

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)

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.

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</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/MS On File (Yes or No)? <small>*Yes, submit to Accounting 9/16/2019</small>
Leasing - Was this charged to a tenant? (in AppFolio or Storage @ SCS) Tenant Info Required
<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>
Send all Invoices & Purchase Requests to: Accounting@scswilderski.com

Revision #1

Created 2024-01-16 20:52:56 UTC by Nicole Blum

Updated 2024-01-16 20:53:12 UTC by Nicole Blum