

**Agenda Item Summary**BOC Meeting Date  
12/18/2019**Requesting Agency**

Finance

**Commission Districts Affected**

All Districts

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

Approval of November 2019 Payment Voucher Expenditure Report

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

Provided in accordance with Resolution #07-0845

**Is this Item related to a Strategic Priority Area?** *(If yes, note strategic priority area below)*

Yes All People trust government is efficient, effective, and fiscally sound

**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.)*

Scope of Work: (Provide a brief project scope of work of the services/work to be provided)

Approval of the Payment Voucher Expenditure Report for November 2019 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.

Community Impact: (Provide the overall impact on community health, whether the impact would be Countywide or to a specific District, if applicable)

None

**Agency Director Approval****County Manager's  
Approval**

Typed Name and Title

Phone

Signature

Date

Department Recommendation: (Provide the user department recommendation)

Approval

Project Implications: (What are the future implications of the item in terms of potential changes in budget, service provision, or County policy/operations?)

None

Community Issues/Concerns: (Identify any issues/concerns raised by constituents or clients concerning the agenda item and if those issues have been addressed?)

None

Department Issues/Concerns: (Identify any additional department recommendations or concerns including funding, staffing, external/internal partnerships and operational inefficiencies)

None

History of BOC Agenda Item: (Has this item previously been before the BOC? Yes or No. If yes, for non-purchasing item(s), describe what action(s) were taken.)

No

(For purchasing items, provide the project history chart or if a new procurement, insert "New Procurement".)

<b>Contract &amp; Compliance Information</b>	<i>(Provide Contractor and Subcontractor details.)</i>
----------------------------------------------	--------------------------------------------------------

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

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

**# 19-1099**

<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>	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
.				
<b>Exhibits Attached</b>	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>			
<b>Source of Additional Information</b>	<i>(Type Name, Title, Agency and Phone)</i>			

<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>	

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

Continued

**Procurement**

<b>Contract Attached:</b> .	<b>Previous Contracts:</b> .		
<b>Solicitation Number:</b> .	<b>Submitting Agency:</b> .	<b>Staff Contact:</b> .	<b>Contact Phone:</b> .

**Description:.****FINANCIAL SUMMARY**

<b>Total Contract Value:</b>	<b>MBE/FBE Participation:</b>
Original Approved Amount: .	Amount: . %: .
Previous Adjustments: .	Amount: . %: .
This Request: .	Amount: . %: .
TOTAL: .	Amount: . %: .

**Grant Information Summary:**

Amount Requested: .	<input type="checkbox"/>	Cash
Match Required: .	<input type="checkbox"/>	In-Kind
Start Date: .	<input type="checkbox"/>	Approval to Award
End Date: .	<input type="checkbox"/>	Apply & Accept
Match Account \$: .		

<b>Funding Line 1:</b> .	<b>Funding Line 2:</b> .	<b>Funding Line 3:</b> .	<b>Funding Line 4:</b> .
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**KEY CONTRACT TERMS**

<b>Start Date:</b> .	<b>End Date:</b> .
<b>Cost Adjustment:</b> .	<b>Renewal/Extension Terms:</b> .

**ROUTING & APPROVALS**

(Do not edit below this line)

X	Originating Department:	Turner, Ray	Date: 12/9/2019
.	County Attorney:	.	Date: .
.	Purchasing/Contract Compliance:	.	Date: .
.	Finance/Budget Analyst/Grants Admin:	.	Date: .
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 12/11/2019



## 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.

## Policy and Procedure, continued

#200-3

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

**Monthly Payment Voucher Expenditure Summary Report November 2019**  
**>2500<50000**

**EXHIBIT 1**

<b>Department</b>	<b>Department Name</b>	<b>Object Code</b>	<b>Amount</b>
<b>118 Total</b>	<b>County Manager</b>	<b>3</b>	<b>21,001.83</b>
<b>121 Total</b>	<b>Community Development</b>	<b>1</b>	<b>2,600.00</b>
<b>181 Total</b>	<b>Arts/Cooperative Extension</b>	<b>2</b>	<b>12,000.00</b>
<b>215 Total</b>	<b>Human Resources</b>	<b>1</b>	<b>2,500.00</b>
<b>235 Total</b>	<b>County Attorney</b>	<b>9</b>	<b>107,579.13</b>
<b>265 Total</b>	<b>Regis &amp; Elect</b>	<b>2</b>	<b>6,850.00</b>
<b>335 Total</b>	<b>Emergency Management</b>	<b>2</b>	<b>36,901.50</b>
<b>405 Total</b>	<b>Juvenile Court</b>	<b>7</b>	<b>39,461.10</b>
<b>420 Total</b>	<b>State Court-General</b>	<b>1</b>	<b>3,995.00</b>
<b>421 Total</b>	<b>State Court-All Judges</b>	<b>2</b>	<b>6,834.00</b>
<b>450 Total</b>	<b>Superior Court-General</b>	<b>20</b>	<b>70,598.33</b>
<b>470 Total</b>	<b>Superior Court-Clerk</b>	<b>1</b>	<b>6,591.30</b>
<b>480 Total</b>	<b>District Attorney</b>	<b>2</b>	<b>6,438.00</b>
<b>490 Total</b>	<b>Public Defender</b>	<b>1</b>	<b>2,824.08</b>
<b>520 Total</b>	<b>Real Estate and Asset Mgmt</b>	<b>1</b>	<b>7,613.42</b>

**Monthly Payment Voucher Expenditure Summary Report November 2019**  
**>2500<50000**

**EXHIBIT 1**

**# 19-1099**

<b>540 Total</b>	<b>Public Works</b>	<b>2</b>	<b>75,930.64</b>
<b>620 Total</b>	<b>Family &amp; Childrens Svcs</b>	<b>3</b>	<b>31,513.21</b>
<b>730 Total</b>	<b>Grady Hospital</b>	<b>2</b>	<b>64,996.17</b>
<b>Grand Total</b>		<b>62</b>	<b>506,227.71</b>

# Monthly Payment Voucher Expenditure Report November 2019

>2500<50000

Department	Department Name	Fund	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
118	County Manager	100	General	COUNCIL FOR QUALITY GROWTH	1307	2,500.00	Hospitality-Expense	
118	County Manager	100	General	DOMINOS PIZZA LLC	1307	3,501.83	Hospitality-Expense	
118	County Manager	100	General	Hi-Rez Studios, Inc.	1307	15,000.00	Hospitality-Expense	
<b>118 Total</b>					<b>3</b>	<b>21,001.83</b>		
121	Community Development	100	General	NACCED	1349	2,600.00	Membership/Dues	
<b>121 Total</b>					<b>1</b>	<b>2,600.00</b>		
181	Arts/Cooperative Extensior	100	General	Abigail Justman	4413	3,000.00	Art Acquisition	
181	Arts/Cooperative Extensior	100	General	Art of Legends, LLC	4025	9,000.00	Special Projects	
<b>181 Total</b>					<b>2</b>	<b>12,000.00</b>		
215	Human Resources	100	General	STERLING PARK EAVES	1182	2,500.00	Hearing Officer Fees	
<b>215 Total</b>					<b>1</b>	<b>2,500.00</b>		
225	County Attorney	725	Risk Management Fund	AC Law, PC	1160	11,429.44	Professional Services	Outside Counsel
225	County Attorney	725	Risk Management Fund	Ford Harrison, LLP	1160	10,300.50	Professional Services	Outside Counsel
225	County Attorney	725	Risk Management Fund	Gregory Doyle Calhoun & Rogers, LLC	1160	3,198.02	Professional Services	Outside Counsel
225	County Attorney	725	Risk Management Fund	Gregory Doyle Calhoun & Rogers, LLC	1160	3,384.52	Professional Services	Outside Counsel
225	County Attorney	725	Risk Management Fund	Gregory Doyle Calhoun & Rogers, LLC	1160	4,753.21	Professional Services	Outside Counsel
225	County Attorney	725	Risk Management Fund	Kenneth A. Ray Justice Services	1160	13,816.38	Professional Services	Quality Assurance /Compliance Monitor
225	County Attorney	725	Risk Management Fund	Lawrence & Bundy LLC	1160	3,620.00	Professional Services	Outside Counsel
225	County Attorney	725	Risk Management Fund	Lawrence & Bundy LLC	1160	46,131.60	Professional Services	Outside Counsel
225	County Attorney	725	Risk Management Fund	Lueder, Larkin & Hunter, LLC	1160	10,945.46	Professional Services	Outside Counsel
<b>225 Total</b>					<b>9</b>	<b>107,579.13</b>		
265	Regis & Elect	350	Elections	The Tattnall Journal, Inc	1462	3,395.00	Office Supplies	
265	Regis & Elect	350	Elections	The Tattnall Journal, Inc	1462	3,455.00	Office Supplies	
<b>265 Total</b>					<b>2</b>	<b>6,850.00</b>		
335	Emergency Management	100	General	ATL/FULTON CO EMERGENCY MGMT AGENC	1229	2,750.00	Cont-Atl/Fc Emergency Mgmt Agc	
335	Emergency Management	100	General	ATL/FULTON CO EMERGENCY MGMT AGENC	1229	34,151.50	Cont-Atl/Fc Emergency Mgmt Agc	
<b>335 Total</b>					<b>2</b>	<b>36,901.50</b>		
405	Juvenile Court	100	General	CW Law, LLC	1160	4,368.75	Professional Services	Attorney Fees
405	Juvenile Court	100	General	Erica Wilson	1160	4,159.50	Professional Services	Attorney Fees
405	Juvenile Court	100	General	Erica Wilson	1160	6,494.75	Professional Services	Attorney Fees
405	Juvenile Court	100	General	Erica Wilson	1160	7,258.00	Professional Services	Attorney Fees
405	Juvenile Court	100	General	James Jones	1160	7,917.00	Professional Services	Attorney Fees
405	Juvenile Court	100	General	The Law Offices of J.Nichole Tucker, LLC	1160	4,210.50	Professional Services	Attorney Fees
405	Juvenile Court	100	General	THE MOORE-MANNA LAW OFFICE, LLC	1160	5,052.60	Professional Services	Attorney Fees
<b>405 Total</b>					<b>7</b>	<b>39,461.10</b>		
420	State Court-General	433	Law Library Fund	WILLIAM S. HEIN & COMPANY, INC.	1314	3,995.00	Books-Judges Law	
<b>420 Total</b>					<b>1</b>	<b>3,995.00</b>		
421	State Court-All Judges	100	General	JESSY LALL	1160	4,060.00	Professional Services	Judicial Officer
421	State Court-All Judges	100	General	K. ERIC MORROW	1160	2,774.00	Professional Services	Judicial Officer
<b>421 Total</b>					<b>2</b>	<b>6,834.00</b>		

# Monthly Payment Voucher Expenditure Report November 2019

>2500<50000

# 19-1099

450	Superior Court-General	100	General	Alexandra Manning	1160	2,706.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	CAROLE POWELL	1160	4,510.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	Carrie Newman	1151	4,578.20	Court Transcripts	
450	Superior Court-General	100	General	CMPTranslations Inc.	1162	2,508.75	Interpreter/Translator	
450	Superior Court-General	100	General	CMPTranslations Inc.	1162	3,105.00	Interpreter/Translator	
450	Superior Court-General	100	General	DENISE STEWART	1151	3,201.00	Court Transcripts	
450	Superior Court-General	100	General	HROBOWSKI-HOUSTON LAW	1160	3,157.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	HROBOWSKI-HOUSTON LAW	1160	3,157.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	IONIE E. TAYLOR	1151	4,071.75	Court Transcripts	
450	Superior Court-General	100	General	KAREN MICHELE BOWES RIVERS	1151	2,906.80	Court Transcripts	
450	Superior Court-General	100	General	LAURA MICHELE HARRIS	1151	4,020.50	Court Transcripts	
450	Superior Court-General	100	General	MELANIE MAE FISHER	1151	2,684.00	Court Transcripts	
450	Superior Court-General	100	General	QUANINCIA Hill	1151	4,290.60	Court Transcripts	
450	Superior Court-General	100	General	Roslyn Grant Holcomb	1160	3,157.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	Santana Reporting, LLC	1164	3,486.00	Court Rep & Other Trans Serv	
450	Superior Court-General	100	General	SUSAN C. COOPER	1151	3,797.75	Court Transcripts	
450	Superior Court-General	100	General	SUSAN C. COOPER	1151	4,378.00	Court Transcripts	
450	Superior Court-General	100	General	The Harris Law Firm, LLC	1160	3,157.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	The Harris Law Firm, LLC	1160	3,608.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	THOMSON WEST	1117	4,117.98	Database Fees	
450	total				20	70,598.33		
450	Superior Court-Clerk	433	Law Library Fund	THOMSON WEST	1314	6,591.30	Books-Judges Law	
450	total				1	6,591.30		
450	District Attorney	100	General	Carrie Newman	1151	3,078.00	Court Transcripts	
450	District Attorney	100	General	ST OF GA - DEPT OF CORRECTIONS	1340	3,360.00	Investigation Expense	
450	480 Total				2	6,438.00		
490	Public Defender	100	General	PROOF OF THE PUDDING BY MGR INC.	1307	2,824.08	Hospitality-Expense	
490	490 Total				1	2,824.08		
520	Real Estate and Asset Mgmt	100	General	CITY OF ATLANTA	1116	7,613.42	Buildings-Maint & Repair	
520	520 Total				1	7,613.42		
540	Public Works	203	Water & Sewer R & E	CITY OF ALPHARETTA	1301	48,630.64	Dot Line Relocation	
540	Public Works	201	Water & Sewer Revenue	CITY OF JOHNS CREEK	1160	27,300.00	Professional Services	Neighborhood Paving
540	540 Total				2	75,930.64		
620	Family & Childrens Svcs	100	General	FULTON COUNTY DFACS	1248	3,824.71	Cash Match Programs	
620	Family & Childrens Svcs	100	General	FULTON COUNTY DFACS	1343	4,738.50	Client Benefits	
620	Family & Childrens Svcs	100	General	FULTON COUNTY DFACS	1234	22,950.00	Cont-Burial Services	
620	620 Total				3	31,513.21		
730	Grady Hospital	100	General	FULTON-DEKALB HOSPITAL AUTHORITY	1083	23,433.67	North Fulton Clinic	
730	Grady Hospital	100	General	FULTON-DEKALB HOSPITAL AUTHORITY	1086	41,562.50	SW ATL/2600 MLK Clinic	
730	730 Total				2	64,996.17		
Grand Total					62	506,227.71		