

# 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	Advertising Costs for Open Positions - Indeed, Zip Recruiter, LinkedIn, Facebook
Employee	6601.03	Pre-Employment Screenings	Pre-Employment Drug Tests, Background Checks, Hep B Vaccines (Leasing/Maintenance)
Employee	6602	Employee Appreciation	All costs associated to employee well-being, engagement, and appreciation <i>(Employee name (s) required if less than 10, if more than 10 use code 6962.02)</i>
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 <i>(No specific employee names needed)</i>
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 <i>(Employee name (s) required)</i>
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. <i>(MLS Dues, Costar, Loop Net)</i>
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 Diem (ONLY) <i>(Employee name (s) required)</i>
Travel	6962	Lodging	Lodging expenses for employees when traveling <i>(Employee name (s) required)</i>
Travel	6966	Mileage	Mileage expenses <i>(Employee name (s) needed, fleet number required - if applicable)</i>
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 <i>(Specific employee name (s) needed)</i>
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. <i>(No employee specific employee name (s) needed)</i>
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 <i>(Not copy paper - that is 6984.04)</i> , 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	<b>6983</b>	<b>IT Supplies</b>	<b>All IT equipment purchased on behalf of the company</b>
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	<b>6915</b>	<b>Computer Repairs</b>	<b>Computer Repairs</b>
IT	6915.01	Hardware - Maintenance	All purchases 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	<b>6975</b>	<b>Safety Training &amp; Equipment</b>	<b>Costs associated with maintaining a safe, secure, and compliant work environment for employees and stakeholders</b>
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	<b>6401</b>	<b>Telephone</b>	<b>Telecommunication utility charges.</b>
Utilities	<b>6402</b>	<b>Electric &amp; Gas</b>	<b>Electric and gas utility charges.</b>
Utilities	<b>6403</b>	<b>Water Sewer &amp; Fire Protection</b>	<b>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.</b>
Utilities	<b>6404</b>	<b>Garbage Collection</b>	<b>Garbage collection service charges.</b>
Utilities	<b>6405</b>	<b>Cable &amp; Internet</b>	<b>Cable and internet charges.</b>
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	<b>6406</b>	<b>Alarm System</b>	<b>Security charges for maintaining and subscriptions fees for alarm systems.</b>
Marketing	<b>6070</b>	<b>Advertising &amp; Promotion</b>	<b>Expenses associated with marketing efforts to promote the company's products, services, or brand.</b>
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 inserts, take one boxes, etc.
Taxes	<b>6051</b>	<b>Property Taxes</b>	<b>Property taxes</b>
Fees	<b>6990</b>	<b>Bank Service Charges</b>	<b>Monthly fees for bank usage - checks, check clearing, deposit fees, wire fees, ACA fees</b>
Donations	<b>6940</b>	<b>Donations</b>	<b>Money and items donated by SCS</b>
Donations	6940.01	Employee	Donations to internal employee
Donations	6940.02	CAS	Donations to CAS (internal) volunteer group
Donations	6940.03	No Logo	Money and items donated - when no SCS logo is appearing
Fees	<b>6912</b>	<b>Legal Fees</b>	<b>Fees for legal services.</b>
Fees	<b>6911</b>	<b>Accounting</b>	<b>Fees for accounting firms. (Kerber Rose)</b>
Fees	<b>6910</b>	<b>Professional Fees</b>	<b>Fees for NWA, DBS (COBRA), and Compliance Fees as needed.</b>
Fees	<b>6919</b>	<b>TPA Fees</b>	<b>3rd Party Administrator Fees - NWA, CRS</b>

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	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.

MASTER INFO REQUIRED NEEDED WHEN SENDING INVOICES/PAYMENT REQUESTS	
<b>Approved (Yes or No):</b>	
<b>Approved By:</b> <small>*your name, or if supervisor approval required, include here</small>	
<b>Department:</b> <small>Example: Grounds, Maintenance, HR, Leasing, Construction, etc.</small>	
<b>LLC:</b> <small>*Management, Leasing, Construction, Land, Building Supply, or Transportation</small>	
<b>Cost Center:</b> <small>*use master coding system, this should be a GL code</small>	
<b>Project Code:</b> <small>*optional if only project expense</small>	
<b>Property Location:</b> <small>*optional if only project expense</small>	
<b>New Vendor? Is there a COI/W9 On File (Yes or No)?</b> <small>*if no, submit to Accounting right away</small>	
<b>Leasing - Was this charged to a tenant? (in AppFolio or Storage @ SCS) <u>Tenant Info Required</u></b>	
<small>Special Notes: Please note some purchases will require splitting into multiple cost centers. It is the purchaser's 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.</small>	
<b>Send all Invoices &amp; Purchase Requests to:</b> <a href="mailto:Accounting@scswiderski.com">Accounting@scswiderski.com</a>	

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.

Revision #5

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