

Marklund Check Request

Rev. 3/8/13

Date: _____

Date Due: _____

Payable to: _____

Address: _____

Reason for check : _____

*** Special Mailing Instructions: _____

ACCOUNT DISTRIBUTION: (If the expense is for more than one dept., please allocate the expenses.)

"4-digit" Account Number	"3-digit" Site/Dept. Number	Dollar Amount

Requested by: _____
(Printed Name)

(Signature)

Approved by: _____
(Signature)

Department purchase was made for:

200 MDS-multi needs	410 MCH-Bloomingtondale	464 Mill Creek-Sayers Home	600 MHC Administration
201 MDS-life skills	461 Mill Creek-Haverkamp Home	465 Mill Creek Home 3	620 Transportation
300 Early Intervention	462 Mill Creek-VanDerMolen Home	466 Mill Creek-Richard Home	702 Developmental Training
	463 Mill Creek-Tommy Home	473 Resale Shop-Wood Dale	850 REST

Presented below are the officers/department heads authorized to approve expenditure in the indicated areas.

Chief Executive Officer All Chief Financial Office All Finance Manager All		MHC-Administration Director of Human Resources 600- Human Resources only Director of Facility Services/Risk Mgmt. Support Services/Maint/Trans All sites Assistant Director of Human Resources 600- Human Resources Only Purchasing Agent Standard PO's / stock orders Maintenance Manager All sites ≤ \$500	
Marklund Day School Director of Education 200, 201 Lead Teacher 200, 201 std orders ≤ \$500 Executive Assistant 200, 201 std orders ≤ \$100		Developmental Training Director of Adult Services 702 Assistant Administrator 702 Vocational Program Manager 702	
Marklund Children's Home/ EIP/ REST Director of Children's Services 410 Director of Nursing 410 Administrative Assistant 410 standard orders ≤ \$100 Dir. of Gov't Relations & Comm. Support 300 & 850		Therapy Dir. of Gov't Relations & Comm. Support All sites Director of Therapy All sites Therapy Manager All sites	
Mill Creek Residential Sites Director of Adult Services 461, 462, 463, 464, 465, 466 Assistant Administrator 461, 462, 463, 464, 465, 466 Nurse Manager – Site Specific 461, 462, 463, 464, 465, 466 QIDP – Site Specific 461-466 Rec outings/supplies Quality Assurance Coordinator 461, 462, 463, 464, 465, 466		Miscellaneous Volunteer Manager Volunteers – All Sites Dir. of Marketing, Communications & PR Volunteers & Promotional Advertising- All Sites Resale Manager 473	

*** ALL CAPITAL EXPENDITURES(≥\$500) MUST HAVE LEADERSHIP APPROVAL ***

ACCOUNT LISTING

BENEFITS

4575-600-00000 PRE-EMPLOYMENT PHYSICAL
(Human Resources only)

EMPLOYEE

4601-XXX-00000 TUITION
4602 XXX-00000 SEMINARS
4603-XXX-00000 TRAVEL & SUSTENANCE
4604-XXX-00000 DUES & SUBSCRIPTIONS
4605-XXX-00000 EMPLOYEE RECOGNITION
4606-XXX-00000 BNATP
4607-XXX-00000 PAGERS
4608-XXX-00000 UNIFORMS
4609-XXX-00000 WELLNESS PROGRAM

CONSULTING

5001-XXX-00000 CONSULTING-NEUROLOGIST
5002-XXX-00000 CONSULTING-MEDICAL DIRECTOR
5003-XXX-00000 CONSULTING-ORTHOPEDIC
5004-XXX-00000 CONSULTING-PHARMACY
5005-XXX-00000 CONSULTING-VISION
5006-XXX-00000 CONSULTING-DENTAL
5010-XXX-00000 CONSULTING-PHYSICAL THERAPY
5011-XXX-00000 CONSULTING-SPEECH THERAPY
5012-XXX-00000 CONSULTING-OCCUPAT. THERAPY
5013-XXX-00000 CONSULTING-RECREATIONAL THER.
5014-XXX-00000 CONSULTING-RESPIRATORY THERAPY
5015-XXX-00000 CONSULTING-PSYCHOLOGY
5016-XXX-00000 CONSULTING-DIETARY
5020-XXX-00000 CONSULTING-INSTRUCTION
5021-XXX-00000 CONSULTING-BEHAVIOR
5050-XXX-00000 CONTRACT CNA/AIDES/RN

MEDICAL

5101-XXX-00000 DIAPERS
5102-XXX-00000 MEDICAL SUPPLIES
5103-XXX-00000 THERAPY SUPPLIES

DIETARY/SUPPORT

6001-XXX-00000 FOOD
6002-XXX-00000 NOURISHMENTS
6003-XXX-00000 DIETICIAN
6004-XXX-00000 OUTSIDE SERVICE FEES-DIETARY
6005-XXX-00000 KITCHEN SUPPLIES
6006-XXX-00000 VENDING SUPPLIES

HOUSEKEEPING

6101-XXX-00000 LINEN
6102-XXX-00000 LAUNDRY SUPPLIES
6103-XXX-00000 HOUSEKEEPING SUPPLIES
6104-XXX-00000 OUTSIDE SERVICE FEES-HOUSEKEEP.

OCCUPANCY

7001-XXX-00000 UTILITIES-GAS
7002-XXX-00000 UTILITIES-ELECTRIC
7003-XXX-00000 UTILITIES-SEWER & WATER
7004-XXX-00000 DISPOSAL SERVICE
7005-XXX-00000 LANDSCAPING
7006-XXX-00000 SNOW REMOVAL
7007-XXX-00000 MAINTENANCE
7008-XXX-00000 REAL ESTATE TAXES
7010-XXX-00000 SERVICE CONTRACTS-BUILDING
7011-XXX-00000 RENT
7013-XXX-00000 TELEPHONE
7018-XXX-00000 FIRE & ALARM
7019-XXX-00000 ARCHITECTURAL FEES
7020-XXX-00000 CABLE TELEVISION
7021-XXX-00000 PEST CONTROL
7022-XXX-00000 H2O - DRINKING

EQUIPMENT

7101-XXX-00000 COPIER EXPENSE
7102-XXX-00000 SERVICE CONTRACTS-EQUIPMENT
7105-XXX-00000 EXPENSED EQUIPMENT
7106-XXX-00000 COMPUTER SOFTWARE
7107-XXX-00000 COMPUTER SUPPLIES
7108-XXX-00000 EQUIPMENT REPAIRS
7109-XXX-00000 COMPUTER SUPPORT

VEHICLES

7201-620-00000 GAS-VEHICLES
7202-620-00000 REPAIR VEHICLES
7205-620-00000 OUTSIDE SERVICES FEES-TRANS.

ADMINISTRATIVE

8001-XXX-00000 PROMOTIONAL ADVERTISING
8002-600-00000 ADVERTISING-HELP WANTED
(Human Resources only)
8003-XXX-00000 POSTAGE EXPENSE
8006-XXX-00000 OFFICE SUPPLIES
8007-600-00000 EMPLOYEE PARTY
(Human Resources only)
8009-XXX-00000 LICs., TAXES, & REGULATORY FEES
8011-XXX-00000 MEETINGS
8012-XXX-00000 OUTSIDE SERVICE FEES - ADMIN.
8015-XXX-00000 VOLUNTEER EXPENSE
8016-850-00000 REST TRAINING EXPENSES

CLIENT/STUDENT

9001-XXX-00000 RECREATIONAL OUTINGS
9002-XXX-00000 RECREATIONAL SUPPLIES
9003-XXX-00000 IMPROVEMENT OF SERVICE
9004-XXX-00000 CLIENT/STUDENT EVENTS
