

Categories

- ✓ Advertising (print/ radio)
- ✓ Catering (in-house and external)
- ✓ Cleaning/ Janitorial Services
- ✓ Courier Services (FedEx, UPS, DHL)
- ✓ Conference/ Event Planning (Hotel Facilities)
- ✓ Computer Hardware/ Software/ Peripherals
- ✓ Computer Services (Network Installation/ Support)
- ✓ Corporate Recruiting (Air/ Hotel)
- ✓ Corporate Relocations (Stipends)
- ✓ Corporate Tuition Reimbursements
- ✓ Eliminate Petty Cash
- ✓ Equipment Rental/ Lease Payments
- ✓ Facilities/ Maintenance (Cleaning Supplies, Misc. Repair Items)
- ✓ Fleet Expenditures (Fuel and Maintenance)
- ✓ Freight/ Shipping Services
- ✓ Industrial Supplies (MRO)
- ✓ Internet Service Providers (AOL, CompuServe, MSN)
- ✓ Landscaping Services
- ✓ Legal Services (Outside Counsel)
- ✓ Marketing Services (Outside Agencies)
- ✓ Messenger Services
- ✓ Office Supplies
- ✓ Office Furniture
- ✓ Printing Services (Kinko's)
- ✓ Publications (Trade and Industry)
- ✓ Postage
- ✓ Professional Associations (Membership Dues)
- ✓ Professional & Consulting Services
- ✓ Property Management Fees
- ✓ Telecommunication Service Fees (Calling Cards/ Long Distance)
- ✓ Temporary Services
- ✓ Training/ Seminars (Hotel Facilities)
- ✓ Travel & Entertainment (Air, Hotel, Car Rental, Meals)
- ✓ Uniforms (Clothing, Footwear)
- ✓ Utilities (may be difficult)
- ✓ Window Cleaners