



# **Monthly Payment Voucher Expenditure Report July Month 2022**

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.

**July 2022 Payment Voucher Expenditure Summary Report  
>2500<50000**

Exhibit

<b>Department</b>	<b>Department Name</b>	<b>Object Code</b>	<b>Amount</b>
118 Total	County Manager	3	10,300.00
235 Total	County Attorney	6	70,178.16
265 Total	Registration & Election	1	11,340.00
310 Total	Fire	2	54,166.66
410 Total	Probate Court	3	13,600.00
420 Total	State Court-General	5	35,229.40
450 Total	Superior Court-General	11	45,597.70
480 Total	District Attorney	7	68,674.00
540 Total	Public Works	3	44,994.30
620 Total	Family & Childrens Services	3	37,789.65
650 Total	Library	4	27,427.90
730 Total	Grady Hospital	2	64,996.17
<b>Grand Total</b>		<b>50</b>	<b>484,293.94</b>

**July 2022 Payment Voucher Expenditure Report  
>2500<50000**

Department	Department Name	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
118	County Manager	American Rescue Plan	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
118	County Manager	American Rescue Plan	Sharon Hambrick-Hill	1160	4,056.00	Professional Services	ORCA Project Consultant
118	County Manager	American Rescue Plan	Sharon Hambrick-Hill	1160	3,744.00	Professional Services	ORCA Project Consultant
<b>118 Total</b>				<b>3</b>	<b>10,300.00</b>		
235	County Attorney	Risk Management Fund	Aprio, LLP	1160	10,885.00	Professional Services	Legal Services
235	County Attorney	Risk Management Fund	CAROTHERS & MITCHELL, LLC	1160	4,905.80	Professional Services	Legal Services
235	County Attorney	Risk Management Fund	FREEMAN MATHIS & GARY, LLP	1160	36,381.00	Professional Services	Legal Services
235	County Attorney	Risk Management Fund	CAROTHERS & MITCHELL, LLC	1160	10,271.36	Professional Services	Legal Services
235	County Attorney	Risk Management Fund	Krevolin & Horst, LLC	1160	4,335.00	Professional Services	Legal Services
235	County Attorney	Risk Management Fund	Johnson & Freeman, LLC	1160	3,400.00	Professional Services	Outside Counsel
<b>235 Total</b>				<b>6</b>	<b>70,178.16</b>		
265	Regis & Elect	General	FULTON COUNTY BOARD OF EDUCATION	1121	11,340.00	Rent/Lease Buildings	
<b>265 Total</b>				<b>1</b>	<b>11,340.00</b>		
310	Fire	South Fulton Sub-District	City of South Fulton	1160	27,083.33	Professional Services	Fire Rescue Services June 2022
310	Fire	South Fulton Sub-District	City of South Fulton	1160	27,083.33	Professional Services	Fire Rescue Services July 2022
<b>310 Total</b>				<b>2</b>	<b>54,166.66</b>		
410	Probate Court	General	Rachel StFleur	1160	5,525.00	Professional Services	Court Case Reviews
410	Probate Court	General	BERTRAM SIDNEY BOLEY JR.	1160	3,850.00	Professional Services	Court Appointed Attorney
410	Probate Court	General	Rachel StFleur	1160	4,225.00	Professional Services	Court Case Reviews
<b>410 Total</b>				<b>3</b>	<b>13,600.00</b>		
420	State Court-General	General	Kalpin Shah Law, Professional Corporation	1165	3,180.00	Indigent Defense Payments	
420	State Court-General	General	ADRIANA ALICIA CHANCEY	1162	2,800.00	Interpreter/Translator	
420	State Court-General	General	K. ERIC MORROW	1160	4,750.00	Professional Services	Judicial Officer
420	State Court-General	General	JESSY LALL	1160	7,500.00	Professional Services	Judicial Officer
420	State Court-General	Law Library Fund	THOMSON WEST	1314	16,999.40	Books-Judges Law	
<b>420 Total</b>				<b>5</b>	<b>35,229.40</b>		
450	Superior Court-General	General	Marcela Romero Langlois	1162	3,465.00	Interpreter/Translator	
450	Superior Court-General	General	Culturally Yours Interpreting, Inc.	1162	5,317.50	Interpreter/Translator	
450	Superior Court-General	General	S Alexandra Manning PC	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	General	Court Interpreters Inc.	1162	2,520.00	Interpreter/Translator	
450	Superior Court-General	General	Carrie Newman	1151	4,295.20	Court Transcripts	
450	Superior Court-General	General	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	General	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	General	Bryce Law LLC	1160	10,000.00	Professional Services	Judicial Officer

**July 2022 Payment Voucher Expenditure Report  
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Department	Department Name	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
450	Superior Court-General	General	Scott Michael Kaye	1160	5,000.00	Professional Services	Judicial Officer
450	Superior Court-General	General	Scott Michael Kaye	1160	4,500.00	Professional Services	Judicial Officer
450	Superior Court-General	General	Scott Michael Kaye	1160	3,000.00	Professional Services	Judicial Officer
<b>450 Total</b>				<b>11</b>	<b>45,597.70</b>		
480	District Attorney	General	WORDZXPRESSED, INC	1164	9,654.00	Court Rep & Other Trans Serv	
480	District Attorney	General	Christopher A. Campbell, P.C.	1160	2,700.00	Professional Services	Outside Counsel
480	District Attorney	General	BONDURANT, MIXSON & ELMORE, LLP	1160	11,260.00	Professional Services	Outside Counsel
480	District Attorney	General	BONDURANT, MIXSON & ELMORE, LLP	1160	4,040.00	Professional Services	Outside Counsel
480	District Attorney	Seized Property -Law Enforce	Law Offices of Nathan J. Wade	1160	34,000.00	Professional Services	Outside Counsel
480	District Attorney	General	Arma Forensics LLC	1160	3,560.00	Professional Services	Forensic Expert
480	District Attorney	General	Arma Forensics LLC	1160	3,460.00	Professional Services	Forensic Expert
<b>480 Total</b>				<b>7</b>	<b>68,674.00</b>		
540	Public Works	Water & Sewer R & E	CITY OF ALPHARETTA	H065	35,984.30	Misc Water Line Proj	
540	Public Works	Water & Sewer R & E	JOHN W. BELL, P.C.	S159	5,010.00	Serenbe Pump Station	
540	Public Works	Water & Sewer R & E	Prominent Realty, LLC	S159	4,000.00	Serenbe Pump Station	
<b>540 Total</b>				<b>3</b>	<b>44,994.30</b>		
620	Family & Childrens Services	General	FULTON COUNTY DFACS	1343	9,665.65	Client Benefits	
620	Family & Childrens Services	General	FULTON COUNTY DFACS	1343	20,924.00	Client Benefits	
620	Family & Childrens Services	General	FULTON COUNTY DFACS	1234	7,200.00	Cont-Burial Services	
<b>620 Total</b>				<b>3</b>	<b>37,789.65</b>		
650	Library	General	UNIVERSITY OF GEORGIA	1160	11,725.46	Professional Services	July Salaries and Benefits UGA Staff
650	Library	General	UNIVERSITY OF GEORGIA	1160	6,405.08	Professional Services	April Salaries and Benefits UGA Staff
650	Library	General	UNIVERSITY OF GEORGIA	1160	4,648.68	Professional Services	May Salaries and Benefits UGA Staff
650	Library	General	UNIVERSITY OF GEORGIA	1160	4,648.68	Professional Services	June Salaries and Benefits UGA Staff
<b>650 Total</b>				<b>4</b>	<b>27,427.90</b>		
730	Grady Hospital	General	FULTON-DEKALB HOSPITAL AUTHORITY	1083	23,433.67	North Fulton Clinic	
730	Grady Hospital	General	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>50</b>	<b>484,293.94</b>		



# **Monthly Payment Voucher Expenditure Report August Month 2022**

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.

## August 2022 Payment Voucher Expenditure Summary Report

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Department	Department Name	Object Code	Amount
118 Total	County Manager	7	29,432.00
215 Total	Human Resources	2	9,760.48
235 Total	County Attorney	7	137,357.60
245 Total	Tax Commissioner	2	10,700.28
265 Total	Registration & Election	2	8,560.00
405 Total	Juvenile Court	4	28,380.45
410 Total	Probate Court	3	11,900.00
420 Total	State Court-General	3	15,800.00
450 Total	Superior Court-General	16	48,082.70
470 Total	Superior Court-Clerk	1	4,725.00
480 Total	District Attorney	4	53,846.00
540 Total	Public Works	7	93,580.61
620 Total	Family & Childrens Services	3	49,425.78
730 Total	Grady Hospital	2	64,996.17
Grand Total		63	566,547.07

**August 2022 Payment Voucher Expenditure Report**

>2500<50000

Department	Department Name	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
118	County Manager	American Rescue Plan	Janis C Gordon	1160	5,096.00	Professional Services	ORCA Juicial Service
118	County Manager	American Rescue Plan	JERRY W. BAXTER	1160	3,185.00	Professional Services	ORCA Juicial Service
118	County Manager	American Rescue Plan	Charles Wynne	1160	3,185.00	Professional Services	ORCA Juicial Service
118	County Manager	American Rescue Plan	JERRY W. BAXTER	1160	5,096.00	Professional Services	ORCA Juicial Service
118	County Manager	American Rescue Plan	Sharon Hambrick-Hill	1160	4,290.00	Professional Services	ORCA Consultant Fees
118	County Manager	American Rescue Plan	Sharon Hambrick-Hill	1160	4,290.00	Professional Services	ORCA Consultant Fees
118	County Manager	American Rescue Plan	Sharon Hambrick-Hill	1160	4,290.00	Professional Services	ORCA Consultant Fees
<b>118 Total</b>				<b>7</b>	<b>29,432.00</b>		
215	Human Resources	General	SAM'S CLUB DIRECT	1368	4,260.48	Promotions	Spring Fling '22
215	Human Resources	General	Rich and Regular LLC	1317	5,500.00	Employer Sponsored Training	
<b>215 Total</b>				<b>2</b>	<b>9,760.48</b>		
235	County Attorney	Risk Management Fund	JAMES E. DEARING, JR., P.C.	1160	11,543.00	Professional Services	Outside Counsel
235	County Attorney	Risk Management Fund	ELARBEE, THOMPSON, SAPP & WILSON, LLP	1160	19,720.00	Professional Services	Ethic Board Review/Service
235	County Attorney	Risk Management Fund	SMITH, GAMBRELL, & RUSSELL, LLP	1160	10,516.50	Professional Services	Outside Counsel
235	County Attorney	Risk Management Fund	Douglas Ridley Eaves	1160	4,342.05	Professional Services	Outside Counsel
235	County Attorney	Risk Management Fund	MCGUIREWOODS LLP	1164	4,041.50	Court Rep & Other Trans Serv	Outside Counsel
235	County Attorney	Risk Management Fund	Lawrence & Bundy LLC	1160	48,622.05	Professional Services	Outside Counsel
235	County Attorney	Risk Management Fund	Lawrence & Bundy LLC	1160	38,572.50	Professional Services	Outside Counsel
<b>235 Total</b>				<b>7</b>	<b>137,357.60</b>		
245	Tax Commissioner	General	VDS	1160	7,803.70	Professional Services	Reupholstery of Sofas & Chairs
245	Tax Commissioner	General	SAFEGUARD PRINTING AND PROMOTIONAL PRODUCTS	1455	2,896.58	Uniforms	
<b>245 Total</b>				<b>2</b>	<b>10,700.28</b>		

August 2022 Payment Voucher Expenditure Report

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Department	Department Name	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
265	Regis & Elect	General	ATLANTA BOARD OF EDUCATION	1121	4,280.00	Rent/Lease Buildings	
265	Regis & Elect	General	ATLANTA BOARD OF EDUCATION	1121	4,280.00	Rent/Lease Buildings	
<b>265 Total</b>				<b>2</b>	<b>8,560.00</b>		
405	Juvenile Court	General	THE MOORE-MANNA LAW OFFICE, LLC	1160	3,585.45	Professional Services	Court Appointed Attorney
405	Juvenile Court	General	Erica Wilson	1160	6,337.50	Professional Services	Court Appointed Attorney
405	Juvenile Court	General	CW Law, LLC	1160	15,708.75	Professional Services	Court Appointed Attorney
405	Juvenile Court	General	The Law Office of Ronald M Richards & Associates, LLC	1160	2,748.75	Professional Services	Court Appointed Attorney
<b>405 Total</b>				<b>4</b>	<b>28,380.45</b>		
410	Probate Court	General	JAMES W BROCK	1160	4,600.00	Professional Services	Court Case Reviews
410	Probate Court	General	JAMES W BROCK	1160	3,650.00	Professional Services	Court Case Reviews
410	Probate Court	General	MERCEDES MURRELL	1160	3,650.00	Professional Services	Court Case Reviews
<b>410 Total</b>				<b>3</b>	<b>11,900.00</b>		
420	State Court-General	General	ATLANTA PEACH REPORTERS, LLC	1164	2,800.00	Court Rep & Other Trans Serv	
420	State Court-General	General	K. ERIC MORROW	1160	5,000.00	Professional Services	Judicial Officer
420	State Court-General	General	JESSY LALL	1160	8,000.00	Professional Services	Judicial Officer
<b>420 Total</b>				<b>3</b>	<b>15,800.00</b>		
450	Superior Court-General	General	STEPHANIE RICHARDSON	1151	2,739.00	Court Transcripts	
450	Superior Court-General	General	S Alexandra Manning PC	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	General	S Alexandra Manning PC	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	General	Carole Powell	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	General	Carrie Newman	1151	2,579.50	Court Transcripts	
450	Superior Court-General	General	EVELYN DIANE PARKER	1151	3,611.20	Court Transcripts	
450	Superior Court-General	General	IONIE E. TAYLOR	1151	2,611.00	Court Transcripts	

**August 2022 Payment Voucher Expenditure Report**

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Department	Department Name	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
450	Superior Court-General	General	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	General	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	General	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	General	SAMANTHA ENGRAM	1151	3,542.00	Court Transcripts	
450	Superior Court-General	General	Scott Michael Kaye	1160	5,000.00	Professional Services	Judicial Officer
450	Superior Court-General	General	Scott Michael Kaye	1160	5,000.00	Professional Services	Judicial Officer
450	Superior Court-General	General	HROBOWSKI-HOUSTON LAW	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	General	HROBOWSKI-HOUSTON LAW	1160	3,000.00	Professional Services	Judicial Officer
450	Superior Court-General	General	HROBOWSKI-HOUSTON LAW	1160	2,500.00	Professional Services	Judicial Officer
<b>450 Total</b>				<b>16</b>	<b>48,082.70</b>		
470	Superior Court-Clerk	General	Marion Arlie Wilson	1182	4,725.00	Hearing Officer Fees	
<b>470 Total</b>				<b>1</b>	<b>4,725.00</b>		
480	District Attorney	General	Association of Prosecuting Attorneys Inc	1349	3,750.00	Membership/Dues	
480	District Attorney	General	ROLIN FARRAR BARRETT	1160	6,330.00	Professional Services	Reconstructionist Expert
480	District Attorney	Seized Property -Law Enforce	Law Offices of Nathan J. Wade	1160	34,000.00	Professional Services	Outside Counsel
480	District Attorney	Seized Property -Law Enforce	The Cross Firm LLC	1160	9,766.00	Professional Services	Outside Counsel
<b>480 Total</b>				<b>4</b>	<b>53,846.00</b>		
540	Public Works	Water & Sewer Revenue	CLAYTON COUNTY WATER AUTHORITY	1322	16,270.02	Clayton County Oxidation	
540	Public Works	Water & Sewer Revenue	CLAYTON COUNTY WATER AUTHORITY	1322	16,271.02	Clayton County Oxidation	
540	Public Works	Water & Sewer R & E	CITY OF ATLANTA	S099	6,320.56	RI Sutton Wt Cap & Conveyance	
540	Public Works	Water & Sewer Revenue	CLAYTON COUNTY WATER AUTHORITY	1322	16,270.02	Clayton County Oxidation	
540	Public Works	Water & Sewer Revenue	DEKALB COUNTY FINANCE	1328	31,048.99	Cont-Nancy Creek/Dekalb	
540	Public Works	Water & Sewer R & E	JOHN W. BELL, P.C.	S159	3,650.00	Serenbe Pump Station	
540	Public Works	Water & Sewer R & E	JOHN W. BELL, P.C.	S159	3,750.00	Serenbe Pump Station	
<b>540 Total</b>				<b>7</b>	<b>93,580.61</b>		

**August 2022 Payment Voucher Expenditure Report**

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Department	Department Name	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
620	Family & Childrens Services	General	FULTON COUNTY DFACS	1343	5,741.78	Client Benefits	
620	Family & Childrens Services	General	FULTON COUNTY DFACS	1343	29,384.00	Client Benefits	
620	Family & Childrens Services	General	FULTON COUNTY DFACS	1234	14,300.00	Cont-Burial Services	
<b>620 Total</b>				<b>3</b>	<b>49,425.78</b>		
730	Grady Hospital	General	FULTON-DEKALB HOSPITAL AUTHORITY	1083	23,433.67	North Fulton Clinic	
730	Grady Hospital	General	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>566,547.07</b>		



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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 2022 Payment Voucher Expenditure Summary Report

>2500<50000

Department	Department Name	Object Code	Amount
118 Total		3	11,037.02
230 Total		1	4,000.00
235 Total		9	61,378.21
240 Total		5	79,477.16
310 Total		2	54,166.66
405 Total		2	6,273.00
410 Total		4	14,717.05
420 Total		4	18,000.00
450 Total		10	26,591.50
480 Total		1	35,000.00
540 Total		4	85,875.96
620 Total		2	16,794.07
730 Total		2	64,996.17
Grand Total		49	478,306.80

**September 2022 Payment Voucher Expenditure Report**  
 >2500<50000

Department	Department Name	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
118	County Manager	American Rescue Plan	Larry B Mims	1160	3,822.00	Professional Services	ORCA Judicial Services
118	County Manager	American Rescue Plan	S Alexandra Manning PC	1160	4,715.02	Professional Services	ORCA Judicial Services
118	County Manager	American Rescue Plan	Jung Wook Lee	1160	2,500.00	Professional Services	ORCA Judicial Services
<b>118 Total</b>				<b>3</b>	<b>11,037.02</b>		
230	Purchasing	General	National Procurement Institute, Inc.	1307	4,000.00	Hospitality-Expense	Sponsorship
<b>230 Total</b>				<b>1</b>	<b>4,000.00</b>		
235	County Attorney	Risk Management Fund	Jackson Lewis P.C.	1160	2,634.00	Professional Services	Outside Counsel
235	County Attorney	Risk Management Fund	Jackson Lewis P.C.	1160	23,387.21	Professional Services	Outside Counsel
235	County Attorney	Risk Management Fund	Jackson Lewis P.C.	1160	2,525.00	Professional Services	Outside Counsel
235	County Attorney	Risk Management Fund	Jackson Lewis P.C.	1160	9,210.00	Professional Services	Outside Counsel
235	County Attorney	Risk Management Fund	Jackson Lewis P.C.	1160	4,725.00	Professional Services	Outside Counsel
235	County Attorney	Risk Management Fund	Jackson Lewis P.C.	1160	2,685.00	Professional Services	Outside Counsel
235	County Attorney	Risk Management Fund	Jackson Lewis P.C.	1160	8,567.00	Professional Services	Outside Counsel
235	County Attorney	Risk Management Fund	Jackson Lewis P.C.	1160	4,765.00	Professional Services	Outside Counsel
235	County Attorney	Risk Management Fund	SMITH, GAMBRELL, & RUSSELL, LLP	1160	2,880.00	Professional Services	Outside Counsel
<b>235 Total</b>				<b>9</b>	<b>61,378.21</b>		
240	Tax Assessor	General	Aviation Capital Partners LLC	1160	42,569.56	Professional Services	Specialized Tax Recovery
240	Tax Assessor	General	Aviation Capital Partners LLC	1160	3,701.70	Professional Services	Specialized Tax Recovery
240	Tax Assessor	General	Aviation Capital Partners LLC	1160	4,318.65	Professional Services	Specialized Tax Recovery
240	Tax Assessor	General	Aviation Capital Partners LLC	1160	21,593.26	Professional Services	Specialized Tax Recovery
240	Tax Assessor	General	Aviation Capital Partners LLC	1160	7,293.99	Professional Services	Specialized Tax Recovery
<b>240 Total</b>				<b>5</b>	<b>79,477.16</b>		
310	Fire	South Fulton Sub-District	City of South Fulton	1160	27,083.33	Professional Services	August Fire Rescue Svcs FID
310	Fire	South Fulton Sub-District	City of South Fulton	1160	27,083.33	Professional Services	September Fire Rescue Svcs FID
<b>310 Total</b>				<b>2</b>	<b>54,166.66</b>		
405	Juvenile Court	General	The Law Office of Ronald M Richards & Associates, LLC	1160	3,166.50	Professional Services	Court Appointed Attorney
405	Juvenile Court	General	The Law Office of Ronald M Richards & Associates, LLC	1160	3,106.50	Professional Services	Court Appointed Attorney
<b>405 Total</b>				<b>2</b>	<b>6,273.00</b>		
410	Probate Court	General	Rachel StFleur	1160	3,875.00	Professional Services	Court Case Reviewer
410	Probate Court	General	POSITIVE REINFORCEMENT INCORPORATED	1161	3,250.00	Court Ordered Evaluations	
410	Probate Court	General	BERTRAM SIDNEY BOLEY JR.	1160	2,800.00	Professional Services	Court Appointed Attorney
410	Probate Court	Law Library Fund	H&M Development and Management,LLC	1459	4,792.05	Printing	
<b>410 Total</b>				<b>4</b>	<b>14,717.05</b>		
420	State Court-General	General	Melanie Williams	1160	2,750.00	Professional Services	Judicial Officer
420	State Court-General	General	REGINA MINCEY	1160	2,750.00	Professional Services	Judicial Officer
420	State Court-General	General	JESSY LALL	1160	8,000.00	Professional Services	Judicial Officer
420	State Court-General	General	K. ERIC MORROW	1160	4,500.00	Professional Services	Judicial Officer
<b>420 Total</b>				<b>4</b>	<b>18,000.00</b>		
450	Superior Court-General	General	Dan-Neika L. Clay	1151	3,481.50	Court Transcripts	
450	Superior Court-General	General	Culturally Yours Interpreting, Inc.	1162	2,835.00	Interpreter/Translator	
450	Superior Court-General	General	S Alexandra Manning PC	1160	2,500.00	Professional Services	

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450	Superior Court-General	General	S Alexandra Manning PC	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	General	Serenity House of Atlanta Ministries, Inc.	1160	2,580.00	Professional Services	Safe Housing
450	Superior Court-General	General	JESSY LALL	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	General	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	General	Jung Wook Lee	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	General	HROBOWSKI-HOUSTON LAW	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	General	Spark Hire, Inc.	1113	2,695.00	Software License	
<b>450 Total</b>				<b>10</b>	<b>26,591.50</b>		
480	District Attorney	Seized Property -Law Enforce	Law Offices of Nathan J. Wade	1160	35,000.00	Professional Services	Outside Counsel
<b>480 Total</b>				<b>1</b>	<b>35,000.00</b>		
540	Public Works	Water & Sewer R & E	JOHN W. BELL, P.C.	S159	15,750.00	Serenbe Pump Station	
540	Public Works	Water & Sewer Revenue	DEKALB COUNTY FINANCE	1328	48,705.94	Cont-Nancy Creek/Dekalb	
540	Public Works	Water & Sewer R & E	JOHN W. BELL, P.C.	S159	5,150.00	Serenbe Pump Station	
540	Public Works	Water & Sewer Revenue	CLAYTON COUNTY WATER AUTHORITY	1322	16,270.02	Clayton County Oxidation	
<b>540 Total</b>				<b>4</b>	<b>85,875.96</b>		
620	Family & Childrens Services	General	FULTON COUNTY DFACS	1234	10,300.00	Cont-Burial Services	
620	Family & Childrens Services	General	FULTON COUNTY DFACS	1235	6,494.07	Salary Supplements	
<b>620 Total</b>				<b>2</b>	<b>16,794.07</b>		
730	Grady Hospital	General	FULTON-DEKALB HOSPITAL AUTHORITY	1083	23,433.67	North Fulton Clinic	
730	Grady Hospital	General	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>478,306.80</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