

ET HANDBOOK NO. 410
APPENDIX G

NON-PERSONAL SERVICES CATEGORIES

COMMUNICATIONS

1. Basic telephone charges
2. Long distance charges
3. Credit card charges
4. Toll free charges
5. Telephone equipment
6. Voice response equipment
7. Fax equipment
8. Toll charges
9. Telephone equipment installation
10. Radio equipment
11. Telecommunication repairs
12. Cellular telephones
13. Data lines
14. Internet lines
15. Language lines
16. Pagers

FACILITIES

1. Purchase or lease of buildings
2. Bond principal
3. Amortization of facilities
4. Rental of buildings
5. Repair of facilities
6. Remodeling
7. Landscaping
8. Fixtures
9. Heat
10. Light
11. Water
12. Gas
13. Sewage
14. Janitorial services
15. Waste disposal
16. Security services
17. Moving expenses of offices
18. Home office payments

COMPUTER SERVICES

1. Purchase of ADP equipment
2. Lease of ADP equipment
3. Repair of ADP equipment
4. LAN equipment
5. Computer network equipment
6. Personal computers
7. All equipment attached to computers
8. Maintenance contracts for computers
9. All servers
10. Software

TRAVEL

1. In-state travel
2. Out-of-state travel
3. Foreign travel
4. Conference costs
5. Charter aircraft
6. Motor vehicle rentals
7. Lease of state vehicles
8. Motor vehicle purchases
9. Motor vehicle expenses
10. Fuels and lubricants
11. Water craft
12. Moving expenses of employees

OFFICE EQUIPMENT

1. Purchase of office equipment
2. Rental/lease of office equipment
3. Repair of office equipment
4. TV\VCRs
5. Furnishings
6. Copiers
7. Postage meters
8. Maintenance contracts for office equipment

SUPPLIES

1. Office supplies
2. Housekeeping/janitorial supplies
3. Educational/training supplies

4. Wearing apparel
5. Medical supplies
6. Reference manuals
7. Subscription services
8. Promotional items
9. Printing supplies
10. Contracted printing services
11. Film processing supplies
12. Contracted film processing
13. Data processing supplies

PERSONAL SERVICE CONTRACTS

1. Consultant fees including ITSC
2. Programmers
3. Legal services
4. Interpreters
5. Audits
6. Micrographic contracts
7. Data entry contracts
8. Scanning contracts
9. Payment to State Treasury to write UI checks
10. Direct charges for mailing UI checks, quarterly reports, etc. – exclude postage
11. Mail services for stuffing and sorting - exclude postage
12. Freight\delivery services
13. Transportation of things
14. Shipping by UPS, FedEx, etc.
15. Courier services
16. Institutional training
17. Contracted educational services
18. Tuition for employee training
19. Advertising

STATE INDIRECT - Charges that all programs receive from outside the agency that are formula driven and are not based on services requested.

MISCELLANEOUS

1. Bonding and insurance
2. Court costs
3. Awards - exclude cash awards, which are included in PS
4. Legal fees assigned by court
5. Rental of mail boxes
6. Lien recording fees
7. FARS membership dues
8. NASWA membership dues