

# Georgia Department of Public Safety Policy Manual

<b>EXHIBIT</b> <b>EXPENSE ACCOUNTS &amp; CLASS LIST FOR</b> <b>PCARD TRANSACTIONS &amp; REQUISITIONS</b>	<b>EXHIBIT NUMBER</b> <b>7.17-7</b>
<b>REFERENCE</b> <b>PURCHASING CARD</b>	<b>DATE</b> <b>8/3/2018</b>
	<b>EXHIBIT REVIEWED</b> <b>8/3/2018</b>

Acct. #	Class	Description
<b>DRUG TESTING AND PHYSICAL EXAMS</b>		
522001	300	Drug Testing
523001	300	Employee Physical Examinations
524001	300	Other Employee Related Expenditures
<b>POSTAGE</b>		
611001	301	Postage
611004	301	Postage - Mail/Express Certified
<b>MOTOR VEHICLE EXPENSES</b>		
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	301	Motor Vehicle Expense - Propane
612099	301	Motor Vehicle Expense - Other (Chock Blocks, Towing, Wrecker Svc, Window Tint, Decals, Automotive Cleaning Supplies)
<b>PUBLICATIONS, PRINTING AND MEDIA</b>		
613002	301	Printing & Publications and Media - Outside (GCI, Citations, Law Manuals/Books)
<b>SUPPLIES AND MATERIALS</b>		
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)
<b>REPAIRS AND MAINTENANCE</b>		
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 \$500
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

		<b><u>EQUIPMENT NOT CAPITALIZED (&lt;\$5,000)</u></b>
616001	301	Equipment on Inventory but not Capitalized (Furniture and small equipment \$1,000 - \$4,999)
		<b><u>WATER AND SEWAGE</u></b>
617001	301	Water and Sewage
		<b><u>ENERGY</u></b>
618001	301	Energy - Electricity
618200	301	Energy - Natural Gas
		<b><u>RENTS OTHER THAN REAL ESTATE</u></b>
619001	301	Rents Other Than Real Estate - Equipment
619006	301	Rents Other Than Real Estate - P.O. Box
		<b><u>FREIGHT/FUEL SERVICE CHARGES</u></b>
622001	301	Freight & Shipping
		<b><u>PROCUREMENT CARD PURCHASES</u></b>
626002	301	Procurement Card Purchases - Disputed Charges (Taxes)
		<b><u>OTHER OPERATING EXPENSES</u></b>
627001	301	Other Operating Expenses - Linen & Laundry Services (Alterations)
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 - 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 - Special Group Meals (with prior approval from CFO/Comptroller Only - Emergencies)
627029	301	Other Operating Expenses - Livestock/Domesticated Animals (Pet Care/Items/Vet)
627033	301	Other Operating Expenses - Perimeter Security
627049	301	Other Operating Expenses - Other
		<b><u>PER DIEM &amp; FEES</u></b>
651005	312	Per Diem & Fees - Physicians
651010	312	Per Diem & Fees - Other Fees
651016	312	Per Diem & Fees - Psychiatrist
651056	312	Per Diem & Fees - Temporary Services
651080	312	Per Diem & Fees - Instructors
		<b><u>EQUIPMENT (over \$5,000)</u></b>
720001	304	Equipment - Machinery & Equipment (Lawn Mowers)
720107	304	Equipment - Machinery & Equipment - Furniture
		<b><u>IT SUPPLIES AND MATERIALS (Consumable Supplies Related To Computers)</u></b>
814001	305	Computer Supplies and Materials (Computer/Printer Paper/Toner) DVD