

# Expense Categories

## Telecom / Software

Phone | Wireless | Phone System |  
Internet | Cable | Fire & Security |  
Printing / Copies | Software Licensing |  
Hardware Licensing | Hardware Leases |  
Hardware Purchases  
Software Maintenance  
Document Storage | Video Conferencing  
Equipment / Licensing |  
Website / Email Hosting |  
Document Imaging

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## Waste

Trash | Recycling | Hazardous Waste |  
Medical Waste | Shredding Documents

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## Treasury

Bank Fees | ERP Software | LOCs |  
Term Loans | CC Processing |  
CC Programs | Purchasing Cards

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## HR

Payroll Processing | Training |  
HR Software | Background Checks

## Insurance

Workers Comp | Health | Property |  
Liability | Cyber | Malpractice |  
Specialty

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## Textiles / Supplies

Uniforms | Laundry / Rugs / Mats |  
Cleaning | Promotional Materials |  
Printing | Office Supplies  
Corrugated Boxes

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## Transportation

Fleet Leasing / Purchases | Vehicle  
Rental | GPS

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## Advertising

Print | Digital | Radio | Billboards |  
Television

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## Utilities

Water | Gas | Propane | Electric |  
Sewer | Heating Oil