

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 R.E.S.T. 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

MARKLUND PURCHASE REQUISITION

PERSON REQUESTING: _____
(Printed Name) (Signature)

DEPARTMENT / SITE: _____ PHONE # / EXT: _____ Date: _____

SITE TO BE CHARGED: _____ PURPOSE: _____

3-DIGIT DEPARTMENT CODES

- | | | | | |
|-------------------------|----------------------|-----------------------|----------------------------|------------------------------|
| 200 – MDS - multi needs | 410 – MCH | 463 – Mill Creek MTH | 466 – Mill Creek MRH | 702 – Developmental Training |
| 201 – MDS - life skills | 461 – Mill Creek MHH | 464 – Mill Creek MSH | 600 – MHC - Administration | 850 – REST Program |
| 300 – EIP | 462 – Mill Creek MVH | 465 – Mill Creek MMC3 | 620 – Transportation | 473 – Resale |

Qty	Unit	DESCRIPTION	ACCOUNT # (SEE OTHER SIDE)	DATE NEEDED	MANUFACTURER STOCK NUMBER	VENDOR NAME (IF KNOWN)	UNIT COST	Extended Total

Travel form to be attached if conference that air travel is required

SIGNATURE: _____ SPECIAL FUNDS / GRANT: YES NO (Please circle)
(AUTHORIZED PARTY APPROVAL)

CAPITAL EXPENSE:
ALL CAPITAL EXPENDITURES (\$500.00 OR MORE) MUST HAVE LEADERSHIP APPROVAL - FORM MUST BE ATTACHED
 Please indicate the appropriate Capital Number as listed in the Capital Budget:

 Capital Number
 C##### Finance Dept 2/28/13