



**BOTTOM LINE INCOME TAX**

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**OFFICERS CHECKLIST**

| <b>MILEAGE &amp; TRAVEL</b>          | <b>UNIFORMS &amp; MAINTENANCE</b> | <b>CONTINUING EDUCATION / TRAINING</b> |
|--------------------------------------|-----------------------------------|--|
| Court                                | Uniforms, Outerwear               | Tuition & Fees                         |
| Seminars & Training                  | Specialty Uniforms                | Seminars & Training                    |
| Range Qualification                  | Tailoring & Repair                | Schoolbooks                            |
| Other Weapons Training               | Maintenance _____ x _____         | Stationery & Supplies                  |
| Remote or Special Assignments        | Weekly _____ Weeks _____          | Training Manuals & Guides              |
| Job Seeking                          | Hats/ Helmet/ Baseball Caps       | Ranges - Survival Training             |
| Equipment Acquisition                | Foul Weather Gear                 |  |
| School _____ x _____ x _____         | Thermal Wear                      |  |
| R.T. Days/Wk _____ Weeks _____       | Emblems & Patches                 | <b>BUSINESS COMMUNICATIONS</b>         |
| Other Mileage                        | Wristwatch & Repair               | Equipment                              |
|                                      | Boots & Shoe - Purchase           | Cell Phone Usage (Pro-Rated)           |
| <b>TRAVEL</b>                        | Boots & Shoe - Maintenance        | Unreimbursed Toll Charges              |
| Lodging                              | Safety Glasses / Gloves           | Equipment Insurance                    |
| Airfare & Transportation             | Other                             | Work Internet Usage                    |
| Meals                                |                                   | Phone Machine                          |
| Other                                |                                   | Other                                  |
|                                      |                                   |  |
| <b>PARKING</b>                       | <b>POLICE SAFETY EQUIPMENT</b>    | <b>OUT OF POCKET WORK EXPENSES</b>     |
| Court, School, Out of Town           | Gun Purchases                     | Supervision/Motivation                 |
|                                      | Gun Improvements & Repairs        | and Management Expenses                |
| <b>UNION &amp; PROFESSIONAL DUES</b> | Custom Grips/Sights/Trijicon Sig  | Informants                             |
| Police Association Dues              | Cleaning Supplies                 | Maps - Thomas Guide                    |
| POPA/ALADS/SRA/LASPA                 | Other Weaponry-PR24, Teargas,     | Stationery, Clipboards, etc.           |
| Legal Fees-Job Retention Expns       | Knives, ASP, etc.                 | Additional Supplies                    |
| CNOA - CGIA                          | Ammo: Qualification               | Out of Pocket Expenses                 |
| Auto Club / Traffic Safety Orgs.     | Duty Ammo, Shotgun Ammo           | Other Misc. Expenses                   |
| Other Professional Memberships       | Reloads, Other                    |  |
|                                      | Range Fees & Firearms Instruct.   |  |
| <b>PROFESSIONAL SUBSCRIPTIONS</b>    | Leather & Web Gear                |  |
| Books                                | Holster - On & Off Duty           | <b>MISC EXPENSES- NON JOB RELATED</b>  |
| Newspapers & Periodicals             | Cuff Cases / Keepers              | Gambling Losses                        |
| Motivat/Personal Improvmt Tapes      | Ammo & Accessory Pouches          | Investmnt, Portfolio Advisory Fees     |
| Training Guides & Manuals            | Notebook/Citebook/Possee Box      | Certain Attny Fees (Alimony Reduct)    |
|                                      | Wallet/Badge Case/Fanny Pack      | Safe Deposit Box                       |
| <b>JOB SEARCH COSTS</b>              | Other Leather Gear                | IRA Fees                               |
| Costs of seeking Promotion]          | Handcuffs/ Cuff Keys              | Other                                  |
| Costs of Obtain/Retain Employmt      | Vest - Vest Cover                 |  |
| Job Related Attorneys Fees           | Flashlight/ Battery Pack          |  |
| Promotional Coaching - Seminars      | Briefcase/ War Bag                |  |
| Dept. Manual                         | Tape Recorder & Tapes             |  |
| Other                                | Camera/ Tapes/ Processing         |  |
|                                      | Binoculars/ Night Vision          |  |
|                                      | Scanner/ Other Radios             |  |
|                                      | Tape Measure                      |  |
|                                      | Other Equipment & Repairs         |  |