

Requisition/Order Methods

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Type	Category*	GL Expense	Standard Order Method		Description/Uses
Services	Therapist, Tech and other Med	62100-0100	Direct Invoice	No PO (Direct Inv)	Fees paid to medical personnel including therapists, technicians, medical assistants, and social workers not on payroll
Services	Therapist, Tech, other Med - Traveler	62100-0101	Direct Invoice	No PO (Direct Inv)	Fees paid to medical personnel (Travelers)including therapists, technicians, medical assistants, and social workers not on payroll
Services	Non-Physician Medical Provider = Fees paid to non-physician medical personnel including medics, Physician's assistants, and nurse practitioners not on payroll.	62100-0800	Direct Invoice	No PO (Direct Inv)	Fees paid to non-physician medical personnel including medics, physician's assistants, and nurse practitioners not on payroll
Services	Non-Physician Medical - Traveler	62100-0801	Direct Invoice	No PO (Direct Inv)	Fees paid to non-physician medical personnel (Travelers) including medics, physician assistants, and nurse practitioners not on payroll
Services	Non-Physician Medical Related - Other	62100-0900	Direct Invoice	No PO (Direct Inv)	Fees paid to other non-physician medical related personnel including laboratory aides & assistants, therapy aides, phlebotomists, and psychologists not on payroll
Services	Non- Physician Medical - Traveler- Other	62100-0901	Direct Invoice	No PO (Direct Inv)	Fees paid to other non-physician medical related personnel (Travelers) including laboratory aides & assistants, therapy aides, phlebotomists, and psychologists not on payroll
Services	Consulting and Management Fees	62200-0000	Direct Invoice	No PO (Direct Inv)	Fees paid to external consultants and contractors, including fees paid to actuaries. In addition, account is used to record the market valuation for physician contracts.
Services	Legal Fees	62300-0000	Direct Invoice	No PO (Direct Inv)	Fees paid to outside legal firms
Services	Accounting and Audit Fees	62400-0000	Direct Invoice	No PO (Direct Inv)	Fees paid to accounting firms for accounting and audit services
Services	Nurse Registry Fees	62500-0000	Direct Invoice	No PO (Direct Inv)	Include all fees paid for nursing personnel (RNs, LVNs, Aides, and Orderlies) contracted through registry services
Services	Nurse Registry - RN-Management	62500-0020	Direct Invoice	No PO (Direct Inv)	Include all fees paid for nursing personnel (RNs) in a management capacity contracted through registry services
Services	Nurse Registry - RN-Traveler-Management	62500-0021	Direct Invoice	No PO (Direct Inv)	Include all fees paid for nursing personnel (RN - Travelers) in a management capacity contracted through registry services
Services	Nurse Registry - LVN-Management	62500-0030	Direct Invoice	No PO (Direct Inv)	Include all fees paid for nursing personnel (LVNs) in a management capacity contracted through registry services
Services	Nurse Registry - LVN-Traveler-Management	62500-0031	Direct Invoice	No PO (Direct Inv)	Include all fees paid for nursing personnel (LVN - Travelers) in a management capacity contracted through registry services
Services	Nurse Registry - RN	62500-0200	Direct Invoice	No PO (Direct Inv)	Include all fees paid for nursing personnel (RNs) contracted through registry services
Services	Nurse Registry - RN-Traveler	62500-0201	Direct Invoice	No PO (Direct Inv)	Include all fees paid for nursing personnel (RN - Travelers) contracted through registry services
Services	Nurse Registry - LVN	62500-0300	Direct Invoice	No PO (Direct Inv)	Include all fees paid for nursing personnel (LVNs) contracted through registry services
Services	Nurse Registry - LVN-Traveler	62500-0301	Direct Invoice	No PO (Direct Inv)	Include all fees paid for nursing personnel (LVN - Travelers) contracted through registry services
Services	Contracted Aides and Orderlies	62500-0400	Direct Invoice	No PO (Direct Inv)	Include all fees paid for non-technical nursing care personnel (Aides, Orderlies, and Nursing Assistants) contracted through registry services
Services	Contracted Services - (Right Sourcing)	62600	Direct Invoice	No PO (Direct Inv)	Contracted personnel on temporary basis for administrative type services.
Services	Contracted - Management	62600-1	Direct Invoice	No PO (Direct Inv)	Contracted personnel on temporary basis for administrative type management supervisory services

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Services	Contracted -Non-Med Professional	62600-100	Direct Invoice	No PO (Direct Inv)	Contracted personnel on temporary basis for non-medical professionals, technical staff and technicians, including accountants, project managers and analysts, assistants, representatives, coordinators, and specialist administrative type services (exclude management and clerks).
Services	Contracted - Clerical	62600-500	Direct Invoice	No PO (Direct Inv)	Contracted personnel on temporary basis for clerks and clerical, including accounting clerks, medical transcriptionists, schedulers, transporters, clerical and administrative services
Services	Contracted - Environmental & Food Services	62600-600	Direct Invoice	No PO (Direct Inv)	Contracted personnel on temporary basis for environmental and food services
Services	Contracted - Other	62600-900	Direct Invoice	No PO (Direct Inv)	Contracted personnel on temporary basis for child care workers and parking lot attendants (IE: Security Services)
Supplies	Prostheses and Implant Supplies Joint Implants Ortho Implants Spine Implants Intraocular Lens Cardiovascular Implants	63100 63110 63120 63130 63140 63150	Lawson / OneSource Requisition: Templates /Shopping Carts Par: Mobile Supply Chain Par: Supply Cabinet	PO - Standard Bill Only: Constructs, Bill Only: Components	* Aids for the body incl. artificial limbs, dentures, bone plates, & corrective footwear * Replacement for joints * Replacement for orthopedic materials * Replacement for spine materials * Replacement for intraocular lens materials * Replacement for cardiovascular materials
Supplies	Sutures & Surgical Needles Surgical Pack & Sheets Surgical Supplies - General Anesthetic Materials	63200 63300 63400 63500	Perpetual Inventory: SH140/ IC142: Par: Mobile Supply Chain Par: Supply Cabinet Lawson / OneSource Requisition Templates /Shopping Carts	PO - Standard	* Replacement for materials used in closing incisions and wounds * Replacement for surgical linens * Replacement for miscellaneous surgical materials * Replacement for gaseous and volatile agents used in inhalation
Supplies	Oxygen & other Medical Gases	63600	Lawson / OneSource Requisition: Templates /Shopping Carts	PO Standard	Gases, other than anesthesia
Supplies	Medical Gases – Bulk	63600	Direct Pay Invoice	No PO (Direct Inv)	Gases, other than anesthesia
Supplies	IV Solutions	63700	Lawson / OneSource Requisition: Templates /Shopping Carts Par: Mobile Supply Chain Par: Supply Cabinet	PO - Standard	IV solutions
Supplies	Pharmacy – Foundation Pharmacy - Epogen	63800 63810	Lawson / OneSource Requisition: Templates /Shopping Carts Par: Mobile Supply Chain Par: Supply Cabinet	PO - Standard	* Pharmaceuticals materials * Epogen
Supplies	Pharmacy – Acute Pharmacy - Epogen	63800 63810	Direct Invoice	Acute - Prepay - Direct Invoice Reconciliation	* Pharmaceuticals materials * Epogen
Supplies	Radioactive Materials	63900	Lawson / OneSource Requisition: Templates /Shopping Carts Par: Mobile Supply Chain Par: Supply Cabinet	PO - Standard	Radioactive materials
Supplies	Radiology Films	64000	Lawson / OneSource Requisition: Templates /Shopping Carts Par: Mobile Supply Chain Par: Supply Cabinet	PO - Standard	Radiology films
Supplies/ Service	Med Care Materials & Supplies	64100	Lawson / OneSource Requisition: Templates /Shopping Carts Par: Mobile Supply Chain Par: Supply Cabinet	PO - Standard	Inventory - Medical Supplies

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Supplies	Catheters	64110	Lawson / OneSource Requisition: Templates /Shopping Carts	PO - Standard	Catheters
Supplies	Contrast Supplies - Foundation	64120	Lawson / OneSource Requisition: Templates /Shopping Carts	PO - Standard	Contrast Supplies
Supplies	Contrast Supplies - Acute	64120	Direct Invoice	No PO (Direct pay/invoice upload)	Contrast Supplies ordered from Pharmacy Distributor
Supplies	Blood Products	64140	Direct Invoice	No PO (Direct pay/invoice upload)	Blood products
Supplies	Food Supply - Meat/Fish/Poultry	64200	Direct Invoice	No PO -Direct Summary Inv upload (Food Service Purchases)	Meat, fish and poultry purchased for dietary, kitchen, or cafeteria
Supplies	Food Supply - Other	64300	Lawson / OneSource Requisition: Templates / Shopping Carts Ad Hoc/Spot Buy: Requisition	PO - Standard - PAR, Template, ETC. No PO -Direct Summary Inv upload (Food Service Purchases)	Food purchased, other than meat, fish and poultry, for dietary, kitchen, or cafeteria
Supplies	Linen and Bedding	64400	Lawson / OneSource Requisition: Templates /Shopping Carts	PO - Standard - Purchases for direct shipment to facility. Not included: Crothall / AlSCO Rental Program = (Use GL 66930)	Laundry Supplies
Supplies	Cleaning Supplies	64500	Lawson / OneSource Requisition: Templates /Shopping Carts Par: Mobile Supply Chain	PO - Standard	Cleaning Supplies
Supplies	Office Supplies & Administrative Paper Books	64600	Lawson / OneSource Requisition: Templates /Shopping Carts	PO - Standard	* Miscellaneous office and administrative supplies
Supplies	Forms	64610	Lawson / OneSource Requisition: Templates /Shopping Carts	PO - Standard	* Forms
Supplies	Reference Materials Publications	64630 64640	Lawson / OneSource Requisition: Reference OneSource for Product 1st, if not available, use P-Card. P-Card (See Policy)	PO - Standard P- Card	* Reference materials * Publications
Supplies	Employee Wearing Apparel	64700	Lawson / OneSource Requisition: Templates /Shopping Carts	PO - Standard	Clothing supplied to employees
Equip	Instruments/Minor Medical Equipment Other Minor Equipment	64800	Lawson / OneSource Requisition: Templates /Shopping Carts	PO - Standard	Cost of replacement for minor medical equipment or instruments that do not meet capitalization requirements
Supplies	Other Minor Equipment: Furniture: Non-Capital	64900	Lawson / OneSource Requisition	PO - Standard	Cost of replacement for equipment, non-medical, or minor building improvements that does not meet capitalization requirements
Supplies	Other Non-Medical Supplies (Excludes Reagents) Novelty items	65000	Lawson / OneSource Requisition: Templates /Shopping Carts Par: Mobile Supply Chain Par: Supply Cabinet	PO - Standard	Cost of replacement for non-medical supplies not included elsewhere Dry Ice
Supplies	Lab Supplies (Chemicals & Reagents) Reagent Rental	65010	Lawson / OneSource Requisition: Templates /Shopping Carts	PO - Standing = Lot specific or shipment schedule. PO - Standard	Chemicals and Reagents

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Services	Purchased Services: Medical 1. Genetic Testing	66100	Lawson / OneSource Requisition 1. Direct Pay Exception by V#51165	PO - Standard	Cost of purchased services such as contracted laboratory or CT Scan Per Chris B. Use this GL for Doctors on Duty Medical Equipment - send to Equip for service
Services	Skilled Nurse-Room and Board	66105	Direct Invoice	No PO (Direct Inv)	Cost of purchased services for room and board for skilled nursing facilities
Services	Hospital In-Patient Service • Payments to providers • Government agencies • Medical institutions • Organ Acquisitions • Inter-affiliate Payments • Medical Interpreter Services • Imaging Services	66110	Direct Pay	No PO (Direct Pay)	Cost of purchased services for hospital in-patient services
Services	Purchase Service: Procedure Lab	66115	Direct Invoice	No PO (Direct Inv)	Cost of purchased services for procedures and laboratory
Services	Repairs/Maintenance - Buildings	66200	Direct Invoice	No PO (Direct Inv)	Fees paid to vendors for repairs and maintenance of buildings
Services	Repairs/Maintenance - Parking Repairs	66200-01	Direct Invoice	No PO (Direct Inv)	Striping, concrete repairs, parking stall blocks in parking lots/garages (does not include power washing).
Services	Repairs/Maintenance - Elevator Contract	66200-02	Direct Invoice	No PO (Direct Inv)	Monthly and annual maintenance contracts such as Schindler, Otis, Thyssen Krupp
Services	Repairs/Maintenance - Elevator Repairs	66200-03	Direct Invoice	No PO (Direct Inv)	Elevator repairs outside contract costs
Services	Repairs/Maintenance - HVAC Contract	66200-04	Lawson / OneSource Requisition	PO - Service	Monthly service contract and scheduled preventative maintenance
Services	Repairs/Maintenance - HVAC Repairs	66200-05	Direct Invoice	No PO (Direct Inv)	HVAC repairs outside contract costs
Services	Repairs/Maintenance - HVAC Other	66200-06	Direct Invoice	No PO (Direct Inv)	Water treatment reagents and chemicals (sulfite), water softener salt; Buying of supplies & materials: Filters, parts to perform work in-house; EMS system repairs, maintenance, consulting, troubleshooting
Services	Repairs/Maintenance - Electrical	66200-07	Direct Invoice	No PO (Direct Inv)	Repairs, Supplies & Materials; Electrical repairs by contractor; Buying of supplies & materials to perform work in-house
Services	Repairs/Maintenance - Roof Repairs & Materials	66200-08	Direct Invoice	No PO (Direct Inv)	Roof repairs by contractor and buying of materials to perform work in-house
Services	Repairs/Maintenance -Plumbing Contract	66200-09	Direct Invoice	No PO (Direct Inv)	Ice machine contract; grease trap contract
Services	Repairs/Maintenance -Plumbing Repairs	66200-10	Direct Invoice	No PO (Direct Inv)	Plumbing repairs by contractor
Services	Repairs/Maintenance -Plumbing Other	66200-11	Direct Invoice	No PO (Direct Inv)	Buying of supplies & materials to perform work in-house
Services	Repairs/Maintenance -Fire Alarm Contract	66200-12	Direct Invoice	No PO (Direct Inv)	Siemens, FSS, Monitoring - Simplex, Communication Concepts, Fire Dampers
Services	Repairs/Maintenance -Fire Life Safety- Other	66200-13	Direct Invoice	No PO (Direct Inv)	Fire alarm repair & maintenance materials to perform work in-house; Sprinkler Repair & Maintenance by contractor/materials to perform work in-house; Fire extinguishers, sprinklers, stand pipe testing; PPE - boots, harnesses, glasses, goggles, first aid kits

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Services	Repairs/Maintenance -Exterior	66200-14	Direct Invoice	No PO (Direct Inv)	Concrete repairs (not in garages or lots), general repairs to areas outside and around building by contractor; Buying of supplies & materials: Caulking, Flags, window replacements to perform work in-house
Services	Repairs/Maintenance -Signage	66200-15	Direct Invoice	No PO (Direct Inv)	Interior & Exterior signage repairs, wayfinding; Includes cleaning of signs, parking signs, neon signage, monument signage
Services	Repairs/Maintenance - Interior Lighting	66200-16	Direct Invoice	No PO (Direct Inv)	Interior lighting repairs such as ballasts, light cover replacements; Buying of supplies & materials: bulbs, ballasts etc.
Services	Repairs/Maintenance - Exterior Lighting	66200-17	Direct Invoice	No PO (Direct Inv)	Exterior lighting repairs, 3rd party inspection and/or install of holiday lights; On-going service contracts for things such as scheduled relamps, etc.; Exterior lamps and ballasts for self installation (not in contract) (includes overhangs, porches, etc.); purchase of exterior holiday lights that are self installed
Services	Repairs/Maintenance - Interior Plant Maintenance	66200-18	Direct Invoice	No PO (Direct Inv)	Interior plant rentals and holiday decorations
Services	Repairs/Maintenance - Non Med Equip	66220	Direct Invoice	No PO (Direct Inv)	Fees paid to vendors for repairs and maintenance of non-medical equipment Vehicle Repairs & Maintenance
Services	Repairs/Maintenance - Non Med Agreement	66221	Lawson / OneSource Requisition	PO - Service	Fees paid to vendors for repairs and maintenance non-medical agreements
Services	Repairs/Maintenance - Med Service Agreement	66222	Lawson / OneSource Requisition	PO - Service	Fees paid to vendors for repairs and maintenance of an agreement to service medical equipment
Services	Repairs/Maintenance - Hardware	66240	Direct Invoice	No PO (Direct Inv)	Fees paid to vendors for repairs and maintenance of hardware
Services	Repairs/Maintenance - Medical Equip - Should only be used by Equip	66260	Lawson / OneSource Requisition	PO - Service	Fees paid to vendors for repairs and maintenance of medical equipment
Services	Repairs/Maintenance - Grounds	66280	Lawson / OneSource Requisition	PO - Service	Fees paid to vendors for repairs and maintenance of grounds
Services	Repairs/Maintenance - Landscaping Contract	66280-0001	Lawson / OneSource Requisition	PO - Service	Monthly Landscape Contract
Services	Repairs/Maintenance - Landscaping Other	66280-0002	Lawson / OneSource Requisition	PO - Service	Project related work such as seasonal color; fountain maintenance and cleaning contracts, landscape consultant, snow removal, tree trimming, irrigation repair, pre-emergent
Services	Repairs/Maintenance	66290	Lawson / OneSource Requisition	PO - Service Lock & Key - No PO (Direct Inv)	Fees paid to vendors for repairs and maintenance of miscellaneous
Services	Repairs/Maintenance - Contract Cleaning Services	66290-01	Lawson / OneSource Requisition	PO - Service	Monthly Cleaning/Janitorial Contracts for managed buildings (IE: Contract Nightly/Daily Janitorial Service, recurring floor care such as BHVH stone floor care, carpet cleaning and interior and exterior porter services)
Services	Repairs/Maintenance - Window Cleaning	66290-02	Lawson / OneSource Requisition	PO - Service	Interior & Exterior Window Cleaning
Services	Repairs/Maintenance - Cleaning Other	66290-03	Lawson / OneSource Requisition	PO - Service	Day Porter Service & Cleaning other than contracted services (IE: Walk Off Mats, Sidewalk/Exterior Power Washing, Pool Cleaning, air freshener/sanitation such as West Sanitation)
Services	Repairs/Maintenance - Hazardous Materials Removal & Testing 1. V# 144519 Stericycle 2. V# 53892 Clean Harbor	66290-04	Lawson / OneSource Requisition 1. Direct Invoice 2. Direct Invoice	PO - Service 1. No PO (Direct Inv) 2. No PO (Direct Inv)	Medical Waste, Pharmaceutical Waste, Stericycle, Red Bag, Reusable Sharps, Chemo, repairs to autoclave, Asbestos and any other type testing
Services	Repairs/Maintenance - Pest Control	66290-05	Lawson / OneSource Requisition	PO - Service	Regular pest control services and termite services, bird control programs, special removals (bees and other wildlife)

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Services	Repairs/Maintenance - PAC	66291	Lawson / OneSource Requisition	PO - Service	Fees paid to vendors for repairs and maintenance related to physical access compliance
Services	Purchase Service - Med School Contract	66300	Direct Invoice	No PO (Direct Inv)	Costs incurred to hire someone to educate or train
Services	Purchase Services: Transcription	66350	Direct Invoice	No Po (Direct Inv)	Fees paid to outside transcribing agencies
Services	Purchase Services - Management Services	66400	Direct Invoice	No Po (Direct Inv)	Fees paid to (received from) related organizations for services provided
Services	Purchase SVCS - Transportation (Patient Only)	66450	Direct Invoice	No Po (Direct Inv)	Fees paid to transport patients between facilities
Services	Purchase Services: Courier	66460	Direct Invoice	No PO (Direct Inv)	Fees paid for Supply Chain Courier services
Services	Purchase SVCS -Collection Agencies	66500	Direct Invoice	No PO (Direct Inv)	Fees paid to collection agencies
Services	Purchase SVCS - Donor/Cadaver	66550	Direct Invoice	No PO (Direct Inv)	Fees paid to acquire cadavers and donor body parts
Services	Purchased Services - Other 1. Moving Services 2. Water Service & Rentals 3. Shredding Services 4. Credentialing 5. Doctors On Duty - Home Care 6. Registry of Internet Addresses	66900	Lawson / OneSource Requisition 1. Direct Pay Invoice 2. Direct Pay Invoice 3. Direct Pay Invoice 4. Direct Pay - P-Card 5. Direct Pay Invoice 6. Direct Pay - P-Card	2. Upload Invoice 4. P-Card Exception =AU 470 618710 6. Exception - Vendor #	Other purchased services not included elsewhere
Services	Computer Services & Support	66901	Lawson / OneSource Requisition	PO - Service	Fees paid to outside organizations for computer services and support
Services	Supply Distribution Fee	66902	Direct Invoice	Direct Summary Inv upload to Supply Chain Cost Center	Medical supply fees per agreements
Services	Purchased Services – Printing	66905	Direct Invoice P-Card	No PO (Direct Pay) Unless vendor will not accept P-Card	Fees paid to outside organizations for printing
Services	Purchased Services – Laundry	66930	Direct Invoice	No PO (Direct pay/invoice upload)	Cost of purchased services for laundry
Services	Purchased Services – Records Management	66954	Direct Invoice	No PO (Direct Inv)	Fees paid for records management outside of Sutter Health
Services	Purchased Services – Admin Services	66956	Lawson / OneSource Requisition	PO - Service	Fees paid to outside organizations for administrative services
Services	Purchased Services - Janitorial	66957	Lawson / OneSource Requisition	PO - Service	Fees paid to outside organizations for janitorial services
Services	Purchased Services – Reference Lab	66958	Lawson / OneSource Requisition	PO - Service	Fees paid to outside commercial laboratories for referred testing services
Services	Purchased Services – Reference Test SH Lab	66958-0001	Lawson / OneSource Requisition	PO - Service	Fees paid to Sutter Health laboratories for referred testing services
Services	Purchased Services – Temp Agencies	66990	Vendor Management System: "Right Sourcing" Requisitioning	No PO (Direct Inv)	Fees paid for non medical temporary services
Services	Building/Land Rental and Lease	67500	Direct Pay Invoice	No PO (Direct Inv)	Cost of building/ land rental and lease made outside the Sutter Health Organization

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Services	Building/Land Rental and Lease - SH	67500-01	Direct Invoice	No PO (Direct Inv)	Cost of building/ land rental and lease made outside the Sutter Health Organization
Supplies/ Service	Equipment Rental & Lease -Medical: 1. Ablation system 2. Bed Enclosures 3. Bed Rentals 4. Equipment Rental 5. Infusion Pumps 6. Instrument Kit / Arthrex 7. Laser Equipment Rental 8. Lithotripsy Rental 9. Medical Equipment rental - UHS, Arjo Huntleigh, Viavax 10. Scanners (CT/MRI) 11. SCD Pump Rentals 12. Ventilators 13. Wound Vac, KCI	67600	1. Lawson/OneSource = Bill only process 2. Direct Pay Invoice 3. Direct Pay Invoice 4. Direct Pay Invoice 5. Direct Pay Invoice 6. Lawson/OneSource = Bill only process 7. Lawson/OneSource = Bill only process 8. Lawson/OneSource = Bill only process 9. Lawson/OneSource = Bill only process 10. Direct Pay Invoice 11. Direct Pay Invoice 12. Direct Pay Invoice 13. Direct Pay Invoice	1. PO - Standard 3. Invoice Upload 6. PO - Standard 7. PO - Standard 8. PO - Standard 9. PO - Standard	Cost of medical equipment which is rented or leased which does not meet capitalization requirements
Services	Equipment Rental and Lease - Non Medical	67610	Lawson / OneSource Requisition	PO - Service	Cost of non-medical equipment which is rented or leased which does not meet capitalization requirements
Services	Hardware Rental and Lease	67615	Lawson / OneSource Requisition	PO - Service	Cost of computer equipment which is rented or leased which does not meet capitalization requirements
Services	Software Rental and Lease	67616	Lawson / OneSource Requisition	PO - Service	Cost of computer software rentals and expenses
Services	Storage Rentals	67625	Direct Invoice	No PO (Direct Inv)	Cost of renting facilities in which to store goods
Services	Utilities: Electricity	67700	Direct Invoice	No PO (Direct Inv)	Utilities expense for electricity
Services	Utility - Gas	67800	Direct Invoice	No PO (Direct Inv)	Utilities expense for gas
Services	Utility - Water	67900	Direct Invoice	No PO (Direct Inv)	Utilities expense for water
Services	Utility - Garbage	68000	Direct Invoice	No PO (Direct Inv)	Utilities expense for garbage
Services	Utility Sewer	68050	Direct Invoice	No PO (Direct Inv)	Utilities expense for sewer
Services	Utility - Other	68090	Direct Invoice	No PO (Direct Inv)	Utilities expense for other
Services	Insurance - Professional/General Liability	68100	Direct Invoice	No PO (Direct Inv)	Costs for professional and general liability insurance
Services	Insurance - Malpractice	68150	Direct Invoice	No PO (Direct Inv)	Costs for professional malpractice insurance deductibles
Services	Insurance - Property	68200	Direct Invoice	No PO (Direct Inv)	Costs for property insurance

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Services	Licenses & Taxes	68300	Direct Invoice P-Card	No PO (Direct Pay) Unless vendor will not accept P-Card	Costs for licenses and taxes
Services	Telephone	68500	Direct Invoice	No PO (Direct Inv)	Costs for the use/rental of telephones and pagers
Services	Telephone - Cell	68501	Direct Invoice	No PO (Direct Inv)	Costs for the use/rental of cell telephones
Services	Dues and Subscriptions	68600	P-Card	PCard	Costs for the dues and subscription of publications
Services	Outside Training Sessions	68700	P-Card	PCard	Costs of seminars; including travel/mileage, meals/entertainment
Services	Seminars	68710	P-Card	PCard	Costs of attendance for seminars (admission fee)
Services	Travel & Mileage	68800	Ascend P-Card - Vendor CarlsonWagonlit	Employee Reimbursement	Costs of employee travel and mileage
Services	Recruiting V# 164609 TMP Worldwide Advertising	68900	P-Card Direct Invoice	PCard No PO (Direct Inv)	Charges for search firms, interview expenses, job fairs and other related recruiting expenses
Services	Recruiting - Other	68900-0005	P-Card	PCard	Charges for other related expenses, except advertising
Services	Recruiting - Advertising	68910	P-Card	PCard	Charges for recruitment advertisements/internet postings, promotional materials, giveaways
Services	Recruiting - Ads - Internet Postings	68910-0002	P-Card	PCard	Charges for recruitment internet postings
Services	Recruiting - Ads - Other	68910-0005	P-Card	PCard	Charges for other related recruitment advertising expenses
Services	Other Direct Expenses Team Building	69000	Direct Invoice P-card	No PO (Direct Inv)	Costs of miscellaneous direct expenses
Services	Meals/Admin Expense, Dept.	69010	P-Card	PCard	Costs employee meals, catering and administrative expenses at a departmental level
Services	Advertising	69015	P-Card	PCard	For various image and promotional purposes- not to be used for recruitment related expenses
Services	Employee Recognition	69025	P-Card	PCard	Gifts, awards, and other items paid to employees
Services	Freight	69045	Direct Invoice PO	Direct Summary Inv upload Add on Cost via PO	Costs for freight
Services	Postage	69046	Direct Invoice / Check Request P-Card	Check Request Reoccurring Inv Payment P-Card	Costs for postage related items & Permits
Software	Software 1. Home Care Home Base	69050	Lawson / OneSource Requisition 1. Direct Pay AU	PO - Standard	Costs for software that cannot be capitalized
Services	Special Events	69055	P-Card	PCard	Costs for special events, usually for fundraising