX	CSTE34A6523	6/14/2023	100	General	34th & Askew Productions, LLC	Professional Services	1160	1	5,000.00	ABFF Photographer
181	Arts/Cooperative Extension	PVX	FFABFFUE6223	6/7/2023	100	General	Umbrella Entertainment	Professional Services	1160	1	10,000.00	ABFF Guest Panelist

Department	Department Name	Doc CD	Doc ID	Date	Fund	Fund Name	Vendor Customer Name	Object Code Name	Object Code	Doc Accounting I	Amount	Description
181	Arts/Cooperative Extension	PVX	MVA AFFRC2023	6/28/2023	100	General	Campbell Company	Professional Services	1160	1	7,500.00	MVA AFF Supporter
181	Arts/Cooperative Extension	PVX	TNTCFS060123	6/22/2023	100	General	HEATHER INFANTRY	Professional Services	1160	1	2,500.00	CFS Development Presenter
181 Total									10		63,200.00	
235	County Attorney	PVX	SF0382	6/16/2023	725	Risk Management Fund	Mullen Coughlin LLC	Professional Services	1160	1	12,675.00	Outside Counsel
235	County Attorney	PVX	WA0350	6/29/2023	725	Risk Management Fund	Lawrence & Bundy LLC	Professional Services	1160	1	9,517.00	Outside Counsel
235	County Attorney	PVX	WA0350	6/29/2023	725	Risk Management Fund	Lawrence & Bundy LLC	Professional Services	1160	2	13,694.93	Outside Counsel
235 Total									3		35,886.93	
310	Fire	PVX	CH0022	6/6/2023	301	South Fulton Sub-District	City of South Fulton	Professional Services	1160	1	27,083.33	FID IGA Fire Svcs May 2023
310 Total									1		27,083.33	
335	Emergency Management	PVX	ATLFUEM0623	6/2/2023	100	General	ATLANTA FULTON CO EMERGENCY MANAGEMENT AGENCY	Cont-Atl/Fc Emergency Mgmt Agc	1229	1	24,675.08	
335 Total									1		24,675.08	
405	Juvenile Court	CPVX	CPV505510	6/2/2023	100	General	Erica Wilson	Professional Services	1160	1	5,834.50	Court Appointed Attorney
405	Juvenile Court	CPVX	CPV505511	6/2/2023	100	General	THE MOORE-MANNA LAW OFFICE, LLC	Professional Services	1160	1	3,102.75	Court Appointed Attorney
405	Juvenile Court	CPVX	CPV506106	6/14/2023	100	General	CW Law, LLC	Professional Services	1160	1	8,145.00	Court Appointed Attorney
405	Juvenile Court	CPVX	CPV506109	6/13/2023	100	General	James Jones	Professional Services	1160	1	4,940.00	Court Appointed Attorney
405	Juvenile Court	CPVX	CPV506110	6/13/2023	100	General	CW Law, LLC	Professional Services	1160	1	4,125.00	Court Appointed Attorney
405 Total									5		26,147.25	
410	Probate Court	PVX	522869	6/2/2023	100	General	VDS	Hospitality-Expense	1307	2	2,707.84	
410 Total									1		2,707.84	
420	State Court-General	CPVX	CPV507819	6/7/2023	100	General	K. ERIC MORROW	Professional Services	1160	1	3,750.00	Judicial Officer
420	State Court-General	CPVX	CPV507821	6/7/2023	100	General	REGINA MINCEY	Professional Services	1160	1	4,000.00	Judicial Officer
420	State Court-General	CPVX	CPV507824	6/14/2023	100	General	JESSY LALL	Professional Services	1160	1	8,000.00	Judicial Officer
420	State Court-General	CPVX	CPV507967	6/7/2023	100	General	Melanie Williams	Professional Services	1160	1	3,000.00	Judicial Officer
420	State Court-General	CPVX	CPV507970	6/14/2023	100	General	ADRIANA ALICIA CHANCEY	Interpreter/Translator	1162	1	4,600.00	

Department	Department Name	Doc CD	Doc ID	Date	Fund	Fund Name	Vendor Customer Name	Object Code Name	Object Code	Doc Accounting I	Amount	Description
420	State Court-General	PVX	JB10	6/28/2023	433	Law Library Fund	THOMSON WEST	Books-Judges Law	1314	1	7,687.40	
420	State Court-General	PVX	JB10	6/28/2023	433	Law Library Fund	THOMSON WEST	Books-Judges Law	1314	2	14,994.00	
420	State Court-General	PVX	JB9	6/28/2023	433	Law Library Fund	THOMSON WEST	Books-Judges Law	1314	2	19,704.80	
420	State Court-General	PVX	JB9	6/28/2023	433	Law Library Fund	THOMSON WEST	Books-Judges Law	1314	4	10,049.20	
420 Total									9		75,785.40	
450	Superior Court-General	CPVX	CPVDG2002	6/20/2023	100	General	DIVIDA GUDE	Professional Services	1160	1	10,000.00	Judicial Officer
450	Superior Court-General	CPVX	CPVEB2002	6/28/2023	100	General	Emily Brenner	Professional Services	1160	1	5,000.00	Judicial Officer
450	Superior Court-General	CPVX	CPVJWL20053	6/28/2023	100	General	Jung Wook Lee	Professional Services	1160	1	2,500.00	Judicial Officer
450	Superior Court-General	CPVX	CPVJWL20054	6/21/2023	100	General	Jung Wook Lee	Professional Services	1160	1	2,500.00	Judicial Officer
450	Superior Court-General	CPVX	CPVJWL20055	6/21/2023	100	General	Jung Wook Lee	Professional Services	1160	1	2,500.00	Judicial Officer
450	Superior Court-General	CPVX	CPVKS00027	6/8/2023	100	General	Tucker Castleberry	Printing	1459	1	2,911.00	
450	Superior Court-General	CPVX	CPVKS00027	6/8/2023	100	General	Tucker Castleberry	Printing	1459	2	2,911.00	
450	Superior Court-General	CPVX	CPVSK20034	6/28/2023	100	General	Scott Michael Kaye	Professional Services	1160	1	5,000.00	Judicial Officer
450	Superior Court-General	CPVX	CPVTHH20060	6/21/2023	100	General	HROBOWSKI-HOUSTON LAW	Professional Services	1160	1	6,000.00	Judicial Officer
450	Superior Court-General	PVX	AS00084	6/14/2023	100	General	ALM GLOBAL, LLC	Advertising	1342	1	2,800.00	
450	Superior Court-General	PVX	JG000106	6/2/2023	100	General	ICON SOFTWARE CORPORATION	Database Fees	1117	1	7,462.04	
450	Superior Court-General	PVX	JG000106	6/2/2023	100	General	ICON SOFTWARE CORPORATION	Database Fees	1117	2	22,148.56	
450	Superior Court-General	PVX	JG000106	6/2/2023	100	General	ICON SOFTWARE CORPORATION	Database Fees	1117	3	7,132.00	
450	Superior Court-General	PVX	JG000107	6/2/2023	100	General	ICON SOFTWARE CORPORATION	Database Fees	1117	1	8,012.08	
450	Superior Court-General	PVX	JG000107	6/2/2023	100	General	ICON SOFTWARE CORPORATION	Database Fees	1117	2	19,668.00	
450	Superior Court-General	PVX	JG000107	6/2/2023	100	General	ICON SOFTWARE CORPORATION	Database Fees	1117	3	5,981.04	
450	Superior Court-General	PVX	KS00105	6/2/2023	100	General	ICON SOFTWARE CORPORATION	Database Fees	1117	1	8,011.04	
450	Superior Court-General	PVX	TD0201	6/14/2023	100	General	ALM GLOBAL, LLC	Advertising	1342	1	2,800.00	
450 Total									18		123,336.76	
470	Superior Court-Clerk	PVX	BME0001	6/20/2023	100	General	BONDURANT, MIXSON & ELMORE, LLP	Professional Services	1160	1	3,000.00	Legal Counsel

Department	Department Name	Doc CD	Doc ID	Date	Fund	Fund Name	Vendor Customer Name	Object Code Name	Object Code	Doc Accounting I	Amount	Description
470	Superior Court-Clerk	PVX	LB3	6/28/2023	433	Law Library Fund	THOMSON WEST	Books-Law Library	1313	2	5,482.00	
470 Total									2		8,482.00	
480	District Attorney	PVX	ADM061623-01	6/29/2023	100	General	Arma Forensics LLC	Professional Services	1160	2	8,700.00	Forensic Expert
480	District Attorney	PVX	ADM061623-01	6/29/2023	100	General	Arma Forensics LLC	Professional Services	1160	4	6,300.00	Forensic Expert
480 Total									2		15,000.00	
540	Public Works	PVX	824757	6/21/2023	203	Water & Sewer R & E	Critical Business Analysis, Inc.	Professional Services	1160	1	9,000.00	Consultant
540 Total									1		9,000.00	
730	Grady Hospital	PVX	2023-06	6/2/2023	100	General	FULTON-DEKALB HOSPITAL AUTHORITY	North Fulton Clinic	1083	3	23,433.67	
730	Grady Hospital	PVX	2023-06	6/2/2023	100	General	FULTON-DEKALB HOSPITAL AUTHORITY	Sw Atl/2600 Mlk Clinic	1086	6	41,562.50	
730 Total									2		64,996.17	
Grand Total:											533,809.55	



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