



Fulton County Board of Commissioners  
**Agenda Item Summary**

**# 14-0814**

**BOC Meeting Date**  
10/15/2014

**Requesting Agency**

Finance

**Commission Districts Affected**

All Districts

**Requested Action** *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Finance – Payment Voucher Report - September 2014

**Requirement for Board Action** *(Cite specific Board policy, statute or code requirement)*

Provided in accordance with Resolution #07-0845

**Is this Item Goal Related?** *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

No

**Is this a purchasing item?**

No

**Summary & Background**

*(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

Approval of the Payment Voucher Expenditure Report for September 2014 on items \$2,500 or more, but less than \$50,000.

A Payment Voucher is an approved instrument used to request payment to a vendor pursuant to Policy and Procedure #200-3. Disbursements are made from written orders approved by the Board of Commissioners or official orders of the Courts. As a written order, a payment voucher is used to disburse funds for travel advances, dues, subscriptions, publications, mileage, petty cash, refunds and reimbursements, land acquisitions, hospitality, legal claims, utility charges and stipends. Official orders of the Courts include attorney fees, court reporter fees, arbitration fees and other professional service orders from judges. These written and official orders are subject to review when submitted to Finance for payment. They are reviewed for accuracy and compliance with Policy #200-3 before disbursements are made.

Departments are required to ensure compliance with policy before submitting to Finance by marking the payment voucher with the appropriate category code.

**Contract & Compliance Information**

*(Provide Contractor and Subcontractor details.)*

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

<b>Solicitation Information</b>	<b>NON-MFBE</b>	<b>MBE</b>	<b>FBE</b>	<b>TOTAL</b>
No. Bid Notices Sent:				
No. Bids Received:				
<b>Total Contract Value</b>	.			
<b>Total M/FBE Values</b>	.			
<b>Total Prime Value</b>	.			
<b>Fiscal Impact / Funding Source</b>	(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)			
.				
<b>Exhibits Attached</b>	(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)			
<b>Source of Additional Information</b>	(Type Name, Title, Agency and Phone)			

<b>Agency Director Approval</b>		<b>County Manager's Approval</b>
<b>Typed Name and Title</b>	<b>Phone</b>	
<b>Signature</b>	<b>Date</b>	

**Procurement****Contract Attached:**

.

**Previous Contracts:**

.

**Solicitation Number:**

.

**Submitting Agency:**

.

**Staff Contact:**

.

**Contact Phone:**

.

**Description:.****FINANCIAL SUMMARY****Total Contract Value:**

Original Approved Amount: .

Previous Adjustments: .

This Request: .

TOTAL: .

**MBE/FBE Participation:**

Amount: . %: .

Amount: . %: .

Amount: . %: .

Amount: . %: .

**Grant Information Summary:**

Amount Requested: .

Match Required: .

Start Date: .

End Date: .

Match Account \$: .

☐

Cash

☐

In-Kind

☐

Approval to Award

☐

Apply &amp; Accept

**Funding Line 1:**

.

**Funding Line 2:**

.

**Funding Line 3:**

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**Funding Line 4:**

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**KEY CONTRACT TERMS****Start Date:**

.

**End Date:**

.

**Cost Adjustment:**

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**Renewal/Extension Terms:**

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**ROUTING & APPROVALS**

(Do not edit below this line)

X	Originating Department:	Whitmore, Sharon	Date: 10/6/2014
.	County Attorney:	.	Date: .
.	Purchasing/Contract Compliance:	.	Date: .
.	Finance/Budget Analyst/Grants Admin:	.	Date: .
.	Grants Management:	.	Date: .
X	County Manager:	O'Connor, Patrick	Date: 10/9/2014

Payment Voucher Expenditure Summary Report September 2014  
>2500<50000

Department	Department Name	Total # of Vouchers	Amount
118	County Manager	1	2,500.00
121	Housing & Comm Dev	7	54,900.00
181	Arts & Culture	1	3,000.00
183	Aging & Youth	36	550,981.17
210	Finance	1	6,000.00
235	County Attorney	3	15,015.30
265	Regis & Elect	2	11,325.00
405	Juvenile Court	1	2,715.00
420	State Court-General	8	49,377.50
450	Superior Court-General	10	34,913.47
480	District Attorney	4	42,610.50
520	Facilities & Trans Scvs	3	39,222.40
540	Dept of Water Resources	3	66,126.41
620	Family & Childrens Scvs	4	61,830.13
730	Grady Hospital	2	64,996.17
750	Health & Wellness	1	3,591.00
<b>Grand Total</b>		<b>87</b>	<b>1,009,104.05</b>

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Department	Department Name	Fund	Vendor Name	Object Code	Amount	Object Name	Description
118	County Manager	100	Due North Consutling Inc.	1342	2,500.00	Advertising	
<b>118 Total</b>				<b>1</b>	<b>2,500.00</b>		
121	Housing & Comm Dev	865	SID'S SEWER AND DRAIN INC.	V109	7,500.00	Housing Rehabilitation	
121	Housing & Comm Dev	865	CONTINENTIAL CONSTRUCTION & ENGINEERING	V109	8,500.00	Housing Rehabilitation	
121	Housing & Comm Dev	865	CONTINENTIAL CONSTRUCTION & ENGINEERING	V109	8,500.00	Housing Rehabilitation	
121	Housing & Comm Dev	865	WCR ENTERPRISES	V109	9,200.00	Housing Rehabilitation	
121	Housing & Comm Dev	865	KEYSIDE PROPERTY DEVELOP & IMPROVE	V109	6,850.00	Housing Rehabilitation	
121	Housing & Comm Dev	865	KEYSIDE PROPERTY DEVELOP & IMPROVE	V109	6,850.00	Housing Rehabilitation	
121	Housing & Comm Dev	865	ATLANTA METRO RESTORATION, INC	V109	7,500.00	Housing Rehabilitation	
<b>121 Total</b>				<b>7</b>	<b>54,900.00</b>		
181	Arts & Culture	100	CLARK ATLANTA UNIVERSITY, INC.	1342	3,000.00	Advertising	
<b>181 Total</b>				<b>1</b>	<b>3,000.00</b>		
183	Aging & Youth	100	REGENCY PARK APARTMENT	1121	14,212.61	Rent/Lease Buildings	
183	Aging & Youth	100	REGENCY PARK APARTMENT	1121	3,861.28	Rent/Lease Buildings	
183	Aging & Youth	100	REGENCY PARK APARTMENT	1121	16,791.57	Rent/Lease Buildings	
183	Aging & Youth	100	REGENCY PARK APARTMENT	1121	4,193.21	Rent/Lease Buildings	
183	Aging & Youth	100	ATLANTA LEGAL AID SOCIETY INC	1141	12,500.00	Human Services Grants	
183	Aging & Youth	100	CITIZEN ADVOCACY OF ATL & DEKALB, INC.	1141	12,500.00	Human Services Grants	
183	Aging & Youth	100	Covenant Community, Inc.	1141	25,000.00	Human Services Grants	
183	Aging & Youth	100	ENABLE OF GEORGIA INC	1141	27,000.00	Human Services Grants	
183	Aging & Youth	100	WHOLISTIC STRESS CONTROL INSTITUTE	1141	6,534.00	Human Services Grants	
183	Aging & Youth	100	TRAVELERS AID OF METROPOLITAN ATL, INC.	1141	15,376.00	Human Services Grants	
183	Aging & Youth	100	THE YOUNG ADULT GUIDANCE CENTER, INC.	1141	15,376.00	Human Services Grants	
183	Aging & Youth	100	THE YOUNG ADULT GUIDANCE CENTER, INC.	1141	12,500.00	Human Services Grants	
183	Aging & Youth	100	THE COUNCIL OF AGING	1141	21,013.00	Human Services Grants	
183	Aging & Youth	100	SENIOR SERVICES NORTH FULTON	1141	10,506.00	Human Services Grants	
183	Aging & Youth	100	PROJECT OPEN HAND ATLANTA	1141	30,000.00	Human Services Grants	
183	Aging & Youth	100	POSITIVE IMPACT INC	1141	30,000.00	Human Services Grants	

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183	Aging & Youth	100	PARTNERSHIP AGAINST DOMESTIC VIOLENCE	1141	16,606.00	Human Services Grants	
183	Aging & Youth	100	N. FULTON COMMUNITY CHARITIES, INC.	1141	12,500.00	Human Services Grants	
183	Aging & Youth	100	NICHOLAS HOUSE INC.	1141	10,371.00	Human Services Grants	
183	Aging & Youth	100	NICHOLAS HOUSE INC.	1141	15,376.00	Human Services Grants	
183	Aging & Youth	100	MIDTOWN ASSISTANCE CENTER, INC.	1141	10,148.00	Human Services Grants	
183	Aging & Youth	100	METRO ATL RECOVERY RESIDENCES, INC.	1141	4,771.00	Human Services Grants	
183	Aging & Youth	100	MARY HALL FREEDOM HOUSE	1141	10,371.00	Human Services Grants	
183	Aging & Youth	100	JEWISH FAMILY & CAREER SERVICES, INC.	1141	17,440.00	Human Services Grants	
183	Aging & Youth	100	GILGAL, INC.	1141	15,376.00	Human Services Grants	
183	Aging & Youth	100	ANIZ INCORPORATED	1141	24,982.50	Human Services Grants	
183	Aging & Youth	100	JERUSALEM HOUSE	1141	40,000.00	Human Services Grants	
183	Aging & Youth	100	ANIZ INCORPORATED	1141	10,358.00	Human Services Grants	
183	Aging & Youth	100	ATLANTA LEGAL AID SOCIETY INC	1141	15,759.00	Human Services Grants	
183	Aging & Youth	100	BEACON OF HOPE, INC.	1141	12,445.00	Human Services Grants	
183	Aging & Youth	100	FAMILIES FIRST INC	1141	10,371.00	Human Services Grants	
183	Aging & Youth	100	GATE CITY DAY NURSERY ASSOCIATION	1141	15,556.00	Human Services Grants	
183	Aging & Youth	100	CONSUMER CREDIT COUNSELING SVCS OF GREATER ATL INC	1141	16,606.00	Human Services Grants	
183	Aging & Youth	100	Central Outreach and Advocacy Center	1141	13,839.00	Human Services Grants	
183	Aging & Youth	100	CHRIS KIDS, INC.	1141	10,371.00	Human Services Grants	
183	Aging & Youth	100	CHRIS KIDS, INC.	1141	10,371.00	Human Services Grants	
<b>183 Total</b>				<b>36</b>	<b>550,981.17</b>		
210	Finance	415	BLOOMBERG L.P.	1120	6,000.00	Rent/Lease Equipment	
<b>210 Total</b>				<b>1</b>	<b>6,000.00</b>		
235	County Attorney	725	WEST GROUP PAYMENT CENTER	1112	4,177.23	On Line Research-Fee	
235	County Attorney	725	WEST GROUP PAYMENT CENTER	1112	4,238.07	On Line Research-Fee	
235	County Attorney	725	NELSON MULLINS RILEY & SCARBOROUGH	1160	6,600.00	Professional Services	Outside Counsel
<b>235 Total</b>				<b>3</b>	<b>15,015.30</b>		

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265	Regis & Elect	100	ATLANTA BOARD OF EDUCATION	1121	3,800.00	Rent/Lease Buildings	
265	Regis & Elect	100	FULTON COUNTY BOARD OF EDUCATION	1121	7,525.00	Rent/Lease Buildings	
<b>265 Total</b>				<b>2</b>	<b>11,325.00</b>		
405	Juvenile Court	100	Criminal & Family Law Group, D Merriman	1160	2,715.00	Professional Services	Court Appointed Attorney
<b>405 Total</b>				<b>1</b>	<b>2,715.00</b>		
420	State Court-General	100	ROY C. ROBERTS	1160	5,085.00	Professional Services	Magistrate Judge
420	State Court-General	100	VICTORIA D. HARDY	1160	2,670.00	Professional Services	Magistrate Judge
420	State Court-General	100	MAUREEN MALONE	1160	8,937.50	Professional Services	Magistrate Judge
420	State Court-General	100	LOUIS LEVENSON	1160	3,412.50	Professional Services	Magistrate Judge
420	State Court-General	100	REGINALD WELDON WILLIAMS	1160	4,007.50	Professional Services	Magistrate Judge
420	State Court-General	100	JAMES S. ALTMAN	1160	8,847.50	Professional Services	Magistrate Judge
420	State Court-General	100	ANDREW B. MARGOLIS	1160	4,887.50	Professional Services	Magistrate Judge
420	State Court-General	100	JESSY LALL	1160	11,530.00	Professional Services	Magistrate Judge
<b>420 Total</b>				<b>8</b>	<b>49,377.50</b>		
450	Superior Court-General	100	EVELYN DIANE PARKER	1151	3,348.87	Court Transcripts	
450	Superior Court-General	100	LESLIE V. SHAY	1164	2,547.97	Court Rep/Other Trans Serv	
450	Superior Court-General	100	KIRBY TURNAGE	1160	6,314.00	Professional Services	Judicial Officer
450	Superior Court-General	100	KIRBY TURNAGE	1160	4,059.00	Professional Services	Judicial Officer
450	Superior Court-General	100	ALLYSON R PITTS	1160	3,608.00	Professional Services	Judicial Officer
450	Superior Court-General	100	LAURA MICHELE HARRIS	1151	2,802.03	Court Transcripts	
450	Superior Court-General	100	LAURA MICHELE HARRIS	1151	3,682.83	Court Transcripts	
450	Superior Court-General	100	MONICA WALKER-BAILEY	1151	2,547.72	Court Transcripts	
450	Superior Court-General	100	THOMSON WEST	1117	3,203.05	Database Fees	
450	Superior Court-General	100	FULTON COUNTY DAILY REPORT	1342	2,800.00	Advertising	
<b>450 Total</b>				<b>10</b>	<b>34,913.47</b>		
480	District Attorney	100	WORDZXPRESSED, INC	1164	3,410.50	Court Rep/Other Trans Serv	
480	District Attorney	100	MAX KAPUSTIN	1160	4,650.00	Professional Services	Feeder Analyses (APS Case)



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480	District Attorney	100	MAX KAPUSTIN	1160	4,550.00	Professional Services	Feeder Analyses (APS Case)
480	District Attorney	100	F.C. DISTRICT ATTORNEY'S OFFICE	1167	30,000.00	Witness Fees-Police	
<b>480 Total</b>				<b>4</b>	<b>42,610.50</b>		
520	Facilities & Trans Scvs	530	GC & E SYSTEMS GROUP	1190	26,205.24	Project Managment	Aviation Cultural Center
520	Facilities & Trans Scvs	100	F.C./CITY OF ATLANTA LAND BANK AUTH.	1160	6,508.58	Professional Services	Operational Funds
520	Facilities & Trans Scvs	100	F.C./CITY OF ATLANTA LAND BANK AUTH.	1160	6,508.58	Professional Services	Operational Funds
<b>520 Total</b>				<b>3</b>	<b>39,222.40</b>		
540	Dept of Water Resources	201	CLAYTON COUNTY WATER AUTHORITY	1322	13,689.00	Clayton County Oxidation	
540	Dept of Water Resources	201	DEKALB COUNTY FINANCE	1328	38,748.41	Cont-Nancy Creek/Dekalb	
540	Dept of Water Resources	201	CLAYTON COUNTY WATER AUTHORITY	1322	13,689.00	Clayton County Oxidation	
<b>540 Total</b>				<b>3</b>	<b>66,126.41</b>		
620	Family & Childrens Scvs	100	FULTON COUNTY DFACS	1234	22,050.00	Cont-Burial Services	
620	Family & Childrens Scvs	100	FULTON COUNTY DFACS	1235	11,802.98	Salary Supplements	
620	Family & Childrens Scvs	100	FULTON COUNTY DFACS	1248	16,290.15	Cash Match Programs	
620	Family & Childrens Scvs	100	FULTON COUNTY DFACS	134A	11,687.00	Childcare Services	
<b>620 Total</b>				<b>4</b>	<b>61,830.13</b>		
730	Grady Hospital	100	FULTON-DEKALB HOSPITAL AUTHORITY	1083	23,433.67	North Fulton Clinic	
730	Grady Hospital	100	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>		
750	Health & Wellness	818	JUST CARE, INC.	1160	3,591.00	Professional Services	TB Case Mgmt
<b>750 Total</b>				<b>1</b>	<b>3,591.00</b>		
<b>Grand Total</b>					<b>1,009,104.05</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.

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- (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.