How to Use this Document: Use this document as a guide to help you categorize and bill expenses to the appropriate line items. Each section includes a line-item name, description, and examples of typical expenses you may charge under that category. The examples are for reference only and **do not** represent a complete list. If you don't see a specific expense listed, use best judgment to determine if it fits within the intent of the line item. You can also reach out to your Prevention Specialist who can provide further guidance on where to best include expense.

ITEM NAME	DESCRIPTION	EXAMPLES
Professional Services Evaluator	Evaluator provides internal or external evaluator services that support assessment and measurement of outcome measures	Program evaluation, data analysis, end-of year fiscal outcomes
Professional Services Consultant	Consultant provides expertise or program support	Invoice, technology consulting, reviewing documents, accounting, bookkeeping, payroll services, independent audit services, website design (if hiring a web designer or developer on a one-time basis)
Program Supplies	Supplies that are used to directly support program delivery or activities	Incentives (gift cards, bus passes, program identifiers, etc.), educational material, snacks for youth/community members, printing/reproduction, iPad, projector/screen, canopy, wagon, program fees (EBP curriculum, booklet, etc.)
Mileage, Parking, Conferences, Travel	These include travel-related costs during program activities	Airfare, hotel, ride share services, conference registration fees, food (if not provided at conference), parking fees (not primary work location)
Equipment Repairs/Maintenance	Costs for repairing or maintaining equipment used for program	Repair/maintenance of printer, copier, computer, laptop, etc.
Utilities	Basic operational costs for maintaining program space	Edison, LADWP, Waste Management, SoCal Gas
Office Supplies	Supplies that are used for administrative and clerical tasks.	Copy paper, paper dividers, ink cartridge, toner, whiteout, pens, sharpies, highlighters, tape, desk chair, batteries, command strips, shipping tape, stapler/staples, binders, business cards
Events	Expenses that are specifically used for an event	Food, event signage (banners, lawn signs), guest speaker, transportation (prior approval needed)
Dues Memberships Licenses	Payments for memberships, subscriptions, or licenses required to complete program	Adobe, Canva, Kahoot, Intuit, DocuSign, Microsoft, Zoom, Mailchimp, Adobe Creative, Alitu, iCloud, CADCA, APHA, or other organization yearly membership dues
Telephone	Costs related to telephone, cellphone, internet/mobile data that are specifically used for the program.	AT&T, Mint Mobile, Spectrum, T-Mobile, Verizon, Visible, fax line
Other Services	Miscellaneous items that do not fall under the other line items.	Cleaning services, security cameras/alarm services, website design (if more transactional, not hiring someone specifically), training/registration fees, employee parking (primary work location), parking validation for meeting/event attendees (community members), mortgage interest, pest control services, employee health screenings (TB), LiveScan
Other Services 2	Indirect cost exclusion	*Please refer to your federally approved indirect cost (FAIC) rate letter for details on exclusions and additional details.*
Other Services 3	Prevention Incentive Program (PIP) award – **Authorized SAPC Prevention Staff Use Only**	*PIP incentive award for meeting requirements.*

ITEM NAME	DESCRIPTION	EXAMPLES
Equipment Lease	Equipment that you are leasing from a third party, and you do not own	Copier/fax, printer

ITEM NAME	DESCRIPTION
Facility Rent/Leases and Site Address	When charging rent or lease costs, please ensure the facility or facilities that are being billed are approved site/s. Also, the rent/lease costs need to be reasonable, ensuring funding is primarily supporting services and supplies.

NOTE: The costs below <u>cannot</u> be charged to Prevention due to policies and funding restrictions.

EXAMPLES
• Any AI related material/software • Material promoting the agency versus the program (i.e. program identifiers) • Fund raising and investment management costs • Lobbying activities • Agency marketing or advertising that **<u>do not</u>** include specific prevention programs