



**VICKSBURG COMMUNITY SCHOOLS  
CREDIT CARD RECONCILIATION FORM**

Card Holder: Ric Beers

Purchases for:

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
7/23/14	Best Western	Mechanics Expo - Allen & Brad	\$162.48	27162	X
7/23/14	Gimmicks	Food - Mechanics Expo	\$21.04	27162	X
7/23/14	Gimmicks	Food - Mechanics Expo	\$26.30	27162	X
7/25/2014	KFC	Food - Mechanics Expo	\$15.56	27162	X
7/2/2014	Walmart	Misc. Office Supplies	\$59.90	27179	X
7/14/14	PTS	Typewriter	\$149.00	27179	X
7/14/14	Harbor Freight	Misc Garage Supplies	\$79.99	27178	X
7/2/14	Office Max	Misc. Office Supplies	\$73.56	27179	X
7/10/14	Office Max	Misc. Office Supplies	\$17.26	27179	X
Total Amount of Purchases			\$ 605.09		

Summary by ASN #	ASN #	Total	ASN #	Total
	27162	\$225.38		
	27179	\$299.72		
	27178	\$79.99		

Employee Signature Linda VanderStater Supervisor Signature Ric Beers

*Instruction:* Record purchases as they are made throughout the month. When you receive your credit card statement, check it against this reconciliation form. After checking, sign this form indicating you have balanced your account and have it signed by your supervisor. Send this form statement copy, and receipts for all purchases on this statement to the Accounting Office by the 18th of the month.





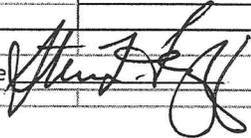






Card Holder: Steve Fryling

Purchases for: WAY Program

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
06/30/14	Walgreens	Lab Supplies/Equipment	\$ 9.69	18384	Y
07/04/14	Dollar General	Lab Supplies/Equipment	\$ 3.18	18384	y
07/09/14	Meijer	Lab Supplies/Equipment	\$ 25.97	18384	y
07/09/14	USPS	Postage	\$ 49.00	18384	y
07/11/14	Amazon	Lab Supplies/Equipment	\$ 3.50	18384	y
07/13/14	Amazon	Lab Supplies/Equipment	\$ 9.99	18384	y
07/11/14	Amazon	Lab Supplies/Equipment	\$ 88.61	18384	y
07/17/14	Vicksburg Hardware	Lab Supplies/Equipment	\$ 6.35	18384	y
07/17/14	expedia.Com	Travel Lodging	\$ 246.21	18384	y
07/18/14	Geek Easy	Computer Repair	\$ 193.00	18384	y
07/21/14	Dollar General	Lab Supplies/Equipment	\$ 21.73	18384	y
07/21/14	VistaPrint	Lab Supplies/Equipment	\$ 63.19	18384	y
07/23/14	Mario Brothers Pizza	Travel/Meals	\$ 16.24	18384	y
07/24/14	Dukes Pizza	Travel/Meals	\$ 10.19	18384	y
Total Amount of Purchases			\$ 746.85		
Summary by ASN #		ASN #	Total	ASN #	Total
		18384	\$ 746.85		
Employee Signature		Supervisor Signature			
					
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INFO ONLY					
Total by summary		\$	746.85		
Total above		\$	746.85		
Difference		\$	(0.00)		







# VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Bob Collins  
Purchases for: July

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
7.1.14	Crystal Flash Energy	Fuel for Lawn equipment	\$ 21.75	26670	yes
7.2.14	Co-Alliance	Pramitol/Durango (Weed Killer)	\$ 272.33	26670	yes
7.15.14	Home Depot	Supplies for Bus Garage Project	\$ 346.31	26771	yes
7.17.14	Mid-Way Engineering	Supplies for Bus Garage Project	\$ 1,066.65	26771	yes
7.18.14	Jaspere's Pizza	Lunch/Crew	\$ 53.74	26770	yes
7.24.14	Amazon	Tools for maintenance/Cordless Drill	\$ 115.48	26680	yes
7.25.14	Home Depot	Supplies for Bus Garage Project	\$ (206.10)	26771	yes
7.25.14	Home Depot	Supplies for Bus Garage Project	\$ 17.91	26771	yes
<b>Total Amount of Purchases</b>			<b>\$ 1,688.07</b>		

Summary by ASN #	ASN #	Total	ASN #	Total
	26670	\$ 294.08		
	26771	\$ 1,225.10		
	26680	\$ 115.48		
	26770	\$ 53.41		

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

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Rebecca Duratt - MC

APBATCHV - 39170

Accounts Payable Batch List  
Vicksburg Schools

15:24 Date: 08/27/2014  
Page: 1

Batch : 151 Year : N Batch : Prepaid Items : 12 Total : \$21,691.24 Title : Purchase Card Import for 08/26/

Seq	ASN	SE	Date	Vendor	Vendor Name	Order Num	P	Comment\Account Title	Amount	Discount	Check Ref.	Misc Ref
10	14181		07/22/2014	33980	ALL-BATTERY.COM	020970	F	453351/Batteries & Char	\$269.02		000581	
Vendor Total---->									\$269.02	\$0.00		
7	15180		07/22/2014	33789	AMAZON.COM	020956	F	72214/Economics Supplie	\$15.45		000578	
11	15180		07/24/2014	33789	AMAZON.COM	020956	F	72414/Supplies	\$10.99		000578	
12	11181		07/23/2014	33789	AMAZON.COM	020957	F	72314/Writing Tablets	\$170.17		000578	
Vendor Total---->									\$196.61	\$0.00	000579	
8	11181		07/22/2014	33982	DRYERASE.COM	020972	F	49560/Dry Erase	\$34.95			
Vendor Total---->									\$34.95	\$0.00		
1	62131		05/26/2014	24583	FIFTH THIRD BANK/MC		F	/Due to General Fund P-			99999	
2	20192		05/26/2014	24583	FIFTH THIRD BANK/MC		F	/Owe General Fund P-Car			99999	
Vendor Total---->												
9	13181		07/22/2014	33981	OFFICE SUPPLY.COM	020971	F	1409099/Flash Cards	\$48.54		000580	
Vendor Total---->									\$48.54	\$0.00		
3	11181		07/03/2014	21803	RENAISSANCE LEARNING	020793	F	VB1865/Subscription Ren	\$3,441.35		000577	
4	12181		07/03/2014	21803	RENAISSANCE LEARNING	020793	F	VB1865/Subscription Ren	\$5,161.38		000577	
5	13181		07/03/2014	21803	RENAISSANCE LEARNING	020793	F	VB1865/Subscription Ren	\$4,446.97		000577	
6	14181		07/03/2014	21803	RENAISSANCE LEARNING	020793	F	VB1865/Subscription Ren	\$8,092.42		000577	
Vendor Total---->									\$21,142.12	\$0.00		



Steve Goss-MC

APBATCHV - 39170

Accounts Payable Batch List  
Vicksburg Schools

15:24 Date: 08/27/2014  
Page: 1

Batch : 150 Year : N Batch : Prepaid Items : 45 Total : \$15,217.82 Title : Purchase Card Import for 08/26/

Seq	ASN	SE	Date	Vendor	Vendor Name	Order Num	P	Comment\Account Title	Amount	Discount	Check Ref.	Misc Ref
12	25262		07/09/2014	23459	AICPA	F	F	6275271/Member Dues	\$235.00		000580	
Vendor Total---->									\$235.00	\$0.00		
11	15968		07/08/2014	33789	AMAZON.COM	F	F	102-6606260-9829069/Mus	\$1,185.00		000579	
Vendor Total---->									\$1,185.00	\$0.00		
25	26571		07/22/2014	24557	ARNOLD SALES	F	F	1108113/Janitorial Supp	\$43.08		000585	
26	26571		07/22/2014	24557	ARNOLD SALES	F	F	1109688/Janitorial Supp	\$113.14		000585	
34	30041		07/14/2014	24557	ARNOLD SALES	F	F	1108296/Janitorial Supp	\$54.20		000585	
35	30041		07/14/2014	24557	ARNOLD SALES	F	F	1107844-1/Janitorial Su	\$8.36		000585	
36	30041		07/14/2014	24557	ARNOLD SALES	F	F	1108515/Janitorial Supp	\$63.67		000585	
27	26171		07/22/2014	24557	ARNOLD SALES	F	F	1110184/Janitorial Supp	\$851.23		000585	
28	26171		07/22/2014	24557	ARNOLD SALES	F	F	1110337/Janitorial Supp	\$93.50		000585	
37	30041		07/14/2014	24557	ARNOLD SALES	F	F	1107131-1/Janitorial Su	\$223.85		000585	
38	30041		07/14/2014	24557	ARNOLD SALES	F	F	1107841-1/Janitorial Su	\$79.55		000585	
Vendor Total---->									\$1,530.58	\$0.00		
14	26959		07/14/2014	04150	DAVE'S SECURITY	F	F	10476/June Monitoring	\$275.00		000582	
15	26959		07/14/2014	04150	DAVE'S SECURITY	F	F	10478/June Monitoring	\$275.00		000582	
16	26959		07/14/2014	04150	DAVE'S SECURITY	F	F	10458/June Monitoring	\$275.00		000582	
17	26959		07/14/2014	04150	DAVE'S SECURITY	F	F	10449/June Monitoring	\$275.00		000582	
18	26959		07/14/2014	04150	DAVE'S SECURITY	F	F	10453/June Monitoring	\$275.00		000582	
19	26959		07/14/2014	04150	DAVE'S SECURITY	F	F	10474/June Monitoring	\$275.00		000582	
20	26959		07/14/2014	04150	DAVE'S SECURITY	F	F	10475/June Monitoring	\$275.00		000582	
21	26959		07/14/2014	04150	DAVE'S SECURITY	F	F	10477/June Monitoring	\$275.00		000582	
Vendor Total---->									\$2,200.00	\$0.00		
29	23160		07/14/2014	04050	DL GALLIVAN INC	F	F	IN10534/Contract	\$265.50		000586	
39	30041		07/14/2014	04050	DL GALLIVAN INC	F	F	IN10433/Contract	\$130.50		000586	
40	30041		07/14/2014	04050	DL GALLIVAN INC	F	F	IN10425/Contract	\$710.50		000586	
Vendor Total---->									\$1,106.50	\$0.00		
1	21150		05/26/2014	24583	FIFTH THIRD BANK/MC	F	F	/Due to General Fund P-			99999	
2	20190		05/26/2014	24583	FIFTH THIRD BANK/MC	F	F	/Owe General Fund P-Car			99999	
7	62131		05/26/2014	24583	FIFTH THIRD BANK/MC	F	F	/Due to General Fund P-	\$-561.62		99999	
9	41190		05/26/2014	24583	FIFTH THIRD BANK/MC	F	F	/Due to General Fund P-	\$-1,153.85		99999	
4	20190		05/26/2014	24583	FIFTH THIRD BANK/MC	F	F	/Owe General Fund P-Car			99999	
3	23141		05/26/2014	24583	FIFTH THIRD BANK/MC	F	F	/Due to General Fund P-			99999	
6	20190		05/26/2014	24583	FIFTH THIRD BANK/MC	F	F	/Owe General Fund P-Car			99999	
5	25411		05/26/2014	24583	FIFTH THIRD BANK/MC	F	F	/Due to General Fund P-			99999	

Accounts Payable Batch List  
Vicksburg Schools

Batch : 150 Year : N Batch : Prepaid Items : 45 Total : \$15,217.82 Title : Purchase Card Import for08/26/

Seq	ASN	SE	Date	Vendor	Vendor Name	Order Num	P	Comment\Account Title	Amount	Discount	Check Ref.	Misc Ref
8	20192		05/26/2014	24583	FIFTH THIRD BANK/MC		F	/Owe General Fund P-Car	\$561.62		99999	
10	20190		05/26/2014	24583	FIFTH THIRD BANK/MC		F	/Owe General Fund P-Car	\$1,153.85		99999	
Vendor Total---->									\$0.00			
32	30041		07/14/2014	08660	KALAMAZOO SPORTSWEAR		F	44066/Volleyball Gear	\$492.00		000589	
Vendor Total---->									\$0.00			
33	30041		07/14/2014	08390	KSS ENTERPRISES		F	878871/Supplies	\$731.45		000590	
Vendor Total---->									\$0.00			
30	51322		07/25/2014	33997	MIDWAY ENGINEERING INC.		F	5616/Supplies	\$1,153.85		000587	
Vendor Total---->									\$0.00			
24	26670		07/21/2014	13680	PIONEER MANUFACTURING		F	INV519495/Supplies	\$1,153.85		000584	
43	30041		07/21/2014	13680	PIONEER MANUFACTURING		F	518661/Goal Post Paint	\$338.85		000584	
Vendor Total---->									\$0.00			
22	20170		07/21/2014	20123	PRINTING SERVICES		F	26451/Kids Klub Parent	\$2,510.05		000583	
23	64748		07/21/2014	20123	PRINTING SERVICES		F	26539/Hearty Hustle Wra	\$271.20		000583	
42	30041		07/21/2014	20123	PRINTING SERVICES		F	26453/Kids Klub Schedul	\$561.62		000583	
Vendor Total---->									\$0.00			
31	30041		07/14/2014	21913	STERICYCLE INC		F	4004934919/Disposal	\$1,735.44		000588	
Vendor Total---->									\$0.00			
44	30041		07/23/2014	27913	TERMINIX		F	336277819/6/18 Service	\$253.58		000591	
45	30041		07/23/2014	27913	TERMINIX		F	336270008/6/11 Service	\$84.00		000591	
Vendor Total---->									\$0.00			
13	26862		07/14/2014	31620	WASTE MANAGEMENT OF MICH		F	7350801-2529-8/July 201	\$253.58		000581	
41	30041		07/23/2014	31620	WASTE MANAGEMENT OF MICH		F	7351787-2529-8/June 201	\$84.00		000581	
Vendor Total---->									\$0.00			
Vendor Total---->									\$1,829.37			

