



Monthly Payment Voucher Expenditure Report December 2024

Attached is the monthly payment voucher report. 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.

December 2024 Payment Voucher Expenditure Summary Report

Department	Department Name	Object Code	Amount
110 Total	County Comm Clerk	1	2,710.75
120 Total	Economic Development	3	12,500.00
121 Total	Dept of Community	1	3,358.00
130 Total	External Affairs	3	9,963.29
181 Total	Arts/Cooperative Extension	11	92,883.74
183 Total	Senior Services	11	131,514.41
210 Total	Finance	3	27,255.82
215 Total	Human Resources	10	56,181.73
220 Total	Information Technology	4	43,721.86
235 Total	County Attorney	15	253,260.62
240 Total	Tax Assessor	1	9,660.00
245 Total	Tax Commissioner	6	76,656.23
265 Total	Registration & Election	1	4,000.00
320 Total	Police	3	41,949.50
330 Total	Sheriff Office	2	22,049.23
400 Total	State Court-Solicitor	2	5,867.04
405 Total	Juvenile Court	6	25,535.69
410 Total	Probate Court	3	8,497.46
420 Total	State Court-General	7	58,890.56
450 Total	Superior Court-General	41	215,700.06
451 Total	Superior Court-Alljudges	6	27,196.04
470 Total	Superior Court-Clerk	42	264,269.91
480 Total	District Attorney	5	30,377.68
490 Total	Public Defender	1	3,209.81
520 Total	Real Estate and Asset	6	99,242.17
540 Total	Public Works	3	56,102.31

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620 Total	Family & Childrens Services	8	165,462.37
650 Total	Library	14	179,384.41
730 Total	Grady Hospital	8	296,994.13
750 Total	Health & Wellness	2	97,571.16
755 Total	MH, DD, and AD	7	197,683.77
Grand Total			2,519,649.75

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Department	Department Name	Fund	Fund Name	Vendor Customer Name	Object Code	Amount	Object Code Name	Description
110	County Comm Clerk	100	General	Stacie Walker Alexander	1164	2,710.75	Court Rep & Other Trans Serv	
110 Total					1	2,710.75		
120	Economic Development	100	General	Living Hope Productions, LLC	1160	5,000.00	Professional Services	Talent Services
120	Economic Development	100	General	Black Film Fest ATL	1307	2,500.00	Hospitality-Expense	Sponsorship Film Fest
120	Economic Development	100	General	GEORGIA COUNCIL FOR INTERNATIONAL VISITORS	1307	5,000.00	Hospitality-Expense	Sponsorship Int'l Consular Ball
120 Total					3	12,500.00		
121	Dept of Community Development	100	General	ATLANTA JOURNAL & CONSTITUTION	1342	3,358.00	Advertising	
121 Total					1	3,358.00		
130	External Affairs	100	General	CARLYLE'S CORPORATE CATERING	1307	3,173.29	Hospitality-Expense	
130	External Affairs	100	General	PIZAZZZ PROMOTIONS INC	1459	2,790.00	Printing	
130	External Affairs	100	General	Vp1618 LLC	1160	4,000.00	Professional Services	Art Photography
130 Total					3	9,963.29		
181	Arts/Cooperative Extension	100	General	Alchemy Sky Foundation, Inc	1142	3,060.00	Arts-CFS	
181	Arts/Cooperative Extension	100	General	Dani Swat, LLC	1142	3,400.00	Arts-CFS	
181	Arts/Cooperative Extension	100	General	UAE Youth Artists Program Inc	1142	2,822.00	Arts-CFS	
181	Arts/Cooperative Extension	100	General	RADIO FREE GEORGIA BROADCASTING FOUNDATION, INC	1142	39,000.00	Arts-CFS	
181	Arts/Cooperative Extension	100	General	ATLANTA CHAMBER PLAYERS	1142	9,360.00	Arts-CFS	
181	Arts/Cooperative Extension	100	General	North Atlanta Voices, Inc.	1142	8,318.00	Arts-CFS	
181	Arts/Cooperative Extension	100	General	Music Education Group, Inc.	1142	12,480.00	Arts-CFS	
181	Arts/Cooperative Extension	100	General	Serenbe Art Farm for Art and Education	1307	4,999.00	Hospitality-Expense	Serenbe Sponsorship
181	Arts/Cooperative Extension	100	General	The Bash Party Rentals and Sales LLC	1120	3,444.74	Rent/Lease Equipment	
181	Arts/Cooperative Extension	100	General	Dwight Eubanks	1160	3,000.00	Professional Services	Event Reimbursement
181	Arts/Cooperative Extension	471	Public Art Trust Fund	Rabbit Raccoon, LLC	1160	3,000.00	Professional Services	Video Production
181 Total					11	92,883.74		
183	Senior Services	100	General	New World Employment LLC	1160	3,295.71	Professional Services	Employment Staffing
183	Senior Services	100	General	DAVENS CERAMIC CENTER, INC.	1343	2,958.22	Client Benefits	
183	Senior Services	100	General	Piccadilly Holdings LLC	1154	11,013.45	Food Services	
183	Senior Services	100	General	Piccadilly Holdings LLC	1154	21,612.11	Food Services	
183	Senior Services	100	General	Piccadilly Holdings LLC	1154	20,058.61	Food Services	
183	Senior Services	100	General	Piccadilly Holdings LLC	1160	4,064.00	Professional Services	Food Services
183	Senior Services	100	General	Piccadilly Holdings LLC	1160	4,064.00	Professional Services	Food Services
183	Senior Services	100	General	Events with Flaire LLC	1307	3,750.00	Hospitality-Expense	Senior Holiday Party
183	Senior Services	100	General	MUTUAL MEADOWS INC.	1234	21,375.00	Cont-Burial Services	
183	Senior Services	100	General	SENIOR SERVICES NORTH FULTON	1160	33,486.72	Professional Services	Case Management Services
183	Senior Services	100	General	SENIOR SERVICES NORTH FULTON	1160	5,836.59	Professional Services	Case Management Services
183 Total					11	131,514.41		
210	Finance	100	General	EMPHASYS COMPUTER SOLUTIONS, INC.	1113	8,061.94	Software License	
210	Finance	100	General	ATLANTA JOURNAL & CONSTITUTION	1342	11,933.88	Advertising	
210	Finance	100	General	Finite Matters Ltd	1113	7,260.00	Software License	
210 Total					3	27,255.82		

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215	Human Resources	100	General	Atlanta Food Management/ Badda Bing LLC	1307	3,855.00	Hospitality-Expense	Catering FOCUS Awards
215	Human Resources	100	General	PIAZZZ PROMOTIONS INC	1368	4,798.60	Promotions	
215	Human Resources	100	General	SHOW YOUR LOGO, INC.	1368	3,334.37	Promotions	
215	Human Resources	100	General	SHOW YOUR LOGO, INC.	1368	4,679.00	Promotions	
215	Human Resources	100	General	HPI Floors, LLC.	1459	4,750.00	Printing	
215	Human Resources	100	General	LittKare, LLC	1459	2,774.58	Printing	
215	Human Resources	468	Employee Service Fund	Creative Caricatures	1368	5,600.00	Promotions	
215	Human Resources	100	General	Juliet Hall INC	1317	7,000.00	Employer Sponsored Training	
215	Human Resources	100	General	PIAZZZ PROMOTIONS INC	1368	8,509.50	Promotions	
215	Human Resources	468	Employee Service Fund	ezCater, Inc	1368	10,880.68	Promotions	
215 Total					10	56,181.73		
220	Information Technology	100	General	CARLYLE'S CORPORATE CATERING	1307	5,909.32	Hospitality-Expense	Cyber Security Summit
220	Information Technology	100	General	Entrust Corporation	1113	11,615.94	Software License	
220	Information Technology	100	General	ROCKET SOFTWARE, INC.	1113	9,246.60	Software License	
220	Information Technology	100	General	EARTHCHANNEL COMMUNICATIONS, INC.	1113	16,950.00	Software License	
220 Total					4	43,721.86		
235	County Attorney	725	Risk Management Fund	Washington Dreyer & Associates LLC	1160	3,199.50	Professional Services	Case Reviews
235	County Attorney	725	Risk Management Fund	Washington Dreyer & Associates LLC	1160	6,000.00	Professional Services	Case Reviews
235	County Attorney	725	Risk Management Fund	ROBBINS ROSS ALLOY BELINFANTE LITTLEFIELD, LLC	1160	30,312.00	Professional Services	Appeal Reviews
235	County Attorney	725	Risk Management Fund	Chilivis Grubman Warner & Berry LLP	1160	29,243.62	Professional Services	Election Board Monitor
235	County Attorney	725	Risk Management Fund	SMITH, GAMBRELL, & RUSSELL, LLP	1160	10,360.00	Professional Services	Case Reviews
235	County Attorney	725	Risk Management Fund	Huff Powell & Bailey, LLC	1160	10,844.22	Professional Services	Case Reviews
235	County Attorney	725	Risk Management Fund	Huff Powell & Bailey, LLC	1160	3,985.00	Professional Services	Case Reviews
235	County Attorney	725	Risk Management Fund	Ann Brumbaugh	1160	37,740.00	Professional Services	Election Board Monitor
235	County Attorney	725	Risk Management Fund	ROBBINS ROSS ALLOY BELINFANTE LITTLEFIELD, LLC	1160	17,861.00	Professional Services	Appeal Reviews
235	County Attorney	725	Risk Management Fund	KILPATRICK TOWNSEND & STOCKTON, LLP	1160	47,706.06	Professional Services	Election Board Monitor
235	County Attorney	725	Risk Management Fund	ROBERT HALF INTERNATIONAL	1160	3,000.00	Professional Services	Employment Staffing
235	County Attorney	725	Risk Management Fund	Chilivis Grubman Warner & Berry LLP	1160	26,365.22	Professional Services	Election Board Monitor
235	County Attorney	725	Risk Management Fund	ROBBINS ROSS ALLOY BELINFANTE LITTLEFIELD, LLC	1160	20,644.00	Professional Services	Appeal Reviews
235	County Attorney	725	Risk Management Fund	ROBERT HALF INTERNATIONAL	1160	3,000.00	Professional Services	Employment Staffing
235	County Attorney	725	Risk Management Fund	ROBERT HALF INTERNATIONAL	1160	3,000.00	Professional Services	Employment Staffing
235 Total					15	253,260.62		
240	Tax Assessor	100	General	INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS	1465	9,660.00	Training Supplies	
240 Total					1	9,660.00		
245	Tax Commissioner	100	General	SELECTION TECHNOLOGIES INC.	1178	10,184.80	Fees	
245	Tax Commissioner	100	General	VDS Business Solutions, LLC.	1118	22,763.29	Computer Hardware Maintenance	
245	Tax Commissioner	100	General	DATAMATX INC	1456	18,099.30	Postage	
245	Tax Commissioner	100	General	DATAMATX INC	1459	3,754.77	Printing	
245	Tax Commissioner	100	General	DATAMATX INC	1456	18,099.30	Postage	
245	Tax Commissioner	100	General	DATAMATX INC	1459	3,754.77	Printing	
245 Total					6	76,656.23		
265	Registration & Election	100	General	Flipper Temple AME Church	1121	4,000.00	Rent/Lease Buildings	
265 Total					1	4,000.00		

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320	Police	301	South Fulton Sub-District	LeadsOnline LLC	1113	6,972.00	Software License	
320	Police	100	General	Allied Universal Security Services	1174	31,747.50	Security Service	
320	Police	100	General	Allied Universal Security Services	1174	3,230.00	Security Service	
320 Total					3	41,949.50		
330	Sheriff Office	100	General	Elior, Inc.	1154	10,129.50	Food Services	
330	Sheriff Office	100	General	NaphCare of Fulton County LLC	1158	11,919.73	Medical Services	
330 Total					2	22,049.23		
400	State Court-Solicitor	100	General	CARLYLE'S CORPORATE CATERING	1307	2,747.04	Hospitality-Expense	Leadership Conference
400	State Court-Solicitor	100	General	Donald E Henderson	1160	3,120.00	Professional Services	Case Preparer
400 Total					2	5,867.04		
405	Juvenile Court	100	General	Blinq Technologies Pty Ltd	9040	4,910.16	Vouchers Payable	Virtual Business Cards
405	Juvenile Court	100	General	New World Employment LLC	1160	4,704.55	Professional Services	Employment Staffing
405	Juvenile Court	100	General	StormWind, LLC	1113	3,270.00	Software License	
405	Juvenile Court	100	General	OFFICE DEPOT	1458	2,980.50	Office Furnishings	
405	Juvenile Court	100	General	NATIONAL BUSINESS FURNITURE	1458	4,345.10	Office Furnishings	
405	Juvenile Court	100	General	New World Employment LLC	1160	5,325.38	Professional Services	Employment Staffing
405 Total					6	25,535.69		
410	Probate Court	100	General	Be You Counseling Services, LLC	1161	2,700.00	Court Ordered Evaluations	
410	Probate Court	100	General	Kinyahnah Smith	1307	2,535.00	Hospitality-Expense	Community & Employee Appreciation
410	Probate Court	100	General	VDS Business Solutions, LLC.	1307	3,262.46	Hospitality-Expense	Community & Employee Appreciation
410 Total					3	8,497.46		
420	State Court-General	100	General	ADRIANA ALICIA CHANCEY	1162	4,650.00	Interpreter/Translator	
420	State Court-General	100	General	Albert Im	1113	9,100.00	Software License	
420	State Court-General	433	Law Library Fund	THOMSON WEST	1314	11,709.60	Books-Judges Law	
420	State Court-General	433	Law Library Fund	THOMSON WEST	1314	5,871.00	Books-Judges Law	
420	State Court-General	433	Law Library Fund	THOMSON WEST	1314	11,019.45	Books-Judges Law	
420	State Court-General	433	Law Library Fund	THOMSON WEST	1314	5,632.80	Books-Judges Law	
420	State Court-General	433	Law Library Fund	MATTHEW BENDER & COMPANY, INC.	1314	10,907.71	Books-Judges Law	
420 Total					7	58,890.56		
450	Superior Court-General	100	General	Denise A Blackman	1151	3,712.00	Court Transcripts	
450	Superior Court-General	100	General	MELANIE MAE FISHER	1151	3,199.85	Court Transcripts	
450	Superior Court-General	100	General	EVELYN DIANE PARKER	1151	5,302.85	Court Transcripts	
450	Superior Court-General	100	General	Ashley Baker Osby	1160	3,250.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	Ashley Baker Osby	1160	3,250.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	Ashley Baker Osby	1160	3,250.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	Ashley Baker Osby	1160	3,250.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	S Alexandra Manning PC.	1160	2,600.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	S Alexandra Manning PC.	1160	3,250.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	Chantal Aura Hansen	1162	3,286.25	Interpreter/Translator	
450	Superior Court-General	100	General	Chantal Aura Hansen	1162	2,970.00	Interpreter/Translator	
450	Superior Court-General	100	General	Cindy Keeler	1151	3,256.00	Court Transcripts	
450	Superior Court-General	100	General	Carrie Newman	1151	4,064.50	Court Transcripts	
450	Superior Court-General	100	General	Carl Richard Forte	1151	3,710.00	Court Transcripts	
450	Superior Court-General	100	General	DIVIDA GUDE	1160	7,150.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	DIVIDA GUDE	1160	3,900.00	Professional Services	Judicial Officer

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450	Superior Court-General	100	General	GLENN E. COOPER	1160	2,500.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	Gregory R Miller	1160	13,000.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	Gregory R Miller	1160	7,150.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	IONIE E. TAYLOR	1151	3,547.50	Court Transcripts	
450	Superior Court-General	100	General	Lawrence & Bundy LLC	1160	44,793.43	Professional Services	Attorney Fees
450	Superior Court-General	100	General	Lawrence & Bundy LLC	1160	7,392.50	Professional Services	Attorney Fees
450	Superior Court-General	100	General	LAURA MICHELE HARRIS	1151	3,635.50	Court Transcripts	
450	Superior Court-General	100	General	PATRICIA CHAVEZ-DIETZ	1162	2,915.00	Interpreter/Translator	
450	Superior Court-General	100	General	SAMANTHA ENGRAM	1151	2,711.50	Court Transcripts	
450	Superior Court-General	100	General	SAMANTHA ENGRAM	1151	3,693.25	Court Transcripts	
450	Superior Court-General	100	General	SAMANTHA ENGRAM	1151	3,932.50	Court Transcripts	
450	Superior Court-General	100	General	SAMANTHA ENGRAM	1151	4,928.00	Court Transcripts	
450	Superior Court-General	100	General	Scott Michael Kaye	1160	9,750.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	Scott Michael Kaye	1160	7,150.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	Takira Chevonne Allen	1164	3,400.00	Court Rep & Other Trans Serv	
450	Superior Court-General	100	General	HROBOWSKI-HOUSTON LAW	1160	3,087.50	Professional Services	Judicial Officer
450	Superior Court-General	100	General	HROBOWSKI-HOUSTON LAW	1160	3,250.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	HROBOWSKI-HOUSTON LAW	1160	3,250.00	Professional Services	Judicial Officer
450	Superior Court-General	100	General	MARIETTA DAILY JOURNAL & NEIGHBOR NEWSPAPER, INC.	1342	2,800.00	Advertising	
450	Superior Court-General	100	General	Talent Connections, LLC	1317	3,250.00	Employer Sponsored Training	
450	Superior Court-General	100	General	MARIETTA DAILY JOURNAL & NEIGHBOR NEWSPAPER, INC.	1342	2,800.00	Advertising	
450	Superior Court-General	100	General	MARIETTA DAILY JOURNAL & NEIGHBOR NEWSPAPER, INC.	1342	2,800.00	Advertising	
450	Superior Court-General	100	General	H&M Development and Management,LLC	1459	3,478.73	Printing	
450	Superior Court-General	100	General	CARLYLE'S CORPORATE CATERING	1307	4,059.20	Hospitality-Expense	
450	Superior Court-General	100	General	FTR, Ltd	1408	7,024.00	Equipment Non-Capitalizable	
450 Total					41	215,700.06		
451	Superior Court-AllJudges	100	General	Alford Dempsey	1160	5,915.00	Professional Services	Senior Judge
451	Superior Court-AllJudges	100	General	Alford Dempsey	1160	5,915.00	Professional Services	Senior Judge
451	Superior Court-AllJudges	100	General	S Alexandra Manning PC	1160	2,535.00	Professional Services	Senior Judge
451	Superior Court-AllJudges	100	General	George Grant Brantley	1160	2,761.04	Professional Services	Senior Judge
451	Superior Court-AllJudges	100	General	JERRY W. BAXTER	1160	7,112.50	Professional Services	Senior Judge
451	Superior Court-AllJudges	100	General	JERRY W. BAXTER	1160	2,957.50	Professional Services	Senior Judge
451 Total					6	27,196.04		
470	Superior Court-Clerk	100	General	Apex Promo Solutions LLC	1459	4,494.80	Printing	
470	Superior Court-Clerk	100	General	Apex Promo Solutions LLC	1459	4,849.11	Printing	
470	Superior Court-Clerk	100	General	Apex Promo Solutions LLC	1459	4,811.55	Printing	
470	Superior Court-Clerk	100	General	Apex Promo Solutions LLC	1459	3,260.20	Printing	
470	Superior Court-Clerk	100	General	Apex Promo Solutions LLC	1459	4,934.28	Printing	
470	Superior Court-Clerk	100	General	Apex Promo Solutions LLC	1459	4,612.50	Printing	
470	Superior Court-Clerk	100	General	Apex Promo Solutions LLC	1459	4,368.55	Printing	
470	Superior Court-Clerk	100	General	Apex Promo Solutions LLC	1459	4,121.44	Printing	
470	Superior Court-Clerk	100	General	Apex Promo Solutions LLC	1459	3,023.71	Printing	
470	Superior Court-Clerk	100	General	DAVID V LUNA	1459	5,570.00	Printing	
470	Superior Court-Clerk	100	General	CDW GOVERNMENT INC	1462	4,730.24	Office Supplies	
470	Superior Court-Clerk	100	General	KENNETH W. VOSS	1182	6,050.00	Hearing Officer Fees	
470	Superior Court-Clerk	100	General	Kevin Andrew Lyon	1182	12,965.00	Hearing Officer Fees	
470	Superior Court-Clerk	100	General	WAM Real Estate Services, Inc	1182	9,225.00	Hearing Officer Fees	
470	Superior Court-Clerk	100	General	Jay Hembree	1182	9,635.00	Hearing Officer Fees	
470	Superior Court-Clerk	100	General	Casey Lyon	1182	20,425.00	Hearing Officer Fees	

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470	Superior Court-Clerk	100	General	KENNETH W. VOSS	1182	13,720.00	Hearing Officer Fees	
470	Superior Court-Clerk	100	General	Marion Arlie Wilson	1182	9,745.00	Hearing Officer Fees	
470	Superior Court-Clerk	100	General	CORPORATE TEMPS	1160	14,096.80	Professional Services	Employment Staffing
470	Superior Court-Clerk	100	General	CORPORATE TEMPS	1160	8,359.92	Professional Services	Employment Staffing
470	Superior Court-Clerk	100	General	CORPORATE TEMPS	1160	2,819.36	Professional Services	Employment Staffing
470	Superior Court-Clerk	100	General	EEP Events LLC	1160	8,402.50	Professional Services	Event Production Planner
470	Superior Court-Clerk	433	Law Library Fund	ATLANTA LEGAL AID SOCIETY INC	1160	7,927.50	Professional Services	Attorney Consultation
470	Superior Court-Clerk	100	General	Giltz of Atlanta, LLC.	1307	5,000.00	Hospitality-Expense	Swearing In Decorations
470	Superior Court-Clerk	100	General	Giltz of Atlanta, LLC.	1307	5,000.00	Hospitality-Expense	Swearing In Decorations
470	Superior Court-Clerk	100	General	Imaging Spectrum, Inc	1408	2,925.78	Equipment Non-Capitalizable	
470	Superior Court-Clerk	100	General	MARIETTA DAILY JOURNAL & NEIGHBOR NEWSPAPER, INC.	1342	9,994.25	Advertising	
470	Superior Court-Clerk	433	Law Library Fund	THOMSON WEST	1313	2,772.00	Books-Law Library	
470	Superior Court-Clerk	433	Law Library Fund	THOMSON WEST	1313	5,245.00	Books-Law Library	
470	Superior Court-Clerk	433	Law Library Fund	THOMSON WEST	1113	2,639.79	Software License	
470	Superior Court-Clerk	433	Law Library Fund	THOMSON WEST	1113	6,816.50	Software License	
470	Superior Court-Clerk	433	Law Library Fund	THOMSON WEST	1313	8,231.00	Books-Law Library	
470	Superior Court-Clerk	100	General	Nicole Tyler Photography, LLC	1160	3,900.00	Professional Services	Photography
470	Superior Court-Clerk	100	General	ODP Business Solutions, LLC	1462	3,385.11	Office Supplies	
470	Superior Court-Clerk	100	General	STAPLES ADVANTAGE	1462	3,935.89	Office Supplies	
470	Superior Court-Clerk	100	General	STAPLES ADVANTAGE	1462	4,879.08	Office Supplies	
470	Superior Court-Clerk	100	General	Spark Hire, Inc.	1454	3,986.00	Publications	
470	Superior Court-Clerk	100	General	VDS Business Solutions, LLC.	1458	4,981.68	Office Furnishings	
470	Superior Court-Clerk	100	General	VDS Business Solutions, LLC.	1458	4,833.29	Office Furnishings	
470	Superior Court-Clerk	100	General	VDS Business Solutions, LLC.	1458	3,655.76	Office Furnishings	
470	Superior Court-Clerk	100	General	VDS Business Solutions, LLC.	1462	4,945.64	Office Supplies	
470	Superior Court-Clerk	100	General	VDS Business Solutions, LLC.	1462	4,995.68	Office Supplies	
470 Total					42	264,269.91		
480	District Attorney	100	General	H&M Development and Management,LLC	1459	2,545.84	Printing	
480	District Attorney	100	General	BONDURANT, MIXSON & ELMORE, LLP	1160	14,811.84	Professional Services	Active Matters RICO
480	District Attorney	100	General	BONDURANT, MIXSON & ELMORE, LLP	1160	5,920.00	Professional Services	Active Matters RICO
480	District Attorney	100	General	BONDURANT, MIXSON & ELMORE, LLP	1160	3,600.00	Professional Services	Active Matters RICO
480	District Attorney	100	General	GEORGIA CENTER FOR CHILD ADVOCACY, INC	1160	3,500.00	Professional Services	Review Sexual Assault Literature
480 Total					5	30,377.68		
490	Public Defender	100	General	THOMSON WEST	1117	3,209.81	Database Fees	
490 Total					1	3,209.81		
520	Real Estate and Asset Management	100	General	VDS Business Solutions, LLC.	1307	2,575.00	Hospitality-Expense	DREAM Retreat
520	Real Estate and Asset Management	100	General	Lefkoff Law, LLC	1160	17,000.00	Professional Services	Land Reimbursement Deposit
520	Real Estate and Asset Management	100	General	Liquid Services & Logistics, LLC	1116	5,550.00	Buildings-Maint & Repair	
520	Real Estate and Asset Management	100	General	Georgia Green Landscaping	1160	21,770.16	Professional Services	Landscaping
520	Real Estate and Asset Management	100	General	COMPLETE CONTRACTING PARTNERS LLC	1116	11,738.15	Buildings-Maint & Repair	
520	Real Estate and Asset Management	100	General	Trane US Inc.	1160	40,608.86	Professional Services	Maintenance Inspection
520 Total					6	99,242.17		
540	Public Works	201	Water & Sewer Revenue	CLAYTON COUNTY WATER AUTHORITY	1322	18,099.81	Clayton County Oxidation	
540	Public Works	203	Water & Sewer R & E	BENCHMARK MANAGEMENT, LLC	1134	15,582.50	Standby Engineering Services	
540	Public Works	203	Water & Sewer R & E	CITY OF JOHNS CREEK	H065	22,420.00	Misc Water Line Proj	
540 Total					3	56,102.31		

December 2024 Payment Voucher Expenditure Report

620	Family & Childrens Services	100	General	FULTON COUNTY DFACS	1343	26,749.37	Client Benefits	
620	Family & Childrens Services	100	General	FULTON COUNTY DFACS	1343	2,700.00	Client Benefits	
620	Family & Childrens Services	100	General	FULTON COUNTY DFACS	1343	20,461.00	Client Benefits	
620	Family & Childrens Services	100	General	FULTON COUNTY DFACS	1234	33,450.00	Cont-Burial Services	
620	Family & Childrens Services	100	General	FULTON COUNTY DFACS	1343	24,631.00	Client Benefits	
620	Family & Childrens Services	100	General	FULTON COUNTY DFACS	1343	2,925.00	Client Benefits	
620	Family & Childrens Services	100	General	FULTON COUNTY DFACS	1343	26,596.00	Client Benefits	
620	Family & Childrens Services	100	General	FULTON COUNTY DFACS	1234	27,950.00	Cont-Burial Services	
620 Total					8	165,462.37		
650	Library	100	General	PJC GROUP, LLC	1160	5,950.00	Professional Services	Auditing Services
650	Library	100	General	UNIVERSITY OF GEORGIA	1160	28,954.41	Professional Services	July-September Salaries
650	Library	100	General	GOODE VAN SLYKE ARCHITECTURE	1121	12,040.00	Rent/Lease Buildings	
650	Library	100	General	GOODE VAN SLYKE ARCHITECTURE	1121	12,040.00	Rent/Lease Buildings	
650	Library	100	General	GOODE VAN SLYKE ARCHITECTURE	1121	12,040.00	Rent/Lease Buildings	
650	Library	100	General	GOODE VAN SLYKE ARCHITECTURE	1121	12,040.00	Rent/Lease Buildings	
650	Library	100	General	GOODE VAN SLYKE ARCHITECTURE	1121	12,040.00	Rent/Lease Buildings	
650	Library	100	General	GOODE VAN SLYKE ARCHITECTURE	1121	12,040.00	Rent/Lease Buildings	
650	Library	100	General	GOODE VAN SLYKE ARCHITECTURE	1121	12,040.00	Rent/Lease Buildings	
650	Library	100	General	GOODE VAN SLYKE ARCHITECTURE	1121	12,040.00	Rent/Lease Buildings	
650	Library	100	General	GOODE VAN SLYKE ARCHITECTURE	1121	12,040.00	Rent/Lease Buildings	
650	Library	100	General	GOODE VAN SLYKE ARCHITECTURE	1121	12,040.00	Rent/Lease Buildings	
650	Library	100	General	GOODE VAN SLYKE ARCHITECTURE	1121	12,040.00	Rent/Lease Buildings	
650	Library	100	General	GOODE VAN SLYKE ARCHITECTURE	1121	12,040.00	Rent/Lease Buildings	
650 Total					14	179,384.41		
730	Grady Hospital	100	General	GRADY HEALTH SYST/CLINICAL LAB	1089	38,663.00	Center for Advance Surgical Services - FDHA	
730	Grady Hospital	100	General	GRADY HEALTH SYST/CLINICAL LAB	1089	38,667.00	Center for Advance Surgical Services - FDHA	
730	Grady Hospital	100	General	GRADY HEALTH SYST/CLINICAL LAB	1089	38,667.00	Center for Advance Surgical Services - FDHA	
730	Grady Hospital	100	General	GRADY HEALTH SYST/CLINICAL LAB	1089	38,667.00	Center for Advance Surgical Services - FDHA	
730	Grady Hospital	100	General	GRADY HEALTH SYST/CLINICAL LAB	1089	38,667.00	Center for Advance Surgical Services - FDHA	
730	Grady Hospital	100	General	GRADY HEALTH SYST/CLINICAL LAB	1089	38,667.00	Center for Advance Surgical Services - FDHA	
730	Grady Hospital	100	General	FULTON-DEKALB HOSPITAL AUTHORITY	1083	23,433.63	North Fulton Clinic	
730	Grady Hospital	100	General	FULTON-DEKALB HOSPITAL AUTHORITY	1086	41,562.50	SW ATL/2600 MLK Clinic	
730 Total					8	296,994.13		
750	Health & Wellness	100	General	FULTON COUNTY BOARD OF HEALTH	1568	48,815.45	Transfer Out-Health Grants	
750	Health & Wellness	100	General	FULTON COUNTY BOARD OF HEALTH	1568	48,755.71	Transfer Out-Health Grants	
750 Total					2	97,571.16		
755	MH, DD, and AD	100	General	CITY OF ATLANTA	1160	29,133.44	Professional Services	Grady Diversion Center
755	MH, DD, and AD	100	General	Qualifacts Systems	1113	8,953.01	Software License	
755	MH, DD, and AD	100	General	CHRIS 180	1160	35,744.75	Professional Services	Re-entry Services
755	MH, DD, and AD	100	General	CHRIS 180	1160	35,744.75	Professional Services	Re-entry Services
755	MH, DD, and AD	100	General	CHRIS 180	1160	35,744.75	Professional Services	Re-entry Services
755	MH, DD, and AD	100	General	GRADY HEALTH SYSTEM	1160	42,166.66	Professional Services	Women on the Rise Services
755	MH, DD, and AD	100	General	GRADY HEALTH SYSTEM	1160	10,196.41	Professional Services	Social Work Association
755 Total					7	197,683.77		
Grand Total						2,519,649.75		



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