

## GEMS SYSTEM

### THE FOLLOWING IS A LIST OF NON-PURCHASE ORDER TRANSACTIONS

Utility payments (telephone services)  
Juror payments  
Witness payments  
Attorney fees (Public Defenders)  
Travel arrangements (unless requested by user)  
Magazine & Periodical Subscriptions  
Dues and Fees to professional organizations  
Registration fees for conferences, seminars, classes  
Employee benefit items  
Petty cash reimbursements  
Pre-paid postages (including Fes Ex, UPS, etc.)  
Investments  
Employment agency payments (Olsten, Trillium, etc.)  
Commissioner summer youth programs (usually under \$1,000-requires signed contract with agency/organization)  
Honorariums for Speakers/Performers  
Supplies & Services for less than \$100