<table>
<thead>
<tr>
<th>Categories</th>
<th>Description of Service</th>
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<tbody>
<tr>
<td>General Services</td>
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<tr>
<td>Broadcast Related</td>
<td>Photography Audio/Video Reproduction Services</td>
</tr>
<tr>
<td>Building Services</td>
<td>Building Construction Services</td>
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<tr>
<td>Building Services</td>
<td>Building Maintenance Services</td>
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<tr>
<td>Building Supplies &amp; Equipment</td>
<td>Building Supplies &amp; Equipment</td>
</tr>
<tr>
<td>Document Management &amp; Storage</td>
<td>Document Management &amp; Storage</td>
</tr>
<tr>
<td>Furniture</td>
<td>Furniture</td>
</tr>
<tr>
<td>Internal Food Services</td>
<td>Internal Food Services</td>
</tr>
<tr>
<td>Messenger &amp; Courier</td>
<td>Messenger &amp; Courier</td>
</tr>
<tr>
<td>Security Guards</td>
<td>Security Guards</td>
</tr>
<tr>
<td>Facilities Management Services</td>
<td>Facilities Management Services</td>
</tr>
<tr>
<td>Landlords</td>
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<tr>
<td>Utilities</td>
<td>Utilities</td>
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<tr>
<td>Memberships and Subscriptions</td>
<td>Clubs, Associations &amp; Memberships</td>
</tr>
<tr>
<td>Memberships and Subscriptions</td>
<td>Subscriptions (Newspaper, Magazine, etc.)</td>
</tr>
<tr>
<td>Office Supplies &amp; Equipment</td>
<td>Business Cards, Forms, &amp; Stationary</td>
</tr>
<tr>
<td>Office Supplies &amp; Equipment</td>
<td>Misc. Retail Services</td>
</tr>
<tr>
<td>Business Cards, Forms, &amp; Stationary</td>
<td>Networked Printing (Copy Machines)</td>
</tr>
<tr>
<td>Office Supplies &amp; Equipment</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>Paper</td>
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<tr>
<td>Shipping, Storage, and Print</td>
<td>External Print Services and Packaging</td>
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<tr>
<td>Freight &amp; Package Shipping Services</td>
<td>Freight &amp; Package Shipping Services</td>
</tr>
<tr>
<td>Postal Services</td>
<td>Postal Services</td>
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<tr>
<td>Travel Related</td>
<td>Commercial Air</td>
</tr>
<tr>
<td>Travel Related</td>
<td>Food and Beverage Services (Meals)</td>
</tr>
<tr>
<td>Travel Related</td>
<td>Hotel - Transient (T&amp;E card)</td>
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<tr>
<td>Recreation &amp; Entertainment</td>
<td>Meeting &amp; Conference Related Expenses</td>
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<tr>
<td>Transportation &amp; Entertainment</td>
<td>Recreation &amp; Entertainment</td>
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<tr>
<td>Tolls / Parking</td>
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<td>Travel Agencies</td>
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<td>Travel Overall (GENERAL)</td>
<td>Travel Overall (GENERAL)</td>
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<tr>
<td>Vehicles</td>
<td>Automobile Products &amp; Services</td>
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<tr>
<td>Vehicles</td>
<td>Cars (Fleet)</td>
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<tr>
<td>IT</td>
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<tr>
<td>Computer Software</td>
<td>Enterprise</td>
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<tr>
<td>Computer Software</td>
<td>Individualized/Specialized</td>
</tr>
<tr>
<td>Computer Software</td>
<td>SaaS (Software as a Service)</td>
</tr>
<tr>
<td>Computer Software</td>
<td>Software Maintenance costs</td>
</tr>
</tbody>
</table>
## GDPR High-level Service Categories

| Hardware                                  | Computer Accessories                          |
|                                          | Computer Hardware                             |
|                                          | Value-Add Resellers (VARS)                   |
| IT Services                               | Hardware Maintenance                           |
|                                          | Information Technology Outsourc (ITO)        |
|                                          | IT Consulting                                 |
|                                          | IT Related                                    |
|                                          | Web Site Development/Maint                   |
| Telecommunications                        | Cellular Services                             |
|                                          | Telecommunications - Managed Services        |
|                                          | Telecommunications - Transport                |
| NONSOURCEABLE                             | Internal                                      |
|                                          | Intercompany                                  |
| Late Fees                                 | Late Fees                                     |
| Nonsourceable                             | NonSourceable                                 |
|                                          | Research invoices                             |
| Other                                     | Corporate Actions                             |
|                                          | Government/Taxes                              |
|                                          | Payments to Individuals/Employees            |
|                                          | Payroll and Related                           |
|                                          | Unclaimed Property                            |
| Refunds                                   | Customer Refunds                              |
| Professional Services                     | Business Outsourcing                          |
|                                          | Recruiting Process Outsourcing (RPO)         |
| Consulting                                | Business & Management Consulting              |
|                                          | Business Process Outsource (BPO)              |
|                                          | Financial Consulting                          |
|                                          | Other Consulting Services                     |
|                                          | Sales & Marketing Consulting                  |
|                                          | Sales & Marketing freelancer                 |
| EDP Related                               | Editorial Development, Art & Design Services  |
|                                          | Photography Services                          |
| Financial Services                        | Banks & Lending Institutions                  |
|                                          | Brokers, Dealers & Other Investment Services  |
|                                          | Citibank T Card Reimbursement                 |
|                                          | Collection & Credit Services                  |
|                                          | Remittances                                   |
|                                          | Stock Exchanges                               |
| Freelancers                               | Other freelancer Services                     |
| HR Related                                | Employee Outplacement Services                |
|                                          | Employee Relocation Services                  |
## GDPR High-level Service Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Services</th>
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<tbody>
<tr>
<td>Legal Services</td>
<td>Employee Screening Services</td>
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<td>Executive Search Firms</td>
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<td>Financial Benefits Administration</td>
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<td>Healthcare</td>
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<td>Training &amp; Education</td>
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<td>Legal Services</td>
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<td>Incentives</td>
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<td>Promotional Products and Awards</td>
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