



# **Monthly Payment Voucher Expenditure Report September 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.

**September 2020 Monthly Summary  
Expenditure Report  
>2500<50000**

<b>Department</b>	<b>Department Name</b>	<b>Object Code</b>	<b>Amount</b>
<b>215 Total</b>	Human Resources	<b>3</b>	<b>11,400.00</b>
<b>235 Total</b>	County Attorney	<b>18</b>	<b>218,828.33</b>
<b>265 Total</b>	Regis & Elect	<b>3</b>	<b>18,695.38</b>
<b>335 Total</b>	Emergency Management	<b>1</b>	<b>36,901.50</b>
<b>450 Total</b>	Superior Court-General	<b>8</b>	<b>29,157.80</b>
<b>480 Total</b>	District Attorney	<b>7</b>	<b>42,443.33</b>
<b>540 Total</b>	Public Works	<b>3</b>	<b>83,412.55</b>
<b>620 Total</b>	Family & Childrens Services	<b>7</b>	<b>113,481.64</b>
<b>650 Total</b>	Library	<b>1</b>	<b>4,000.00</b>
<b>730 Total</b>	Grady Hospital	<b>2</b>	<b>64,996.17</b>
<b>Grand Total</b>		<b>53</b>	<b>623,316.70</b>

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Department	Department Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
215	Human Resources	Teresa L. Wallace	1317	5,000.00	Employer Sponsored Training	
215	Human Resources	STERLING PARK EAVES	1182	2,500.00	Hearing Officer Fees	
215	Human Resources	Covin Wilson Associates	1465	3,900.00	Training Supplies	
<b>215 Total</b>			<b>3</b>	<b>11,400.00</b>		
235	County Attorney	MCGUIREWOODS LLP	1160	45,320.50	Professional Services	
235	County Attorney	Steven Kyle Struthers	1160	12,187.50	Professional Services	
235	County Attorney	Abacus Data Systems, Inc.	1160	6,000.00	Professional Services	
235	County Attorney	The Employment Law Solution: McFadden Davis LLC	1160	7,544.00	Professional Services	
235	County Attorney	The Employment Law Solution: McFadden Davis LLC	1160	5,800.00	Professional Services	
235	County Attorney	Lawrence & Bundy LLC	1160	3,330.00	Professional Services	
235	County Attorney	Lawrence & Bundy LLC	1160	28,540.00	Professional Services	
235	County Attorney	Lawrence & Bundy LLC	1160	13,031.00	Professional Services	
235	County Attorney	Lawrence & Bundy LLC	1160	39,605.00	Professional Services	
235	County Attorney	NGUYEN & PHAM, LLC	1160	3,445.65	Professional Services	
235	County Attorney	NGUYEN & PHAM, LLC	1160	3,442.00	Professional Services	
235	County Attorney	NGUYEN & PHAM, LLC	1160	3,505.65	Professional Services	
235	County Attorney	NGUYEN & PHAM, LLC	1160	3,862.28	Professional Services	
235	County Attorney	Steven Kyle Struthers	1160	6,875.00	Professional Services	
235	County Attorney	Kenneth A. Ray Justice Services	1160	18,337.50	Professional Services	
235	County Attorney	The Employment Law Solution: McFadden Davis LLC	1160	4,486.25	Professional Services	
235	County Attorney	Gregory Doyle Calhoun & Rogers, LLC	1160	6,359.00	Professional Services	Outside Counsel
235	County Attorney	MCGUIREWOODS LLP	1160	7,157.00	Professional Services	
<b>235 Total</b>			<b>18</b>	<b>218,828.33</b>		
265	Regis & Elect	HAPPY FACES PERSONNEL GP. INC.	1174	3,395.38	Security Service	
265	Regis & Elect	FULTON COUNTY BOARD OF EDUCATION	1121	6,300.00	Rent/Lease Buildings	
265	Regis & Elect	FULTON COUNTY BOARD OF EDUCATION	1121	9,000.00	Rent/Lease Buildings	
<b>265 Total</b>			<b>3</b>	<b>18,695.38</b>		
335	Emergency Management	ATLANTA FULTON CO EMERGENCY MANAGEMENT AGENCY	1229	36,901.50	Cont-ATL/FC Emergency Mgmt Agc	
<b>335 Total</b>			<b>1</b>	<b>36,901.50</b>		

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Department	Department Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
215	Human Resources	Teresa L. Wallace	1317	5,000.00	Employer Sponsored Training	
450	Superior Court-General	CHERYL DENISE GILLIAM	1151	2,854.50	Court Transcripts	
450	Superior Court-General	JOLANDA LASHAWN PRICE	1151	6,310.20	Court Transcripts	
450	Superior Court-General	HROBOWSKI-HOUSTON LAW	1160	2,706.00	Professional Services	Judicial Officer
450	Superior Court-General	CAROLE POWELL	1160	2,706.00	Professional Services	Judicial Officer
450	Superior Court-General	IONIE E. TAYLOR	1151	2,719.80	Court Transcripts	
450	Superior Court-General	Scott Michael Kaye	1160	2,706.00	Professional Services	Judicial Officer
450	Superior Court-General	Scott Michael Kaye	1160	4,510.00	Professional Services	Judicial Officer
450	Superior Court-General	Carrie Newman	1151	4,645.30	Court Transcripts	
<b>450 Total</b>			<b>8</b>	<b>29,157.80</b>		
480	District Attorney	Arlington Memorial Park	1340	2,665.83	Investigation Expense	
480	District Attorney	Paul Kish	1160	6,750.00	Professional Services	Blood Pattern Expert
480	District Attorney	Donald Leach	1160	5,000.00	Professional Services	Retainer-Expert Opinion
480	District Attorney	Seth Stoughton	1160	8,800.00	Professional Services	Consultant-Expert Opinion
480	District Attorney	Southern Model Inc.	1160	9,600.00	Professional Services	Expert Model Construction
480	District Attorney	Helix Bioanalytical Testing Laboratory	1160	3,800.00	Professional Services	DNA Analysis Expert
480	District Attorney	WF Bruton CFE and Assoc LLC	1160	5,827.50	Professional Services	Forensic Services
<b>480 Total</b>			<b>7</b>	<b>42,443.33</b>		
540	Public Works	DEKALB COUNTY FINANCE	1328	25,640.09	Cont-Nancy Creek/Dekalb	
540	Public Works	DEKALB COUNTY FINANCE	1328	43,685.66	Cont-Nancy Creek/Dekalb	
540	Public Works	CLAYTON COUNTY WATER AUTHORITY	1322	14,086.80	Clayton County Oxidation	
<b>540 Total</b>			<b>3</b>	<b>83,412.55</b>		
620	Family & Childrens Services	FULTON COUNTY DFACS	1343	3,145.55	Client Benefits	
620	Family & Childrens Services	FULTON COUNTY DFACS	1343	34,137.41	Client Benefits	
620	Family & Childrens Services	FULTON COUNTY DFACS	1234	25,650.00	Cont-Burial Services	
620	Family & Childrens Services	FULTON COUNTY DFACS	1343	4,420.00	Client Benefits	
620	Family & Childrens Services	FULTON COUNTY DFACS	1343	24,724.00	Client Benefits	
620	Family & Childrens Services	FULTON COUNTY DFACS	1234	3,350.00	Cont-Burial Services	
620	Family & Childrens Services	FULTON COUNTY DFACS	1235	18,054.68	Salary Supplements	
<b>620 Total</b>			<b>7</b>	<b>113,481.64</b>		

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Department	Department Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
215	Human Resources	Teresa L. Wallace	1317	5,000.00	Employer Sponsored Training	
650	Library	UNIVERSITY OF GEORGIA	1160	4,000.00	Professional Services	GA 4-H Support
<b>650 Total</b>			<b>1</b>	<b>4,000.00</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	
<b>730 Total</b>			<b>2</b>	<b>64,996.17</b>		
<b>Grand Total</b>			<b>53</b>	<b>623,316.70</b>		

## Policy and Procedure

#200-3

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.