Georgia Department of Public Safety Policy Manual

EXPENSE ACCOUNTS & CLASS LIST FOR PCARD TRANSACTIONS & REQUISITIONS	7.17-7
REFERENCE PURCHASING CARD	DATE 8/3/2018
	EXHIBIT REVIEWED 8/3/2018

Acct.#	Class	Description
		DRUG TESTING AND PHYSICAL EXAMS
522001	300	Drug Testing
523001	300	Employee Physical Examinations
524001	300	Other Employee Related Expenditures
		POSTAGE
611001	301	Postage
611004	301	Postage - Mail/Express Certified
292229	0.28	MOTOR VEHICLE EXPENSES
612001	301	Motor Vehicle Expense - Gasoline
612002	301	Motor Vehicle Expense - Oil, Grease and Fluids
612003	301	Motor Vehicle Expense - Vehicle Repairs & Maintenance (Oil Chg/VehSvc/Repair/Windshield Repair)
612004	301	Motor Vehicle Expense - Parts & Supplies (All Auto Parts, Tires)
612005	301	Motor Vehicle Expense - Aviation Fuel
612006	301	Motor Vehicle Expense - Diesel (Generator)
612008	301	Motor Vehicle Expense - Tags & Titles
612009	301	Motor Vehicle Expense - Inspection Fees (Emission Testing)
612012 612099	301 301	Motor Vehicle Expense - Propane Motor Vehicle Expense - Other (Chock Blocks, Towing, Wrecker Svc, Window Tint, Decals, Automotive Cleaning Supplies)
5.455.66	77.	
200202	2287	PUBLICATIONS, PRINTING AND MEDIA
613002	301	Printing & Publications and Media - Outside (GCI, Citations, Law Manuals/Books)
		SUPPLIES AND MATERIALS
614001	301	Supplies & Materials - Cleaning Supplies
614003	301	Supplies & Materials - Office Supplies/Copy Paper
614004	301	Supplies & Materials - Building/Maintenance Supplies (Weed Eater Parts/Locks/Paint/Screws/Lawnmower Parts/Light Bulbs)
614005	301	Supplies & Materials - Other (Batteries/Alco-Sensor Mouthpieces/Evidence Bags/Intoximeter supplies/Flags)
614008	301	Supplies & Materials - Medical/Dental Supplies (Vaccines, First Aid Kits)
614012	301	Supplies & Materials - Laboratory Supplies (Drug Test Kits/Blood Kits)
614014	301	Supplies & Materials - Uniforms & Related Items
614015	301	Supplies & Materials - Fertilizer, Seed, Animal Feed (Dog Food)
614017	301	Supplies & Materials - Film & Photo
614018	301	Supplies & Materials - Training Supplies
614021	301	Supplies & Materials - Linen
614023	301	Supplies & Materials - Kitchen Supplies
614027	301	Supplies & Materials - Ammunition
614028	301	Supplies & Materials - Fire Suppression/Protection (Alarm System Maint/Fire Extinguisher Supplies)
614029	301	Supplies & Materials - Aircraft (Inexpensive Parts)
614034	301	Supplies & Materials - small equip-not in inventory (Less than \$1,000)
614035	301	Supplies & Materials - Furniture (Less Than \$1,000/Lateral Files/Chairs/Mattresses)
		REPAIRS AND MAINTENANCE
615001	301	Repairs & Maintenance (lock and key/Shotgun Repair/Scales) Less than \$500
615001	823	Repairs & Maintenance (All Facilities/Building Repairs:Plumbing, Generator, Sewer, Air Conditioning/Heating) Greater than \$5
615002	301	Repairs & Maintenance - Maintenance Agreements (Security/Maintenance Agreements For Fire Extinguishers/Monitoring)
615006	301	Repairs & Maintenance - Other Radio Repairs (Radars/LightBars/Sirens/Cameras/Antenna Repair)
615008	301	Repairs & Maintenance - Pest Control
615009	301	Repairs & Maintenance - Aircraft (Expensive Parts/Certifications)
615014	301	Repairs & Maintenance - Tractor Repairs (Trailer Repair/Lawn Mower Repair/Golf Cart repair)
615015	301	Repairs & Maintenance - Landscaping

Other Operating Expenses - Livestock\Domesticated Animals (Pet Care/Items/Vet) 627033 301 Other Operating Expenses - Perimeter Security 627049 301 Other Operating Expenses - Other			EQUIPMENT NOT CAPITALIZED (<\$5,000)
Section Solid	616001	301	Equipment on Inventory but not Capitalized (Furniture and small equipment \$1,000 - \$4,999)
ENERGY Energy - Retrictly			WATER AND SEWAGE
Energy - Electricity	617001	301	Water and Sewage
RENTS OTHER THAN REAL ESTATE			A. Managaran and A. Caraller, and A. Car
RENTS OTHER THAN REAL ESTATE	618001	301	Energy - Electricity
Rents Other Than Real Estate - Equipment	618200	301	Energy - Natural Gas
Rents Other Than Real Estate - P.O. Box			
PROCUREMENT CARD PURCHASES		(3772)	
PROCUREMENT CARD PURCHASES	619006	301	Rents Other Than Real Estate - P.O. Box
PROCUREMENT CARD PURCHASES			
Procurement Card Purchases - Disputed Charges (Taxes)	622001	301	Freight & Shipping
OTHER OPERATING EXPENSES			PROCUREMENT CARD PURCHASES
627001 301 Other Operating Expenses - Linen & Laundry Services (Alterations) 627002 301 Other Operating Expenses - Dues & Subscriptions 627003 301 Other Operating Expenses - Periner Processing 627007 301 Other Operating Expenses - Registration (Tuition/CPR Class/Conference Registrations) 627019 301 Other Operating Expenses - Film Processing 627019 301 Other Operating Expenses - Film Processing 627021 301 Other Operating Expenses - Notary Costs 627022 301 Other Operating Expenses - Notary Costs 627023 301 Other Operating Expenses - Garbage Collection (Dumpster Service/Waste Removal) 627025 301 Other Operating Expenses - Special Group Meals (with prior approval from CFO/Comptroller Only - Emergencie 627029 301 Other Operating Expenses - Livestock/Domesticated Animals (Pet Care/Items/Vet) 627033 301 Other Operating Expenses - Livestock/Domesticated Animals (Pet Care/Items/Vet) 627049 301 Other Operating Expenses - Perimeter Security 627049 301 Other Operating Expenses - Perimeter Security 627049 301 Other Operating Expenses - Perimeter Security 627040 Other Operating Expenses - Other PER DIEM & FEES 651005 312 Per Diem & Fees - Physicians 651016 312 Per Diem & Fees - Psychiatrist 651016 312 Per Diem & Fees - Psychiatrist 651016 312 Per Diem & Fees - Instructors PEQUIPMENT (over \$5,000) 720001 304 Equipment - Machinery & Equipment (Lawn Mowers) 651016 Equipment - Machinery & Equipment - Furniture	626002	301	Procurement Card Purchases - Disputed Charges (Taxes)
627002 301 Other Operating Expenses - Dues & Subscriptions 627003 301 Other Operating Expenses - Registration (Tuition/CPR Class/Conference Registrations) 627007 301 Other Operating Expenses - Film Processing 627019 301 Other Operating Expenses - The Processing and Certification (Flight Training/Ga Post Council) 627021 301 Other Operating Expenses - Notary Costs 627022 301 Other Operating Expenses - Cable Service 627023 301 Other Operating Expenses - Cable Service 627025 301 Other Operating Expenses - Cable Cloin (Dumpster Service/Waste Removal) 627026 301 Other Operating Expenses - Cable Cloin (Dumpster Service/Waste Removal) 627027 301 Other Operating Expenses - Livestock/Domesticated Animals (Pet Care/Items/Vet) 627028 301 Other Operating Expenses - Perimeter Security 627033 301 Other Operating Expenses - Other PER DIEM & FEES 651005 312 Per Diem & Fees - Physicians 651010 312 Per Diem & Fees - Physicians 651056 312 Per Diem & Fees - Physicians			OTHER OPERATING EXPENSES
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627007 301 Other Operating Expenses - Film Processing 627019 301 Other Operating Expenses - Testing and Certification (Flight Training/Ga Post Council) 627021 301 Other Operating Expenses - Notary Costs 627022 301 Other Operating Expenses - Cable Service 627023 301 Other Operating Expenses - Garbage Collection (Dumpster Service/Waste Removal) 627025 301 Other Operating Expenses - Garbage Collection (Dumpster Service/Waste Removal) 627029 301 Other Operating Expenses - Garbage Collection (Dumpster Service/Waste Removal) 627029 301 Other Operating Expenses - Livestock/Domesticated Animals (Pet Care/Items/Vet) 627049 301 Other Operating Expenses - Livestock/Domesticated Animals (Pet Care/Items/Vet) 627049 301 Other Operating Expenses - Detrimeter Security 627049 301 Other Operating Expenses - Other PER DIEM & FEES 651005 312 Per Diem & Fees - Physicians 651010 312 Per Diem & Fees - Other Fees 651010 312 Per Diem & Fees - Psychiatrist 651010 312 Per D	627002	301	Other Operating Expenses - Dues & Subscriptions
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	720107	304	Equipment - Machinery & Equipment - Furniture
814001 305 Computer Supplies and Materials (Computer/Printer Paper/Toner) DVD			IT SUPPLIES AND MATERIALS (Consumable Supplies Related To Computers)
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