

**ET HANDBOOK NO. 410, 4<sup>th</sup> EDITION**  
**APPENDIX F**

**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
13. Meal Allowances reported on a W-2

## **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. Temporary Claims Staff\*
2. Data entry contracts\*
3. Field Auditors\*
4. Programmers\* (do not convert benefit or tax system rewrite contracts)
5. IT contracts for software maintenance\*
6. Appeals transcript preparation\*
7. Interpreters\*
8. Overpayment collection contracts\*
9. Consultant fees including ITSC
10. Legal services
11. Audits
12. Micrographic contracts
13. Scanning contracts
14. Payment to State Treasury to write UI checks
15. Direct charges for mailing UI checks, quarterly reports, etc. – exclude postage
16. Mail services for stuffing and sorting - exclude postage
17. Freight\delivery services
18. Transportation of things
19. Shipping by UPS, FedEx, etc.
20. Courier services
21. Institutional training
22. Contracted educational services
23. Tuition for employee training
24. Advertising
25. Educational Grants reported on a W-2
26. Charges from other state agencies due to a request for service

**NOTE:** The (\*) items above indicate types of Personal Service Contracts that **must be converted** to MPU values.

**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