

# 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	Topsail, 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)

MASTER INFO REQUIRED NEEDED WHEN SENDING INVOICES/PAYMENT REQUESTS	
Approved (Yes or No):	
Approved By:	
<small>*Your name, or if supervisor approval required, include here</small>	
Department:	
<small>Example: Grounds, Maintenance, HR, Leasing, Construction, etc.</small>	
LLC:	
<small>*Management, Leasing, Construction, Land, Building Supply, or Transportation</small>	
Cost Center:	
<small>*use master coding sheets; this should be a GL code</small>	
Project Code:	
<small>*optional if only project expense</small>	
Property Location:	
<small>*optional if only project expense</small>	
New Vendor? Is there a COI/W9 On File (Yes or No)?	
<small>*if no, submit to Accounting right away</small>	
Leasing - Was this charged to a tenant? (in AppFolio or Storage @ SCS) <b>Tenant Info Required</b>	
<small>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.</small>	
Send all Invoices & Purchase Requests to: <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 #2

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