



# **Monthly Payment Voucher Expenditure Report November 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.

**November 2020 Monthly Payment Voucher Expenditure Summary Report**  
 >2500<50000

Exhibit

<b>Department</b>	<b>Department Name</b>	<b>Object Code</b>	<b>Amount</b>
<b>118 Count</b>	County Manager	<b>1</b>	<b>2,500.00</b>
<b>181 Count</b>	Arts & Culture	<b>145</b>	<b>1,516,725.00</b>
<b>183 Count</b>	Senior Services	<b>1</b>	<b>15,150.00</b>
<b>235 Count</b>	County Attorney	<b>5</b>	<b>65,750.25</b>
<b>265 Count</b>	Registration & Elections	<b>3</b>	<b>50,065.15</b>
<b>335 Count</b>	Emergency Management	<b>1</b>	<b>36,901.50</b>
<b>405 Count</b>	Juvenile Court	<b>4</b>	<b>26,776.30</b>
<b>410 Count</b>	Probate Court	<b>1</b>	<b>2,500.00</b>
<b>421 Count</b>	State Court-All Judges	<b>4</b>	<b>18,500.00</b>
<b>450 Count</b>	Superior Court-General	<b>14</b>	<b>58,617.70</b>
<b>451 Count</b>	Superior Court-Alljudges	<b>1</b>	<b>4,669.74</b>
<b>480 Count</b>	District Attorney	<b>3</b>	<b>11,300.00</b>
<b>540 Count</b>	Public Works	<b>7</b>	<b>106,428.92</b>
<b>620 Count</b>	Family & Childrens Services	<b>4</b>	<b>48,365.49</b>
<b>650 Count</b>	Library	<b>2</b>	<b>35,323.50</b>
<b>Grand Total</b>		<b>196</b>	<b>1,999,573.55</b>

**November 2020 Monthly Payment Voucher Expenditure Report**  
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Department	Department Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
118	County Manager	Roswell Economic Development Inc	1307	2,500.00	Hospitality-Expense	Roswell Development Summit
<b>118</b>	<b>Count</b>		<b>1</b>	<b>2,500.00</b>		
181	Arts & Culture	Ali Howard	1188	5,000.00	Community Relief Allocation	
181	Arts & Culture	Kayla Harriott	1188	5,000.00	Community Relief Allocation	
181	Arts & Culture	Kerisse Hutchinson	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Kiera Nelson	1188	5,500.00	Community Relief Allocation	
181	Arts & Culture	LOUISA TUTTLE	1188	3,675.00	Community Relief Allocation	
181	Arts & Culture	Matthew Fielding Terrell	1188	5,000.00	Community Relief Allocation	
181	Arts & Culture	Miriam Robinson	1188	5,000.00	Community Relief Allocation	
181	Arts & Culture	MYRNA CLAYTON	1188	8,500.00	Community Relief Allocation	
181	Arts & Culture	Nathan Hudson	1188	3,500.00	Community Relief Allocation	
181	Arts & Culture	Okwae Ansara Miller	1188	10,800.00	Community Relief Allocation	
181	Arts & Culture	Reforming Arts Incorporated	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	Amina McIntyre	1188	10,625.00	Community Relief Allocation	
181	Arts & Culture	Roswell Arts Fund Inc.	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	ROXANE HOLLOSI	1188	4,100.00	Community Relief Allocation	
181	Arts & Culture	Royce Bable	1188	5,000.00	Community Relief Allocation	
181	Arts & Culture	SEVEN STAGES	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	Shondrika Moss Bouldin	1188	8,000.00	Community Relief Allocation	
181	Arts & Culture	SYNCHRONICITY PERFORMANCE GROUP	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	The Art Section, Inc.	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	THE MICHAEL O'NEAL SINGERS, INC.	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	THE MUSEUM OF CONTEMPORARY ART OF GEORGIA, INC	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	Carolyn Renee Morris	1188	5,000.00	Community Relief Allocation	
181	Arts & Culture	The Object Group, Inc	1188	8,000.00	Community Relief Allocation	
181	Arts & Culture	Theatre-To-Go Inc	1188	7,500.00	Community Relief Allocation	
181	Arts & Culture	Theresa D Davis	1188	4,850.00	Community Relief Allocation	
181	Arts & Culture	Toni Williams	1188	7,000.00	Community Relief Allocation	
181	Arts & Culture	toronto roberts	1188	5,060.00	Community Relief Allocation	
181	Arts & Culture	Word of Mouth Stories N 3D	1188	4,500.00	Community Relief Allocation	
181	Arts & Culture	YOUTH ENSEMBLE OF ATLANTA	1188	9,000.00	Community Relief Allocation	
181	Arts & Culture	ZOETIC DANCE ENSEMBLE	1188	8,000.00	Community Relief Allocation	
181	Arts & Culture	Cedric Pendleton	1188	5,000.00	Community Relief Allocation	
181	Arts & Culture	DEANNA SIRLIN	1188	7,000.00	Community Relief Allocation	

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Department	Department Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
118	County Manager	Roswell Economic Development Inc	1307	2,500.00	Hospitality-Expense	Roswell Development Summit
181	Arts & Culture	DeSitaa Lipscomb	1188	5,000.00	Community Relief Allocation	
181	Arts & Culture	Gilbert Young	1188	5,000.00	Community Relief Allocation	
181	Arts & Culture	Jerome Fortune	1188	6,500.00	Community Relief Allocation	
181	Arts & Culture	The Johns Creek Chorale Inc.	1188	15,000.00	Community Relief Allocation	
181	Arts & Culture	Kerri Garrett	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Margo Perkins	1188	5,000.00	Community Relief Allocation	
181	Arts & Culture	Marlon Sharod Allen	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Nena Gilreath	1188	9,000.00	Community Relief Allocation	
181	Arts & Culture	Nicolette Emanuelle Kessler	1188	8,545.00	Community Relief Allocation	
181	Arts & Culture	Quameiha Raymond-Ducheine	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Ragenia Bell	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Remy Matthew	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Ricardo E Aponte Alvarez	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Ricardo E Aponte Alvarez	1188	9,900.00	Community Relief Allocation	
181	Arts & Culture	RODNEY ALLEN	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	RUTH WATSON	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Sachi Denise Richardson	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Shannon Doyle Bell	1188	7,500.00	Community Relief Allocation	
181	Arts & Culture	Somalia Woyane Ramin	1188	6,800.00	Community Relief Allocation	
181	Arts & Culture	Stacie Jackson	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Stacy Zant	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Taylor Trimble	1188	6,000.00	Community Relief Allocation	
181	Arts & Culture	THERESA HOWARD	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Thomas Scott	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Tiffany Downing	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Tokie Lyn Taylor	1188	6,330.00	Community Relief Allocation	
181	Arts & Culture	Tonia M Jackson	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Tracy Lang	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Waverly Thomas Lucas	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	LAMMAN RUCKER	1142	10,000.00	Arts-CFS	
181	Arts & Culture	Latia M Stokes	1188	9,825.00	Community Relief Allocation	
181	Arts & Culture	Lauren Elizabeth O'Brien	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	lauri nan stallings	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	LYNN MARSHALL-LINNEMEIER	1188	10,000.00	Community Relief Allocation	

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Department	Department Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
118	County Manager	Roswell Economic Development Inc	1307	2,500.00	Hospitality-Expense	Roswell Development Summit
181	Arts & Culture	Marcus Hopkins-Turner	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Atlanta Young Singers of Callanwolde, Inc.	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	HAMMONDS HOUSE GALLERIES	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	Allen McClain	1188	3,383.00	Community Relief Allocation	
181	Arts & Culture	CITY OF ALPHARETTA	1142	12,100.00	Arts-CFS	
181	Arts & Culture	SERENBE INSTITUTE FOR ART, CULTURE & THE ENVIRONMENT	1142	6,000.00	Arts-CFS	
181	Arts & Culture	SERENBE INSTITUTE FOR ART, CULTURE & THE ENVIRONMENT	1142	13,000.00	Arts-CFS	
181	Arts & Culture	Atlanta Bicycle Coalition	1142	5,500.00	Arts-CFS	
181	Arts & Culture	GEORGIA LAWYERS FOR THE ARTS	1188	20,000.00	Community Relief Allocation	
181	Arts & Culture	ACTOR'S EXPRESS	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	AMARIO'S ART ACADEMY FOR THE GIFTED AND TALENTED	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	Arts Alpharetta	1188	16,000.00	Community Relief Allocation	
181	Arts & Culture	ATLANTA CELEBRATES PHOTOGRAPHY	1188	6,000.00	Community Relief Allocation	
181	Arts & Culture	ATLANTA CELEBRATES PHOTOGRAPHY	1188	6,000.00	Community Relief Allocation	
181	Arts & Culture	ATLANTA CONTEMPORARY ART CENTER	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	ATLANTA PRINTMAKERS STUDIO	1188	6,000.00	Community Relief Allocation	
181	Arts & Culture	ABEL 2 INC	1188	15,000.00	Community Relief Allocation	
181	Arts & Culture	Atlanta Young Singers of Callanwolde, Inc.	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	BURNAWAY, INC.	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	C4 Atlanta	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	COLLECTIONS OF LIFE & HERITAGE, INC	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	DANCE CANVAS, INC.	1188	18,500.00	Community Relief Allocation	
181	Arts & Culture	DANCE FORCE, INC.	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	DANCICAL PRODUCTIONS, INC.	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	DASHBOARD CO-OP	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	FLUX PROJECTS, INC.	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	GEORGIA ENSEMBLE THEATRE	1188	20,000.00	Community Relief Allocation	
181	Arts & Culture	GEORGIA LAWYERS FOR THE ARTS	1188	20,000.00	Community Relief Allocation	
181	Arts & Culture	HORIZON THEATRE COMPANY	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	IMAGE FILM & VIDEO CENTER	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	JOHNS CREEK COMMUNITY ARTS CENTER	1188	11,000.00	Community Relief Allocation	
181	Arts & Culture	MANGA AFRICAN DANCING, INC	1188	7,300.00	Community Relief Allocation	
181	Arts & Culture	Milton Arts Council, Inc.	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	Karen J Head	1188	26,000.00	Community Relief Allocation	

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118	County Manager	Roswell Economic Development Inc	1307	2,500.00	Hospitality-Expense	Roswell Development Summit
181	Arts & Culture	MUSEUM OF DESIGN ATLANTA	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	OUT OF HAND THEATER	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	Phoenix Theatre Academy, Inc.	1188	7,500.00	Community Relief Allocation	
181	Arts & Culture	Pianos for Peace	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	Push Push Theatre Co	1188	7,000.00	Community Relief Allocation	
181	Arts & Culture	BALLETHNIC DANCE COMPANY INC.	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	Amanda Tai	1188	7,200.00	Community Relief Allocation	
181	Arts & Culture	Aisha Westbrook	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Asante M Benson	1188	6,500.00	Community Relief Allocation	
181	Arts & Culture	Benjamin Stevenson	1188	6,905.00	Community Relief Allocation	
181	Arts & Culture	BRENDA PORTER	1188	6,800.00	Community Relief Allocation	
181	Arts & Culture	ARTSCRITICATL,INC.	1188	18,000.00	Community Relief Allocation	
181	Arts & Culture	Calvin Antwan Gentry	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Willecia Crawford	1188	9,462.00	Community Relief Allocation	
181	Arts & Culture	Bridgette Burton	1188	9,450.00	Community Relief Allocation	
181	Arts & Culture	Chelsea Rene' Steverson	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Chloe Alexander	1188	7,100.00	Community Relief Allocation	
181	Arts & Culture	Christan Carter	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Christopher Pilcher	1188	7,200.00	Community Relief Allocation	
181	Arts & Culture	Corrina Mensoff	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	CYNTHIA BARKER	1188	7,675.00	Community Relief Allocation	
181	Arts & Culture	Damon Waring	1188	4,500.00	Community Relief Allocation	
181	Arts & Culture	Derrick Earl Utsey	1188	2,831.00	Community Relief Allocation	
181	Arts & Culture	Denise Johnson	1188	5,000.00	Community Relief Allocation	
181	Arts & Culture	Dhakirah Williamson	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	E.Hope M. Riveron-Gruver	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Edward Lewis	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	EuGene V Byrd	1188	6,049.00	Community Relief Allocation	
181	Arts & Culture	EuGene V Byrd	1188	6,049.00	Community Relief Allocation	
181	Arts & Culture	FAHAMU PECOU	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Floyd Jerrod Hall	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	GREGOR TURK	1188	7,675.00	Community Relief Allocation	
181	Arts & Culture	Ingrid Y Mathurin	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Israel Pate	1188	6,000.00	Community Relief Allocation	

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118	County Manager	Roswell Economic Development Inc	1307	2,500.00	Hospitality-Expense	Roswell Development Summit
181	Arts & Culture	Jennifer Sutton	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Johnny L. Nutson	1188	3,383.00	Community Relief Allocation	
181	Arts & Culture	Kemi Bennings	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Mark Eschoe	1188	10,000.00	Community Relief Allocation	
181	Arts & Culture	Charlotte Watts	1188	7,853.00	Community Relief Allocation	
181	Arts & Culture	Lassana Kouyate	1142	4,790.00	Arts-CFS	
181	Arts & Culture	Lassana Kouyate	1188	5,210.00	Community Relief Allocation	
181	Arts & Culture	Alpharetta Community Chorus, Inc.	1188	7,000.00	Community Relief Allocation	
181	Arts & Culture	David Patton White	1188	5,000.00	Community Relief Allocation	
181	Arts & Culture	TaTanysha Rosby	1188	7,800.00	Community Relief Allocation	
181	Arts & Culture	Southeast Community Cultural Center, Inc	1188	18,000.00	Community Relief Allocation	
<b>181</b>	<b>Count</b>		<b>145</b>	<b>1,516,725.00</b>		
183	Senior Services	Covin Wilson Associates	1317	15,150.00	Employer Sponsored Training	
<b>183</b>	<b>Count</b>		<b>1</b>	<b>15,150.00</b>		
235	County Attorney	HOLLAND & KNIGHT LLP	1160	13,200.00	Professional Services	Outside Counsel
235	County Attorney	Garland, Samuel, & Loeb, P.C.	1160	15,364.00	Professional Services	F.C. Election Board Review
235	County Attorney	Steven Kyle Struthers	1160	4,937.50	Professional Services	Consultant F.C. Election Process
235	County Attorney	Kenneth A. Ray Justice Services	1160	21,156.25	Professional Services	Quality Assurance/Jail Monitoring
235	County Attorney	Johnson & Freeman, LLC	1160	11,092.50	Professional Services	Outside Counsel
<b>235</b>	<b>Count</b>		<b>5</b>	<b>65,750.25</b>		
265	Registration & Election	JASON'S DELI	1307	34,242.90	Hospitality-Expense	Lunch for Pollworkers
265	Registration & Election	CORNER BAKERY CAFE	1307	2,522.25	Hospitality-Expense	Election Day Lunch
265	Registration & Election	FULTON COUNTY BOARD OF EDUCATION	1121	13,300.00	Rent/Lease Buildings	
<b>265</b>	<b>Count</b>		<b>3</b>	<b>50,065.15</b>		
335	Emergency Management	ATLANTA FULTON CO EMERGENCY MANAGEMENT AGENCY	1229	36,901.50	Cont-Atl/Fc Emergency Mgmt Agc	
<b>335</b>	<b>Count</b>		<b>1</b>	<b>36,901.50</b>		
405	Juvenile Court	THE MOORE-MANNA LAW OFFICE, LLC	1160	7,848.80	Professional Services	Attorney Fees
405	Juvenile Court	CW Law, LLC	1160	8,126.25	Professional Services	Attorney Fees

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Department	Department Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
118	County Manager	Roswell Economic Development Inc	1307	2,500.00	Hospitality-Expense	Roswell Development Summit
405	Juvenile Court	THE MOORE-MANNA LAW OFFICE, LLC	1160	7,621.25	Professional Services	Attorney Fees
405	Juvenile Court	James Jones	1160	3,180.00	Professional Services	Attorney Fees
<b>405 Count</b>			<b>4</b>	<b>26,776.30</b>		
410	Probate Court	The Nadler Company Inc.	1165	2,500.00	Indigent Defense Payments	
<b>410 Count</b>			<b>1</b>	<b>2,500.00</b>		
421	State Court-All Judges	K. ERIC MORROW	1160	4,750.00	Professional Services	Judicial Officer
421	State Court-All Judges	Melanie Williams	1160	3,750.00	Professional Services	Judicial Officer
421	State Court-All Judges	REGINA MINCEY	1160	4,000.00	Professional Services	Judicial Officer
421	State Court-All Judges	JESSY LALL	1160	6,000.00	Professional Services	Judicial Officer
<b>421 Count</b>			<b>4</b>	<b>18,500.00</b>		
450	Superior Court-General	CMPTranslations Inc.	1162	3,375.00	Interpreter/Translator	
450	Superior Court-General	QUANINCIA Hill	1151	5,064.55	Court Transcripts	
450	Superior Court-General	Shelley Duhon	1164	11,137.95	Court Rep & Other Trans Serv	
450	Superior Court-General	MARGARET M. DORSEY	1160	4,059.00	Professional Services	Judicial Officer
450	Superior Court-General	JOLANDA LASHAWN PRICE	1151	3,140.50	Court Transcripts	
450	Superior Court-General	CAROLE POWELL	1160	4,961.00	Professional Services	Judicial Officer
450	Superior Court-General	CHERYL DENISE GILLIAM	1151	3,339.20	Court Transcripts	
450	Superior Court-General	DENISE STEWART	1151	3,190.00	Court Transcripts	
450	Superior Court-General	Mary Ann Hanham	1164	3,130.00	Court Rep & Other Trans Serv	
450	Superior Court-General	MARGARET M. DORSEY	1160	4,059.00	Professional Services	Judicial Officer
450	Superior Court-General	IONIE E. TAYLOR	1151	2,788.50	Court Transcripts	
450	Superior Court-General	HROBOWSKI-HOUSTON LAW	1160	2,706.00	Professional Services	Judicial Officer
450	Superior Court-General	Scott Michael Kaye	1160	3,608.00	Professional Services	Judicial Officer
450	Superior Court-General	Scott Michael Kaye	1160	4,059.00	Professional Services	Judicial Officer
<b>450 Count</b>			<b>14</b>	<b>58,617.70</b>		
451	Superior Court-Alljudges	Walter J. Matthews	1160	4,669.74	Professional Services	Visiting Judge
<b>451 Count</b>			<b>1</b>	<b>4,669.74</b>		
480	District Attorney	PSYCHIATRIC ASSOCIATES OF ATLANTA	1160	2,800.00	Professional Services	Expert Review Analysis



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118	County Manager	Roswell Economic Development Inc	1307	2,500.00	Hospitality-Expense	Roswell Development Summit
480	District Attorney	PSYCHIATRIC ASSOCIATES OF ATLANTA	1160	5,000.00	Professional Services	Expert Review Analysis
480	District Attorney	KNOX & ASSOCIATES, LLC	1160	3,500.00	Professional Services	Crime Scene Reconstruction
<b>480 Count</b>			<b>3</b>	<b>11,300.00</b>		
540	Public Works	CITY OF ALPHARETTA	H065	3,789.50	Misc Water Line Proj	
540	Public Works	CITY OF ALPHARETTA	H065	6,600.23	Misc Water Line Proj	
540	Public Works	CITY OF ALPHARETTA	H065	7,696.26	Misc Water Line Proj	
540	Public Works	CITY OF ALPHARETTA	H065	11,244.30	Misc Water Line Proj	
540	Public Works	CLAYTON COUNTY WATER AUTHORITY	1322	14,086.80	Clayton County Oxidation	
540	Public Works	DEKALB COUNTY FINANCE	1328	39,386.83	Cont-Nancy Creek/Dekalb	
540	Public Works	CITY OF JOHNS CREEK	1160	23,625.00	Professional Services	2020 Neighborhood Resurfacing
<b>540 Count</b>			<b>7</b>	<b>106,428.92</b>		
620	Family & Childrens Services	FULTON COUNTY DFACS	1343	6,563.30	Client Benefits	
620	Family & Childrens Services	FULTON COUNTY DFACS	1343	17,425.00	Client Benefits	
620	Family & Childrens Services	FULTON COUNTY DFACS	1234	20,600.00	Cont-Burial Services	
620	Family & Childrens Services	FULTON COUNTY DFACS	1235	3,777.19	Salary Supplements	
<b>620 Count</b>			<b>4</b>	<b>48,365.49</b>		
650	Library	Pritchard Global Security, LLC	1160	2,725.00	Professional Services	Security/Patrol Services
650	Library	UNIVERSITY OF GEORGIA	1160	32,598.50	Professional Services	August / September Salaries
<b>650 Count</b>			<b>2</b>	<b>35,323.50</b>		
<b>Grand Total</b>			<b>196</b>	<b>1,999,573.55</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