

# Credit Card Coding Procedure and Coding list.

## Procedures

- All receipts turned in must be coded to the correct job and code.
- If it is for a job, the job number needs to be on the receipt along with the code.
- If there are several categories on one receipt (i.e. building materials, consumables, meals), then the employee needs to mark by each item what the code should be.
- If it is not for a job then it would be coded to the correct category (i.e. sales, marketing, shop, vehicle)
- These receipts are to be turned in every two weeks.

## Coding for job related expenses

- The only codes that will be used for job related expenses are those that are listed in the cost of goods sold in QuickBooks. If your receipt doesn't fit one of these items, please discuss with your project manager as to what to code it to.
- Building materials are something that is permanent when the dome is done (screws, anchors, concrete etc.) and consumables are items that are used up while on the job but not part of the final product. (lumber, paper towels, water (this is classified as a consumable and not a meal since it is provided to all the employees).
- The building materials need to be further broken down to what they were used for (concrete, etc. see list below), this is so they will match what we have estimated on the job for the different building materials.
- The list below are the only codes to be used for job codes:
  - Building Materials: Concrete
  - Building Materials: Rebar
  - Building Materials: Air Form
  - Building Materials: Primer
  - Building Materials: Rebar Hangers
  - Equipment Rental
  - Equipment Repairs
  - Fuel
  - Lodging
  - Meals
  - Mobilization
  - Travel
  - Safety
  - Permits and Fees
  - Postage
  - Consumables

# Credit Card Coding Procedure and Coding list.

## Coding for non-job expenses

- The receipts not for a job need coded to the correct categories and then the correct code. If the code is not on the list, please discuss with the accounting or office manager to see where it best fits.
- The list below are the codes for Marketing (so you would mark on your receipt Marketing and then one of these codes)
  - Advertising and Promotions
  - Fuel
  - Lodging
  - Meals
  - Photos and Videos
  - Travel
  - Website expenses
- The list below are the codes for Sales (so you would mark on your receipt Sales and then one of these codes)
  - Entertainment
  - Fuel
  - Lodging
  - Meals
  - Travel
  - Postage
- The list below are the codes for Shop (so you would mark on your receipt Shop and then one of these codes)
  - Fuel
  - Maintenance and Repair (specific to the shop not equipment)
  - Supplies
- The list below are the codes for other items
  - Admin meals (meals not job related)
  - Equipment Expenses: License and Registration
  - Equipment Expenses: Maintenance and Repair
  - Fees and dues
  - Licenses and permits
  - Office Expense
  - Postage and delivery
  - Vehicle: License and registration
  - Vehicle: Maintenance and repair (The trucks are equipment when on the job but vehicles when not on the job)