CREDIT CARD USAGE

1. First and foremost, use of the credit card is not for everyday use.  Accounts should be open at vendors in the property name whenever possible.
2. WE NEED THE ORIGINAL RECEIPT – NOT A COPY.  NOT AN EMAILED COPY
3. You only have permission to use the credit card that was issued to you with your name on it.
4. Credit card purchases are for approved company expenses.  DO NOT USE THE CREDIT CARD FOR ANY PERSONAL EXPENSES.  This is grounds for termination.
5. If the purchase is below $10.00 DO NOT USE THE CREDIT CARD.  Use your own funds and submit a check request with the original receipt.
6. The ORIGINAL receipt needs to be turned in DAILY to the front desk.  For those of you who are off site the ORIGINAL needs to be turned into the main office at a minimum of once per week.  Please take a photo of your receipt and/or scan it before turning it in (in case it is lost in the mail or transfer).
7. DO NOT WASTE PAPER AND MAKE A COPY OF THE ORIGINAL RECEIPT.  We only need a photo or scan copy as a backup.
8. If you are going to be making a large purchase, make sure you have permission IN ADVANCE TO DO SO.  You should also keep track of your spending limit.  Call the number on the back of your card so you know IN ADVANCE if you have enough credit.  If you need an additional amount of credit for an APPROVED ITEM.  Contact Susan or Darnell IN ADVANCE OF THE PURCHASE – NOT FROM THE STORE ONCE IT IS DECLINED.
9. If you lose a receipt, it is YOUR JOB TO get a replacement copy at the store ON YOUR OWN TIME.  Frequency of using replacement receipts is NOT acceptable and can be grounds for termination. Take a photo of your receipt when you receive it.
10. If you lose a receipt that cannot be replaced, per the agreement you signed, the amount will be deducted from your paycheck with a 15% processing fee.
11. All receipts should be coded by the manager of the site. Maintenance should turn their receipts into the manager, the manager should code them with the property and a gl code.
12. 7010 is usually not an acceptable gl code. There is most likely a more appropriate code to use. Maintenance should be in the 7000s. Examples that should be used are: Plumbing supplies is 7020-0020, Electrical supplies is 7050-0020, Office Supplies is 5160-0000, etc.
13. If you have a large total and half the products are plumbing and half are electrical, do the math and figure out what goes to plumbing and what goes to electrical. Don’t forget to add the tax.
14. Keep your receipts safe: If they get wet or torn or they are illegible in some fashion, you will be expected to get a new receipt. Again, why taking a photo could be helpful. In addition to the damaged receipt, we’ll take the phone photo.
15. If you return something, the original receipt AND the return receipt must be turned in.

GL CODES

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| 5130-0000 | Dues, Licenses & Subscriptions | Filing fee for Dept. of Financial Institution, property recording fee for City of Milwaukee, boiler permit for WI Dept. of Commerce; any fees, permits or licenses paid to any counties and municipals, etc. |
| 5130-0020 | WHEDA Compliance Fees | Compliance Fees (Only Wheda) $1,190.00 paid in March. |
| 5140-0000 | Telephones & Communications | Land line, cell and nextel services from vendors such as AT&T, Sprint and Comcast cable, including elevator or fire system phones. This also includes cable and internet services from Milwaukee PC. |
| 5150-0000 | Advertising - Apartments | Advertisements for properties at Start Renting or Journal Sentinel. For custom order signs or banners from Fast Signs, Sign-A-Rama, AAA Sign Co., Peachtree. |
| 5160-0000 | Office Supplies & Equipment | Purchase of office supplies and small equipment from Office Max, Wal-Mart, Schutzman, Deluxe Business Checks; etc. |
| 5160-0020 | Bank Fees | Fees charged from bank. This includes deposit ticket orders, service charges, etc. |
| 5180-0000 | Postage | Postage expense s (for postage NOT equipment) UPS, Fed Ex, regular postage. |
| 5300-0000 | Leasing Costs | Credit and Criminal checks. |
| 5350-0000 | Leasing Commissions | Fee paid for new leases and/or renewal of lease in the amount of $25 per unit. |
| 5400-0000 | Resident Retention | Use for tokens of appreciations for residents such as the gift cards for caretakers, holiday parties expenses, refreshment cost for meeting with tenants; etc. |
| 5610-0000 | Management Fees | Fee paid per contract for management services. |
| 5610-0020 | Limited Partner/Asset Management Fee | Fee paid per contract for Asset Management or limited partner services. |
| 5620-0000 | Accounting Services | Accounting and auditing services by company such as Wiliams CPA, Suby Von Haden, Wegner LLP, Ritz Holman, etc. |
| 5630-0000 | Eviction Fees | For eviction process for vendors such as Trebon & Mayhew (legal matters), Manitowoc County Sheriff; etc. |
| 5632-0000 | Legal Fees | Legal Fees |
| 5640-0000 | Other Professional Fees | Compliance fees and another other professional fees such as appraisal or surveys. |
| 5651-0000 | Office Equipment Repairs | Any repair services for office equipment or computers. Examples of vendors are Milwaukee PC. Software purchase should be coded under office supplies. |
| 6010-0000 | Manager Salaries | Manager salary that is paid for the property for manager. |
| 6020-0000 | Office & Clerical Salaries | Salary that is paid for clerical staff. This includes leasing consultants. |
| 6040-0000 | Maintenance Salaries | Salary that is paid for on-site maintenance staff. |
| 6200-0000 | Payroll Taxes | Payroll taxes associated with on-site staff. |
| 6200-0020 | Workers Compensation | Workers Compensation associated with on-site staff. |
| 6200-0030 | Employer FICA | State and federal taxes associated with on-site staff. |
| 6200-0040 | Employer Medicare |  |
| 6300-0000 | Health Insurance | Cost of health care for on-site staff. |
| 6400-0000 | Payroll Processing Fees | Cost of payroll processing. Example:- Paychex |
| 6600-0000 | Electricity | Electricity for common areas such as hallways, community & recreational room, common garage space; etc. Vendor examples:- MPU |
| 6600-0020 | Electricity – Vacant Units | Electricity for vacant units. |
| 6600-0030 | Electricity – Commercial | Electricity for commercial spaces. |
| 6630-0000 | Gas | Gas for common areas. Vendor Examples:- WPS |
| 6630-0020 | Gas - Vacant Units | Gas for vacant units. |
| 6630-0030 | Gas – Commercial | Gas for commercial spaces. |
| 6800-0000 | Water & Sewer | Water & sewer services. Vendor includes: City of Manitowoc and MPU |
| 7010-0000 | General Repairs | Repairs that **are not specifically** plumbing, windows or doors, electricity, HVAC, painting, carpet, cleaning, roof, elevator, etc. Spray painting and changing switch plates would be considered general repairs.  Repairs that do not fall under 7020-0000 through 7650-0000 categories of G/L codes. |
| 7010-0020 | Supplies – General | Supplies for all general repairs, **that are not specifically**  plumbing, electricity, HVAC, painting, cleaning, etc. Good examples would be, purchase of switch plates. |
| 7020-0000 | Plumbing Repairs | Troubleshoot, installation and repair works which includes sewer and drain, plumbing leakages, toilet , home water supply pipes; etc. Vendors examples:- Maritime Plumbing |
| 7020-0020 | Supplies – Plumbing | Purchases made for any plumbing repairs. |
| 7050-0000 | Electrical Repairs | Trouble shoot, installation and repair work on anything electrical. Vendors Examples: Nichols Electric or local electrician. |
| 7050-0020 | Supplies – Electrical | Purchases made for electrical repairs. |
| 7070-0000 | HVAC Repairs | Trouble shoot, installation, repair and maintenance of indoor climate control such as heating, cooling, humidity control and ventilation. This includes work that involves air conditioning , heating elements, weatherization, furnace filters, thermostat control, igniters, water heaters, etc. |
| 7070-0020 | Supplies - HVAC | Purchases made for HVAC repairs. |
| 7090-0000 | Painting & Drywall Prep | Painting work that includes exterior & interior painting, plaster & drywall repair, water damage repair on walls; etc. Examples of vendors: Hallman Lindsey, Sherwin Williams, Wal-Mart, Menards etc. |
| 7090-0020 | Supplies – Painting & Drywall | Purchases made for painting work and repairs. |
| 7100-0000 | Appliance Purchase & Repairs | Purchases and maintenance repairs for appliances such as microwave, dishwasher, refrigerator, washer, dryer, etc. Good examples are the purchase of light bulbs for refrigerators and microwaves. |
| 7110-0000 | Flooring Replacement | Replacement of flooring including carpet and/or linoleum in unit and building. Examples of vendors: American Carpet center, Carpet Plus, ect. |
| 7112-0000 | Window Covering | Purchases and repairs for blinds, shutters, shades, etc; and cost to install. |
| 7120-0000 | Equipment Rental | Equipment/tool rentals for maintenance work (for both short and long terms). |
| 7210-0000 | Building Exterior Repairs | All repairs for building exterior and foundation, for example patio or balcony, porch, sidings, exterior staircases, large exterior painting projects; etc. |
| 7230-0000 | Roof Repairs | Roof repairs and replacements. |
| 7250-0000 | Window & Door Repairs | Repairs on doors and windows. |
| 7270-0000 | Key & Lock Repairs | Maintenance repairs on keys and locks. Replacement for new keys, including mail box keys and locks. Wally’s, Wal-Mart and Ace |
| 7300-0000 | Parking Lot Repairs | Maintenance work to repair parking lot area. |
| 7500-0000 | Elevator | Elevator repair and maintenance. Examples of vendors: Schindler, AT&T \*, etc. NOT elevator phones, this should be coded under telephone. |
| 7530-0000 | Landscaping & Equipment | Grass and weeds cutting and trimming. Planting of plants and flowers, adding mulch to flower beds. Cutting of tree branches. This also includes landscaping tools and equipment. This DOES NOT include snow removal. |
| 7540-0000 | Snow Removal | Removal of snow and ice; salt purchase and application including shovels and snow blowers. Karl’s Excavating. |
| 7560-0000 | Trash Removal | Removal of trash services by vendors such as Waste Management. |
| 7560-0020 | Debris Removal | g of debris and junk removal from vacant units and/or common areas. |
| 7570-0000 | Pest Control | Pest management and control including but not limited to roaches and mice. Examples of vendors: Pest Arrest |
| 7590-0000 | Loss Prevention | Mainly use for alarm monitoring against theft and fire prevention. Vendor examples:- Van’s Fire Safety, Innovative, Engineered Security, etc. Loss Prevention Fire line 232 3 times per year and 541.00 once. No increase for 2010. Stayed with same |
| 7650-0000 | Cleaning Expense |  |
| 7650-0020 | Supplies – Cleaning | Supplies purchased for cleaning purposes. Examples: Menards, Wal-Mart this includes things like vacuum cleaners. |
| 8010-0000 | Real Estate Taxes | Real estate taxes billed by the city. This account is used for the accrual. Bills should be coded to the Accrued Real Estate Taxes Payable account, 2220-0000. |
| 8015-0000 | Personal Property Taxes | Personal property taxes billed by the city. |
| 8050-0000 | Other Taxes | Taxes or penalties billed by the state or federal governments. |
| 8110-0000 | Property Insurance | Liability, umbrella and other property insurance billed by State Farm, Society, Church Mutual, Auto Owners, etc. Some bills are coded here and some to the Prepaid Insurance account, 1310-0000. |
| 8115-0000 | Mortgage Insurance Premium | Mortgage insurance billed as part of the mortgage payment. |
| 8130-0000 | Other Insurance | Life insurance or other non- property insurance required for the property. |
| 8300-0000 | Bad Debt | Uncollected resident charges that it has been determined will not be collected. Usually from former tenants who have left with a balance due. |