Expense Codes Cheat Sheets

All LLCs

SCS MASTER PURCHASING CODING LIST

Expense Type	GL Codes	Name	Description of Contents
Employee	**6972**	**Clothing Purchase**	Employee purchases of SCS branded clothing from Elite Group.
Employee	**6111**	**Clothing & Uniforms**	Employee uniforms, provided by the company.
Employee	**6601**	**Employee Recruitment**	All costs associated to employee onboarding, hiring, and required screenings
Employee	6601.01	Employee Onboarding	Orientation Costs - Lodging, Travel, Supplies, New Hire Gift, Meals
Employee	6601.02	Job Advertising	Adversting Costs for Open Positions - Indeed, Zip Recruiter, LinkedIn, Facebook
Employee	6601.03	Pre-Employment Screenings	Pre-Employement Drug Tests, Background Checks, Hep B Vaccines (Leasing/Maintenance)
Employee	**6602**	**Employee Appreciation**	All costs associated to employee well-being, engagement, and appreciation (Employee name (s) required if less than 10, if more than 10 use code 6963.03)
Employee	6602.01	Team Meals	Meals as part of small team gatherings of an appreciation nature
Employee	6602.02	Birthdays	Yearly birthday gift provided to employee
Employee	6602.03	Anniversaries	Yearly anniversary gifts provided to employee
Employee	6602.04	Occasion Specific	Gifts for Retirement, Get Well Baskets, Condolence Sentiments, Employee Appreciation Day, etc.
Employee	6602.05	Department Celebrations	Full department celebrations as part of the company engagement plans (No specific employee names needed)
Employee	6602.06	Services	Subscriptions or Service Fees to execute employee engagement - Example: Cardsnack = electronic card provider
Employee	**6970**	**Employee Education**	All costs associated to employee education, maintaining certifications as licenses used as part of their company role (Employee name (s) required)
Employee	6970.01	Certifications & CE	Certifications as part of the job, Continuing education to maintain credentials as part of the job
Employee	6970.02	Conferences & Events	External conferences and events via application and approval process, fees.
Employee	6970.03	Education Assistance	Education Assistance cost via application and approval process, Tuition Reimbursement, Professional Development
Employee	6970.04	Leadership Development	SCS Leadership Academy
Employee	6970.05	Memberships	Employee memberships as part of the job
Employee	6970.06	Education Materials	Purchasing of books, online content, online learning platform purchases used for employee training and development
Annual	**6941**	**Dues & Subscriptions**	All regularly associated subscription costs
Annual	6941.01	Employee Benefits	EAP, CTI
Annual	6941.02	Software (Operations)	Payments for software services or tools, including accounting software, project management tools, CRM (Customer Relationship Management) systems, or cloud-based services.
Annual	6941.03	Trade Publications	Subscriptions to magazines, journals, or online publications relevant to the company's industry or business interests.
Annual	6941.04	Professional Memberships	Fees paid to industry associations, professional bodies, or chambers of commerce that provide networking opportunities, resources, or industry-specific information. (MLS Dues, Costar, Loop Net)
Annual	6941.05	Licenses & Certifications	Fees for maintaining licenses, permits, or certifications necessary for the company's operations. DOT/Med Card Renewals.
Travel	**6964**	**Travel**	General Travel Roll Up - don't put anything in this code unless it doesn't fit in any other travel code.
Travel	**6961**	**Meals**	Per Diems (ONLY) (Employee name (s) required)
Travel	**6962**	**Lodging**	Lodging expenses for employees when traveling (Employee name (s) required)
Travel	**6966**	**Mileage**	Mileage expenses (Employee name (s) needed, fleet number required - if applicable)
Travel	**6967**	**Tolls & Parking**	Expenses include fees paid for toll roads, bridges, tunnels, or any other designated transportation routes, as well as parking fees incurred by the company's vehicles or employees.
Travel	**6968**	**Commuting Charge**	Commuting charge as part of fringe benefits for employees with company vehicles. ($1.50 one way, $3 round-trip)
Travel	**6969**	**Travel Rentals/Services**	Vehicle rentals as part of travel, cabs, uber, lyft fees.
Travel	**6971**	**Airfare**	Costs associated to air-fare.
Travel	**6963**	**Meals & Entertainment**	For all business meetings and meals, entertaining guests and outside clients
Travel	6963.01	0% Tax - M & E	Entertaining clients, concert tickets, golf games (Specific employee name (s) needed)
Travel	6963.02	50% Tax - M & E	Business meals with clients, food/snacks for meetings
Travel	6963.03	Company-Wide Events	100% Tax - M&E, Golf Outing, Christmas Party, Woodchucks Game, Annual Company Meeting, etc. (No employee specfic employee name (s) needed)
Capital Only	**1480**	**Fixed Asset Activity**	ALL LLCs - Accounting use only
Supplies	**6931**	**Postage & Delivery**	USPS, Fedex, UPS, stamps, shipping & mailing supplies, etc.
Supplies	**6981**	**Office Supplies**	All costs associated to purchased office supplies as part of needed operations.
Supplies	6981.01	Office Basics	Stationary (Not copy paper - that is 6984.04), filing and organizational supplies, presentation supplies, pen/pencils, paperclips, etc.
Supplies	6981.02	Office Furniture	Office furniture expenses.
Supplies	**6982**	**Breakroom Supplies**	All breakroom supplies - Dishes, Silverware, Paper Plates, Condiments, Coffee, etc.
Supplies	**6103**	**Cleaning Supplies**	Costs associated with acquiring various cleaning materials and products necessary for maintaining cleanliness within the business premises
Supplies	**6984**	**Printer, Toner, & Accessories**	Expenses associated to all printer and copier operations and maintenance
Supplies	6984.01	Rentals	Printer rental fees

Supplies	6984.02	Printer Maintenance	Expenses associated to printer repairs and maintenance
Supplies	6984.03	Supplies	Misc. Printer Supplies
Supplies	6984.04	Printer Paper	Printer Paper Only
Supplies	6984.05	Toner	Toner Expenses/Replacements Only
IT	**6983**	**IT Supplies**	All IT equipment purchased on behalf of the company
IT	6983.01	IT Supplies - New Hire	All equipment purchased for an onboarding employee
IT	6983.02	Software	Expenses associated to software utilized by IT for administration and environment management
IT	6983.03	General Supplies	General purchases - Monitors, Mouse, Laptop Bags, Keyboards, etc.
IT	6983.04	General Services	Subscriptions to various online services such as web hosting, domain registrations, email services, or data storage solutions.
IT	**6915**	**Computer Repairs**	Computer Repairs
IT	6915.01	Hardware - Maintenance	All purchaes associated to upgrading aging or damaged equipment, maintenance of hardware, or repairs
IT	6915.02	Software - Maintenance	All costs associated to software maintenance.
IT	6915.03	Warranty Costs	Warranty subscription costs for hardware and service, continued warranty extensions
IT	6915.04	Disposal & Recycling Fees	Recycling and disposal costs of tech equipment
Safety	**6975**	**Safety Training & Equipment**	Costs associated with maintaining a safe, secure, and compliant work environment for employees and stakeholders
Safety	6975.01	Safety Equipment/PPE	Costs for purchasing and maintaining safety gear and equipment such as helmets, gloves, goggles, safety harnesses, fire extinguishers, first aid kits, etc. Costs for implementing and managing programs that provide employees with necessary PPE based on their roles and workplace hazards. (If over $2500 - see Accounting)
Safety	6975.02	Safety Training & Education	Expenses related to safety training programs, seminars, workshops, or hiring trainers to educate employees about workplace safety protocols and procedures.
Safety	6975.03	Safety Inspections & Audits	Costs associated with hiring external safety consultants or conducting internal audits to ensure compliance with safety standards and regulations.
Safety	6975.04	Safety Signage & Labels	Expenses for purchasing and installing safety signs, labels, and markings within the workplace to warn about hazards or provide safety instructions.
Safety	6975.05	Safety Emergency Preparedness	Costs for creating and maintaining emergency response plans, evacuation procedures, and conducting drills.
Safety	6975.06	Safety Software & Systems	Expenses related to implementing safety management systems, software, or platforms to track incidents, manage safety protocols, and maintain compliance records.
Safety	6975.07	Safety Compliance	Fees for compliance with safety regulations and standards imposed by government bodies or industry-specific regulatory authorities.
Safety	6975.08	Safety Committees or Programs	Costs associated with establishing and maintaining safety committees, initiatives, or incentives to encourage safe practices among employees.
Safety	6975.09	Safety Post Accident Screenings	Costs accrued associated to Worker's Comp claims, incident claims, and Reasonable Suspicion testing and compliance fees.
Utilities	**6401**	**Telephone**	Telecommunication utility charges.
Utilities	**6402**	**Electric & Gas**	Electric and gas utility charges.
Utilities	**6403**	**Water Sewer & Fire Protection**	Expenses for water usage, including supply and sewage disposal, for facilities such as restrooms, kitchens, irrigation systems, or other water-dependent operations. Expenses associated to fire protection systems.
Utilities	**6404**	**Garbage Collection**	Garbage collection service charges.
Utilities	**6405**	**Cable & Internet**	Cable and internet charges.
Utilities	6405.01	Equipment	Costs related to setup, activation, and hardware requirements for service.
Utilities	6405.02	Maintenance	Costs related to ongoing service contracts or maintenance agreements for cable, internet, or telecommunication services.
Utilities	6405.03	Service Charges	Expenses for the regular monthly charges associated with the business's internet service provider (ISP).
Utilities	**6406**	**Alarm System**	Security charges for maintaining and subscriptions fees for alarm systems.
Marketing	**6070**	**Advertising & Promotion**	Expenses associated with marketing efforts to promote the company's products, services, or brand.
Marketing	6070.01	Radio	Radio advertising
Marketing	6070.02	Digital	Digital advertising
Marketing	6070.03	Print	Parkin, Yard & building signs, ads, flyers, booklets
Marketing	6070.04	Micellaneous Purchases	Gift cards, gift baskets/prizes, promotional items, networking and Chamber events ribbon cutting events
Marketing	6070.05	Materials	Leasing folders, magnets, folder insterts, take one boxes, etc.
Taxes	**6051**	**Property Taxes**	Property taxes
Fees	**6990**	**Bank Service Charges**	Monthly fees for bank usage - checks, check clearing, deposit fees, wire fees, ACA fees
Donations	**6940**	**Donations**	Money and items donated by SCS
Donations	6940.01	Employee	Donations to internal employee
Donations	6940.02	CAS	Dontations to CAS (internal) volunteer group
Donations	6940.03	No Logo	Money and items donated - when no SCS logo is appearing
Fees	**6912**	**Legal Fees**	Fees for legal services.
Fees	**6911**	**Accounting**	Fees for accounting firms. (Kerber Rose)
Fees	**6910**	**Professional Fees**	Fees for NWA, DBS (COBRA), and Compliance Fees as needed.
Fees	**6919**	**TPA Fees**	3rd Party Administrator Fees - NWA, CRS

Vehicle	**6081**	**Vehicle Repairs**	All expenses for vehicle repairs (Must include fleet number)
Vehicle	6081.01	Accident/Damage Repairs	Repairs caused by accidents
Vehicle	6081.02	Towing & Emergency Services	Towing and emergency service fees
Vehicle	6081.03	Warranty Repairs	Repairs due to warranty, repairs above 1st replacement.
Vehicle	**6082**	**Fuel**	Company fuel purchases for equipment and vehicles (Must include fleet number/equipment number, site, etc.) **FUEL TYPE DICTATES THE ACCOUNT**
Vehicle	6082.01	Regular Fuel	Unleaded fuel
Vehicle	6082.02	Off Road Fuel	Fuel for equipment (generators, lawn mowers, lifts, etc.) (Use 1111 code at the pump)
Vehicle	6082.03	Diesel	Diesel fuel
Vehicle	**6083**	**Vehicle Maintenance Expense (Leased)**	All expenses for vehicle maintenance (preventative) and annual fees. (MUST BE A TRUK on the registration and owned by Transportation)
Vehicle	6083.01	Licensing & Registration (L)	Titles, plate renewals, DMV/licensing, DOT fees
Vehicle	6083.02	Routine Maintenance (L)	Oil Change, Tire Rotations, Brakes
Vehicle	6083.03	Routine Supplies & Parts (L)	Fluids, Filter Replacements
Vehicle	6083.04	Car Wash (L)	Car washes to maintain company vehicles (Should be purchased with Kwik Trip Fuel Pins at the pump)
Vehicle	6083.05	Upgrades/Accessories (L)	Floor mats, tonneau covers, running boards, hitch (If over $2500 - see Accounting)
Vehicle	6083.06	Tires (L)	Replacements of vehicle tires.
Vehicle		**Vehicle Maintenance Expense (Non-Leased)**	All expenses for vehicle maintenance (preventative) and annual fees. (CARS ONLY and owned by the LLC)
Vehicle	6083.10	Licensing & Registration (NL)	Titles, plate renewals, DMV/licensing, DOT fees
Vehicle	6083.11	Routine Maintenance (NL)	Oil Change, Tire Rotations, Brakes
Vehicle	6083.12	Routine Supplies & Parts (NL)	Fluids, Filter Replacements
Vehicle	6083.13	Car Wash (NL)	Car washes to maintain company vehicles (Should be purchased with Kwik Trip Fuel Pins at the pump)
Vehicle	6083.14	Upgrades/Accessories (NL)	Floor mats, tonneau covers, running boards, hitch (If over $2500 - see Accounting)
Vehicle	6083.15	Tires (NL)	Replacement of vehicle tires.
Equipment	**6175**	**Tools & Equipment**	Expenses related to the purchase, maintenance, repair, or replacement of tools and equipment necessary for business operations.
Equipment	6175.01	Purchase Costs	Initial expenses incurred when buying tools (new) and equipment necessary for day-to-day operations. This could include items such as machinery, specialized tools, and other essential equipment. Example: Purchasing a Site Super Tool Kit.
Equipment	6175.02	Maintenance & Repairs	Costs associated with upkeep, servicing, and repairing tools and equipment to ensure they remain in good working condition. Regular maintenance is crucial to prolong the lifespan and functionality of these assets.
Equipment	6175.03	Replacement or Upgrades	Expenses incurred when replacing outdated or damaged tools/equipment or upgrading to more efficient or advanced versions to improve productivity or meet changing business needs.
Equipment	**6170**	**Equipment Rental**	Expenses incurred by a business for renting or leasing equipment rather than owning it outright.
Equipment	6170.01	Rental Charges	The primary cost associated with renting equipment from a third-party provider. This is the direct expense paid for the temporary use of machinery, tools, vehicles, or other equipment.
Equipment	6170.02	Rental Repairs	Expenses associated to repair, replacement, or maintenance of rental equipment.
Equipment	6170.03	Delivery & Pickup Fees	Additional expenses related to the transportation or delivery of rented equipment to the business location and its subsequent retrieval or return to the rental company.
Equipment	6170.04	Accessories or Add-Ons	Additional items rented or provided with the equipment, such as attachments, specialized tools, or supplementary items necessary for the rented equipment's proper functioning.
Equipment	6170.05	Insurance Costs	Sometimes, rental agreements include insurance costs covering potential damages or liabilities while using the rented equipment. These costs might be bundled into the overall rental expense.
Equipment	6170.06	Transportation Rentals	Rentals specific to moving materials from site to site. (If rental includes insurance - please split cost to 6170.05)
Equipment	**6192**	**Equipment Repairs**	Expenses related to fixing or restoring machinery or any other equipment used in business operations.
Equipment	6192.01	Routine Maintenance	Regular maintenance and servicing to ensure the proper functioning of equipment. This includes scheduled inspections, cleaning, lubrication, and minor adjustments aimed at preventing breakdowns and extending the lifespan of the equipment.
Equipment	6192.02	Unscheduled Maintenance/Repairs	Expenses incurred due to unexpected breakdowns, malfunctions, or damages that require immediate repair to restore the equipment to working condition.
Equipment	6192.03	Replacement Parts	Costs associated with purchasing parts or components necessary to repair the equipment
Equipment	6192.04	Consumables	Oil and lubricants, cleaning supplies for equipment, fasteners and adhesives, replacement filters, etc.
Equipment	6192.05	Tires	Replacement of equipment tires.

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Department: Example: Grounds, Maintenance, HR, Leasing, Construction, etc.	If submitting a PAPER INVOICE or request for payment; please ensure there is a legible signature with a date on the invoice with the word APPROVED and the rest of the applicable information from the Master Info List.
LLC: *Management, Leasing, Construction, Land, Building Supply, or Transportation	
Cost Center: *use master coding sheets, this should be a GL code	
Project Code: *optional if only project expense	
Property Location: *optional if only project expense	
New Vendor? Is there a COI/W9 On File (Yes or No)? *if no, submit to Accounting right away	
Leasing - Was this charged to a tenant? (in AppFolio or Storage @ SCS) Tenant Info Required	
Special Notes: Please note some purchases will require splitting into multiple cost centers. It is the purchasers responsibility to assign the respectable codes. Please explain in detail the amounts and items that should go to what cost center the entire receipt does not go to one cost center. Reach out to accounting with any questions.	
Send all Invoices & Purchase Requests to: Accounting@scswiderski.com	

Construction

CONSTRUCTIONS SPECIFIC PURCHASING CODES			
Special Notes: Purchases for projects need project codes, WITH accounts listed below (Example: 22-015)			
Expense Type	**GL Codes**	**Name**	**Description of Contents**
Equipment	**6160**	**Equipment Mobilization**	Expenses associated with the costs incurred to transport, set up, and prepare equipment for use at a particular construction site.
Equipment	6160.01	Transportation Costs	Expenses related to moving heavy machinery, tools, and equipment to the construction site. This could involve renting trucks, trailers, or specialized transportation services.
Equipment	6160.02	Setup & Installation	Costs associated with assembling, installing, and preparing equipment for use on the job site. This might involve labor costs, equipment assembly fees, or specialized setup procedures.
Equipment	6160.03	Site Preparation	Expenses for clearing space or making necessary arrangements on the job site to accommodate the equipment, which could include permits, site inspections, or temporary modifications to the site.
Research	**6701**	**Research & Development**	Project Expense
Warranty	**6110**	**Warranty Work**	Costs incurred to address warranty claims, rectify defects, or fulfill warranty obligations related to construction projects.
Warranty	6110.01	Material Costs	Expenses for purchasing materials needed to fix or replace defective components or materials within the construction project covered by the warranty.
Warranty	6110.02	Services	Payments made to contractors or subcontractors hired to carry out warranty-related repairs or rectification work.
Supplies	**6200**	**Supplies - Excavation**	Topsoil, stone, rocks, gravel, etc. that will be sold as Excavation revenue.
Supplies	**6250**	**Supplies - Construction**	Nails, Lumber, Shingles, etc. (Materials and Supplies) that will be sold as Construction revenue.
Fee	**6251**	**Restocking Fee**	Expense for restocking product ordered and not used.
Capital Only	**1425**	**Material - Stock**	Construction supply stock, capital expense code. (Purchases for bulk buying to be stocked. Temporary holding space. Will required communication once it is used to Accounting)

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Development

DEVELOPMENT SPECIFIC PURCHASING CODES

Expense Type	GL Codes	Name	Description of Contents
Research	**6950**	**Market Research**	Costs for conducting market research, surveys, focus groups, or customer studies.
Research	**6701**	**Research & Development**	Project Expense
Pre-Development	**00 31 32P**	Geotechnical	Soil Borings/Test Pits (Project Code Required)
Pre-Development	**00 31 46P**	Permits	(Project Code Required)
Pre-Development	**00 52 98P**	Architectural, Structural & MEP Fees	(Project Code Required)
Pre-Development	**00 71 23P**	Const Docs & layout/Schematic Design	(Project Code Required)
Pre-Development	**99 10 00**	Photometric Planning	(Project Code Required)
Pre-Development	**99 10 10**	Wetland Delineation	(Project Code Required)
Pre-Development	**99 10 20**	Schematic Site Planning	(Project Code Required)
Pre-Development	**99 20 00**	Environmental/Surveying	(Project Code Required)
Pre-Development	**99 20 10**	ALTA	(Project Code Required)
Pre-Development	**99 30 00**	Acquisition Costs	(Project Code Required)
Pre-Development	**99 30 10**	Municipality Fees/Applications	(Project Code Required)
Pre-Development	**99 40 00**	Storm Water Management	(Project Code Required)
Pre-Development	**99 40 10**	Renderings	(Project Code Required)
Pre-Development	**99 50 00**	Meetings/Site Visit Summation	(Project Code Required)
Pre-Development	**99 60 00**	Utility Easement	(Project Code Required)
Pre-Development	**99 60 10**	Site Plan Design - Outsource	(Project Code Required)
Pre-Development	**99 70 00**	Staking Allowance/GPS File	(Project Code Required)
Pre-Development	**99 70 10**	Meeting Materials/Signage/Ground Breaking	(Project Code Required)
Pre-Development	**99 80 00**	Development Misc	(Project Code Required)
Pre-Development	**99 80 10**	Site Evaluation	(Project Code Required)
Pre-Development	**99 90 00**	Parkland Dedication Fees	(Project Code Required)
Pre-Development	**99 90 10**	Certified Survey Map (CSM)	(Project Code Required)
Pre-Development	**99 91 00**	Achaeological Studies	(Project Code Required)

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Leasing & Maintenance

LEASING & MAINTENANCE SPECIFIC PURCHASING CODES			
Special Notes: Purchases for properties need property locations, WITH accounts listed below (Example: SCS Rothschild)			
Expense Type	**GL Codes**	**Name**	**Description of Contents**
Safety	**6106**	**Fire Alarms/Extinguishers**	Expenses associated with installing, inspecting, maintaining, and servicing fire alarm systems and fire extinguishers within a building or property.
Safety	6106.01	Repairs & Replacements	Expenses incurred for repairing faulty components, replacing malfunctioning parts, or upgrading outdated elements of fire alarm systems or extinguishers as regular maintenance and repairs.
Safety	6106.02	Inspection & Testing	Expenses for periodic inspections, testing, and certifications of fire alarm systems and extinguishers as required by regulations or standards.
Safety	6106.03	Equipment Purchases	Costs associated with purchasing new fire alarms, smoke detectors, heat detectors, fire suppression systems, extinguishers, fire blankets, or other fire safety equipment.
Safety	6106.04	Accessibility & Safety Modifications	Expenses for making modifications to the building to comply with accessibility standards or safety regulations.
Safety	6106.05	Monitoring Fees	3rd party annual fire system monitoring fees.
Safety	**6107**	**Security & Camera System**	Cameras, security system, and cost associated to 3rd party monitoring services.
Safety	6107.01	Repairs & Replacements	Expenses incurred for repairing faulty components, replacing malfunctioning parts, or upgrading outdated elements of security and camera system maintenance and repairs.
Safety	6107.02	Inspection & Testing	Expenses for periodic inspections, testing, and certifications of camera and security as required by regulations or standards.
Safety	6107.03	Equipment Purchases	Costs associated with purchasing new security and camera systems.
Safety	6107.04	Monitoring Fees	3rd party monitoring fees for security and camera systems.
Safety	6107.05	Doorbells	Ring doorbells, security doorbells
Supplies	**6109**	**Keys/Remotes**	Expenses associated to re-keying, replacing keys, new keys, etc.
Supplies	**6180**	**Supplies**	Expenses associated with procuring various supplies necessary for routine maintenance, repairs, and operational needs within the property.
Supplies	6180.01	HVAC Materials	Costs associated with materials used in HVAC maintenance and repairs, including air conditioning units, heating systems, ventilation ducts, thermostats, filters, refrigerants, fans, and other HVAC-related components.
Supplies	6180.02	Hardware Supplies	Costs related to procuring nuts, bolts, screws, nails, hinges, fasteners, or other hardware materials used for various repairs or maintenance.
Supplies	6180.03	Consumables	Costs for items that are used regularly and need frequent replenishment, like lubricants, fluids, filters, belts, BATTERIES, and other items that keep equipment running smoothly.
Supplies	6180.04	Inventory for Spare Parts	Costs associated with maintaining an inventory of spare parts to ensure availability for immediate repairs or replacements.
Supplies	6180.05	Replacement Parts	Costs for purchasing components or parts required for repairing or replacing machinery, equipment, vehicles, or infrastructure.
Supplies	6180.06	Lightbulbs	Lightbulbs
Supplies	6180.07	Drip Pans	Drip Pans
Supplies	6180.08	Furnished Apartment	Furnishing purchases as part of furnished apartment agreements and needs under $2500. (If over $2500, use code 1460 and requires COO or CEO Approval prior to purchase)
Supplies	**6185**	**Appliance Replacements**	Full replacements of appliances.
Maintenance	**6193**	**Appliance Repairs & Supplies**	Expenses associated with acquiring, repairing, or maintaining various appliances within a building or property
Maintenance	6193.01	Appliance Parts	Expenses for purchasing specific parts needed to repair appliances, such as motors, pumps, belts, circuit boards, or other components.
Maintenance	6193.02	Repair Services	Expenses for repairing malfunctioning or damaged appliances. This could involve hiring technicians, purchasing replacement parts, or outsourcing repair services.
Maintenance	6193.03	Service Agreements	Costs for entering into maintenance contracts or service agreements with vendors or manufacturers for regular servicing, inspections, or repairs of appliances.
Maintenance	6193.04	Disposal & Recycling Fees	Recycling and disposal costs of appliances
Maintenance	**6191**	**Building Repairs**	Encompasses a range of expenses associated with maintaining and fixing various aspects of a building's structure, systems, and interior or exterior components. For maintenance that is ideally planned, not incidental.
Maintenance	6191.01	Siding Repairs & Supplies	Expenses related to exterior materials typically refer to costs associated with maintaining and repairing the exterior elements of a building or property.
Maintenance	6191.02	Roofing Repairs & Supplies	Expenses for materials necessary for roof maintenance and repairs, such as shingles, tiles, metal roofing, sealants, flashing, underlayment, and insulation.
Maintenance	6191.03	Windows & Doors	Costs associated with materials for maintaining or replacing windows, doors, frames, and related components like glass panes, seals, locks, hinges, and weather stripping.
Maintenance	6191.04	Painting & Finishing Repairs & Supplies	Expenses for paint, coatings, primers, stains, sealants, or other finishing materials used for exterior surfaces to protect against weathering and deterioration.
Maintenance	6191.05	Gutters & Downspouts	Costs for materials used in gutter systems, including gutters, downspouts, brackets, and gutter guards to manage rainwater and prevent water damage.
Maintenance	6191.06	Exterior Trim and Molding	Expenses related to materials for decorative or structural trim, molding, fascia boards, soffits, and other architectural details.
Maintenance	6191.07	Outdoor Fixtures	Costs for materials used in maintaining outdoor fixtures such as lights, signage, fences, railings, or other exterior accessories.
Maintenance	6191.08	Elevators	Costs associated to repairs and maintenance of elevators.
Maintenance	**6194**	**Plumbing Repairs**	Expenses for repairing or replacing plumbing fixtures, faucets, toilets, sinks, or any related interior plumbing components. Incidental occurences.
Maintenance	6194.01	Plumbing Materials & Parts	Costs for materials used in plumbing maintenance and repairs, including pipes, fittings, valves, faucets, seals, pumps, plumbing fixtures, and other related components.
Maintenance	6194.02	Repair Services	Subcontracted services for plumbing repairs.
Maintenance	**6195**	**Electrical Repairs**	Encompass various expenses associated with maintaining, repairing, and operating electrical systems within a building or property. Incidental occurences.
Maintenance	6195.01	Electrical Materials & Parts	Expenses for materials necessary for electrical maintenance and repairs, such as wiring, cables, circuit breakers, switches, outlets, connectors, electrical panels, and other electrical components.
Maintenance	6195.02	Repair Services	Subcontracted services for electrical repairs.
Maintenance	**6197**	**Forced Air System**	Forced Air Systems. Expenses for repairing or cleaning ventilation systems, ductwork, or addressing issues with indoor air quality. Incidental occurences.
Maintenance	6197.01	Regular Maintenance	Expenses for routine inspections, cleaning, and maintenance services for the HVAC system to ensure its proper functioning and efficiency.

Maintenance	6197.02	Repair Services	Expenses associated with repairing malfunctioning or damaged components of the HVAC, including costs for parts, labor, and any specialized services required. Subcontractor costs for repairs.
Maintenance	6197.03	Replacement Parts	Costs for purchasing specific parts necessary for repairing or replacing components within the HVAC, such as valves, pumps, thermostats, or controls.
Maintenance	6197.04	Service Agreements	Expenses related to entering into service contracts with vendors or contractors for regular servicing, inspection, or maintenance of the HVAC System.
Maintenance	6197.05	Inspections & Compliance	Expenses for conducting inspections, compliance checks, or certifications to ensure the HVAC system meets safety and regulatory standards.
Maintenance	6197.06	Window AC Repairs & Supplies	Expenses related to maintenance specific for Window AC units. Includes sleeves and non-capital replacements.
Maintenance	**6108**	**Boiler/Heating System**	Encompass various expenses associated with maintaining, repairing, and operating these heating systems within a building or property. Incidental occurences.
Maintenance	6108.01	Regular Maintenance	Expenses for routine inspections, cleaning, and maintenance services for the boiler/heating system to ensure its proper functioning and efficiency.
Maintenance	6108.02	Repair Services	Expenses associated with repairing malfunctioning or damaged components of the boiler/heating system, including costs for parts, labor, and any specialized services required.
Maintenance	6108.03	Replacement Parts	Costs for purchasing specific parts necessary for repairing or replacing components within the boiler/heating system, such as valves, pumps, thermostats, or controls.
Maintenance	6108.04	Service Agreements	Expenses related to entering into service contracts with vendors or contractors for regular servicing, inspection, or maintenance of the boiler/heating system.
Maintenance	6108.05	Inspections & Compliance	Expenses for conducting inspections, compliance checks, or certifications to ensure the boiler/heating system meets safety and regulatory standards.
Maintenance	**6196**	**Misc./Other Repairs**	Hide
Maintenance	**6190**	**Repairs - Other**	Hide
Maintenance	**6198**	**Interior Repairs**	Expenses associated with repairing and maintaining the interior components of a building. For maintenance that is ideally planned, not incidental.
Maintenance	6198.01	Drywall Repairs	Costs for repairing holes, cracks, or damage to drywall surfaces within the building.
Maintenance	6198.02	Ceiling Repairs	Costs associated with repairing ceiling damage, including cracks, leaks, or issues with ceiling tiles or panels.
Maintenance	6198.03	Door and Window Repairs	Costs for repairing or replacing damaged doors, frames, locks, handles, or addressing issues with windows and their components.
Maintenance	6198.04	Interior Fixture Repairs	Expenses related to repairing or replacing fixtures like light fixtures, faucets, sinks, toilets, or other interior fittings.
Maintenance	6198.05	Cabinetry & Countertop Repairs	Costs for repairing or replacing damaged cabinets, countertops, or shelving within the building.
Maintenance	**6104**	**Carpet Cleaning**	Costs associated to carpet cleaning only.
Maintenance	**6102**	**Flooring Repairs**	Expenses related to fixing damaged flooring materials such as tiles, hardwood, carpeting, or laminate. (Under $2500)
Maintenance	6102.01	Material Costs	Expenses for purchasing flooring materials such as tiles, hardwood, laminate, vinyl, carpeting, epoxy, concrete, or other flooring materials.
Maintenance	6102.02	Installation Costs	Expenses related to the labor, equipment, and services required for installing new flooring, including professional installation fees.
Maintenance	6102.03	Repair and Replacement Costs	Expenses for repairing damaged flooring, replacing worn-out sections, or addressing issues like cracks, stains, or water damage. (Request vendor break out, invoices must be granular (material, labor, and replacement costs broken apart))
Maintenance	6102.04	Floor Maintenance	Costs associated with routine maintenance activities such as cleaning, buffing, sealing, or waxing the floors to preserve their appearance and extend their lifespan.
Maintenance	6102.05	Disposal/Recycling Fees	Costs related to disposing of old or replaced flooring in an environmentally friendly manner or fees for recycling them.
Maintenance	**6105**	**Painting**	Expenses for repainting or refinishing interior walls, addressing peeling paint, stains, or other damages to painted surfaces.
Maintenance	6105.01	Materials	Expenses for purchasing paint, primers, sealants, thinners, solvents, brushes, rollers, masking tape, drop cloths, and other painting supplies. (Bulk purchases over $2500 should be capital expense and approved by COO or CEO prior to purchase)
Maintenance	6105.02	Services	Subcontractor services for painting and paint repairs.
Maintenance	6105.03	Equipment Maintenance	Expenses for maintaining or renting painting equipment such as sprayers, scaffolding, ladders, or other tools used in the painting process.
Grounds	**6101**	**Grounds**	All costs associated to grounds keeping.
Grounds	6101.01	Plants, Tree, Flowers Replacements	Expenses for purchasing new plants, shrubs, flowers, trees, or seeds for landscaping or garden enhancements.
Grounds	6101.02	Fertilizers & Soil	Costs for fertilizers, soil amendments, mulch, or compost used to maintain healthy landscapes.
Grounds	6101.03	Mowing & Trimming Equipment	Costs associated with purchasing or renting or maintenance of lawnmowers, trimmers, blowers, or other landscaping tools and equipment.
Grounds	6101.04	Irrigation System	Costs for maintaining, repairing, or upgrading sprinkler systems or irrigation equipment.
Grounds	6101.05	Tree Trimming & Removal	Costs related to pruning, trimming, or removal of trees that pose safety risks or require maintenance.
Grounds	6101.06	Pavement & Sidewalk Repairs	Expenses for repairing pathways, pavements, or sidewalks within the property grounds.
Grounds	6101.07	Seasonal Cleanup	Expenses for seasonal cleanup, leaf removal, pruning, or winterization of outdoor spaces.
Grounds	6101.08	Landscape Design Fees	Charges for hiring landscape architects or designers for planning, design, or renovation of outdoor spaces.
Grounds	6101.09	Mowing Services	Subcontracted mowing services.
Grounds	6101.10	Snow Removal	Costs associated to snow removal - Contractor and supplies for internal operations.
Grounds	6101.11	Salt	Salt purchases as part of snow removal.
Grounds	6101.12	Pest Control	Rodent, animal, insect pest control. Expenses for weed killers or herbicies to protect plans from pest damage.
All Capital Expense Codes below are for internal use. Prior COO or CEO approval is required and Accounting needs prior communication. Authorized use only.			
Capital Only	**1440**	**Machinery & Equipment**	Machinery & Equipment, capital expense code, must be over $2500 and have prior COO or CEO Approval
Capital Only	**1460**	**Furnished Apartment**	Furnished Apartment, capital expense code, must be over $2500 and have prior COO or CEO Approval.
Capital Only	**1425**	**Materials - Stock**	Maintenance supply stock, capital expense code, must be over $2500 and have prior COO or CEO Approval. (Temporary holding spot for future use)
Capital Only	**1420**	**Appliances - Stock**	Bulk appliance stock, capital expense code, must be over $2500 and have prior COO or CEO Approval.
Capital Only	**1470**	**Flooring**	Expenses related to fixing damaged flooring materials such as tiles, hardwood, carpeting, or laminate.
Capital Only	**1475**	**Property Upgrades**	Expenses associated with enhancing or improving various aspects of the property beyond standard maintenance. These upgrades aim to increase the property's value, functionality, efficiency, or aesthetic appeal. (Budget line items with $2500 spends, must have COO or CEO Approval prior to purchase)
Capital Only	1475.01	Renovation Costs	Expenses for major changes or improvements to the property, such as remodeling kitchens, bathrooms, or common areas, installing new fixtures, or redesigning spaces.
Capital Only	1475.02	Energy-Efficiency	Costs for installing energy-efficient appliances, windows, doors, insulation, HVAC systems, or renewable energy sources to reduce utility costs and improve sustainability.

Capital Only	1475.03	Landscaping	Expense related to upgrading landscaping at older properties.
Capital Only	1475.04	Safety & Security	Costs associated with installing or upgrading security systems, fire safety equipment, surveillance cameras, alarms, or other safety measures.
Capital Only	1475.05	Accessibility	Expenses for making the property more accessible, including adding ramps, handrails, wider doorways, or other features for individuals with disabilities.
Capital Only	1475.06	Compliance	Costs related to upgrades necessary to comply with updated building codes, regulations, or zoning requirements.
Capital Only	1475.07	Furniture & Fixtures	Expenses for upgrading appliances, fixtures, or fittings within the property to modern or higher-quality alternatives.

MASTER INFO REQUIRED NEEDED WHEN SENDING INVOICES/PAYMENT REQUESTS

Approved (Yes or No):

Approved By:
*Your name, or if supervisor approval required, include here

Department:
Example: Grounds, Maintenance, HR, Leasing, Construction, etc.

LLC:
*Management, Leasing, Construction, Land, Building Supply, or Transportation

Cost Center:
*use master coding sheets, this should be a GL code

Project Code:
*optional if only project expense

Property Location:
*optional if only project expense

New Vendor? Is there a COI/W9 On File (Yes or No)?
*if no, submit to Accounting right away

Leasing - Was this charged to a tenant? (in AppFolio or Storage @ SCS) Tenant Info Required

Special Notes: Please note some purchases will require splitting into multiple cost centers. It is the purchasers responsibility to assign the respectable codes. Please explain in detail the amounts and items that should go to what cost center the entire receipt does not go to one cost center. Reach out to accounting with any questions.

Send all Invoices & Purchase Requests to:
Accounting@scswiderski.com

If submitting a PAPER INVOICE or request for payment; please ensure there is a legible signature with a date on the invoice with the word APPROVED and the rest of the applicable information from the Master Info List.

Marketing

MARKETING SPECIFIC PURCHASING CODES

Expense Type	GL Codes	Name	Description of Contents
Marketing	**6951**	**Website Costs**	Expenses for website design, development, hosting, maintenance, domain fees, and content creation.
Marketing	**6952**	**Event Management**	Expenses for organizing company-hosted events, seminars, workshops, or property launches.
Marketing	**6953**	**Event Sponsorship**	Costs associated with sponsoring or participating in industry events, trade shows, conferences, or exhibitions.
Marketing	**6954**	**Creative Services**	Costs for hiring copywriters, graphic designers, videographers, or other creative professionals and companies in support of marketing needs. Includes software.

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LLC: *Management, Leasing, Construction, Land, Building Supply, or Transportation
Cost Center: *use master coding sheets
Project Code: *optional if only project expense
Property Location: *optional if only project expense
New Vendor? Is there a COI/W9 On File (Yes or No)? *if no, submit to Accounting right away
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Real Estate

REAL ESTATE SPECIFIC PURCHASING CODES

Expense Type	GL Codes	Name	Description of Contents
Real Estate	6910	**Professional Fees**	
Real Estate	6912	**Legal Fees**	Legal Fees. Fees for legal services.
Real Estate	6913	**Title, Zoning & Misc. Fees**	Closing costs
Real Estate	6920	**Licenses & Permits**	
Real Estate	6916	**Realtor Expenses**	Referrals, MLS Dues (Do not charge to Dues & Subscriptions)

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LLC: *Management, Leasing, Construction, Land, Building Supply, or Transportation
Cost Center: *use master coding sheets
Project Code: *optional if only project expense
Property Location: *optional if only project expense
New Vendor? Is there a COI/W9 On File (Yes or No)? *if no, submit to Accounting right away
Leasing - Was this charged to a tenant? (in AppFolio or Storage @ SCS) Tenant Info Required
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