

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.

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: <i>*Your name, or if supervisor approval required, include here</i>
Department: <i>Example: Grounds, Maintenance, HR, Leasing, Construction, etc.</i>
LLC: <i>*Management, Leasing, Construction, Land, Building Supply, or Transportation</i>
Cost Center: <i>*use master coding sheets</i>
Project Code: <i>*optional if only project expense</i>
Property Location: <i>*optional if only project expense</i>
New Vendor? Is there a COI/W9 On File (Yes or No)? <i>*if no, submit to Accounting right away</i>
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

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