

Card Holder: Mike Roy  
Purchases for: September 2017

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
8/28	Sams Club	District Lunch	\$39.07	22187	x
9/6	M-F Athletic	Cross Country Supplies	\$500.00	42148	x
"	"	"	\$14.45	64668	x
"	"	"	\$14.45	64669	x
9/6	PayPay/Junk	Athletic supplies	\$609.40	64736	x
9/8	Hobby Lobby	Cheer supplies	\$217.98	42148	x
9/8	Hudl	Football subscription renewal	\$999.00	64635	x
Total Amount of Purchases			\$2,394.35		

RV

Summary by ASN #	ASN #	Total	ASN #	Total
	22187	\$39.07		\$0.00
	42148	\$717.98		\$0.00
	64635	\$999.00		\$0.00
	64668	\$14.45		\$0.00
	64669	\$14.45		\$0.00
	64736	\$609.40		\$0.00
		\$0.00		\$0.00

\$2,394.35

Employee Signature  Supervisor Signature 

*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.

VICKSBURG COMMUNITY SCHOOLS  
CREDIT CARD RECONCILIATION FORM

Card Holder: Ruth Hook  
Purchases for: Indian Lake Elementary

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
8/29/17	Lowe's	Susan Pepps - replacement blinds for her classroom	\$44.00	11170	yes
8/30/17	Panera	Sue Haines - staff lunches (VAB pays \$5.00 x 35 staff, IL pays remainder)	\$175.00 \$124.94	VAB pays 24187	yes yes
9/4/17	Meijer	Sue Haines - coat hooks for Ms. Zapata's new classroom	\$65.92	11170	yes
9/4/2017	Center Medical	Sue Haines - Thermoscan probe covers for thermometer	\$100.05	24170	yes
9/6/2017	Smore	Ruth Hook - app for on-line flyers	\$79.00	11170	yes
9/15/2017	Amazon	Shannon Stears - Logitech USB Head- sets for Tech support	\$52.16	64522	yes
9/15/2017	Amazon	Jill Barton - flexible seating	\$196.35	64522	yes
9/18/2017	Dollar Tree	Sue Haines - supplies for office	\$12.00	64522	yes
9/18/2017	Target	Sue Haines - bandages, lotion, paper plates, napkins	\$11.56 \$14.77	24170 64510	yes yes
9/18/2017	Amazon	Jill Barton - flexible seating	\$338.88	64522	yes
9/22/2017	School Specialty	Sue Haines - 3rd gr classroom, poly folders & sheet protectors	\$19.40	64522	yes
9/22/2017	School Specialty	Sue Haines-4th gr classroom, student scissors	\$24.00	64522	yes
9/25/2017	IXL	Julie Hughes - IXL classroom license (money collected from parents)	\$449.00	64522	yes
9/26/2017	Mich Assoc of Sch Adm	Ruth Hook - MASSA conference	\$100.00	VAB curriculum	yes
Total Amount of Purchases			\$ 1,807.03		

Summary by ASN #	ASN #	Total	ASN #	Total
	11170	\$188.92		
	24170	\$111.61		
	24187	\$124.94		
	64510	\$14.77		
	64522	\$1,091.79		
	VAB curriculum acct	\$100.00		
	VAB pays \$5 lunches	\$175.00		

Employee Signature: Sue Haines Supervisor Signature: Ruth Hook

**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.

V2

## VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Amie McCaw					
Purchases for: Sunset Lake Elem. MasterCard					
Statement Date: 9/27/17					
Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
28-Aug	Big Lots Stores	Zagar- classroom supplies; PTSO reimbursed	\$15.00	64519	Y
28-Aug	Dollar Tree Portage	Zagar- classroom supplies; PTSO reimbursed	\$36.00	64519	Y
28-Aug	Target	Zagar- classroom supplies; PTSO reimbursed	\$66.22	64519	Y
29-Aug	Panera Bread	McCaw- Back To School Staff Luncheon- Admin. Covering \$5 per lunch	\$464.45	\$214.45 #64519 \$250 see Admin Asn.	Y
31-Aug	Teacher Pay Teachers	Guerrero- classroom supplies; PTSO reimbursed	\$33.00	64519	Y
31-Aug	Taco Bob Vicksburg	McCaw- Lighthouse Committee Luncheon	\$71.39	64519	Y
2-Sep	Five Below Portage	Whitmore- blue mats	\$84.80	12170	Y
6-Sep	School Specialty	Guerrero- borders, art paper, etc; PTSO reimbursed Ck.#1134 dep. On 6/21/17	\$42.41	64519	Y
6-Sep	Inter State Studio	Austin- beginning of the year Student planners	\$50.50	12170	Y
8-Sep	Integrity Business	Negri- supply order	\$42.79	12170	Y
8-Sep	SP SITSPOTS	Guerrero- classroom sitting mats	\$55.90	64519	Y
8-Sep	Assoc Superv And Curr	McCaw- ASCD/Select-ASCD membership fees	\$89.00	24262	Y
8-Sep	Lorenz/Word Choral	Heintzelman- Activate; Music Magazine	\$99.95	12170	Y
11-Sep	Amazon.com	Lonsway- group supplies; books	\$15.85	21272	Y
11-Sep	Precision Printer Services	Austin- colored ink cartridge for printer in science lab	\$159.00	24279	Y
12-Sep	Inter State Studio	Austin- there were two separate orders of planners and, per their accounting dept.,they mistakenly charged the second/reorder twice; leaving a balance of \$141.40 still owed...see invoice included.	\$50.50	12170	Y
13-Sep	Gordonwater .com	Austin- staff lounge water	\$57.37	64519	Y
14-Sep	Rochester 100	Austin- Student Communication folders- 2nd order	\$125.00	12170	Y
14-Sep	GBC Ecommerce	Austin- laminate for laminator in library	\$144.11	24279	Y
14-Sep	Hal Leonard Corp.	Heintzelman- Music Express; Music Magazine	\$215.00	64458	Y

## VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

7/2

15-Sep	OTC Brands, Inc.	Lonsway- Oriental Trading- supplies for groups; stress balls, fidgets	\$39.97	21272	Y
15-Sep	Amazon.com	Lonsway- group supplies; gum	\$40.61	21272	Y
17-Sep	Amazon Mktplace Pmts	Lonsway- group supplies; snacks	\$50.82	21272	Y
15-Sep	SP SITSPOTS	Phillips- student sitting mats	\$70.64	64445	Y
21-Sep	School Specialty	Austin- whistles, kraft paper, cardstock paper	\$349.01	12170	Y
25-Sep	School Specialty	Bast- Art supplies; glaze, markers, brushes, watercolor paint	\$259.46	12170	Y
<b>Total Amt. of Purchases</b>			<b>\$2,728.75</b>		

Summary by ASN #	ASN #	Total	ASN #	Total
	64519	591.74	Admin. Asn	\$250.00
	12170	1,062.01		
	24262	89.00		
	21272	147.25		
	24279	303.11		
	64458	215.00		
	64445	70.64		

Employee Signature <u>B. Austin</u>	Supervisors Signature <u>Annie Law</u>
INFO ONLY	
Total by summary	<b>\$2,728.75</b>
Total above	<b>\$2,728.75</b>
Difference	<b>\$0.00</b>

# VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Gail VanDaff  
Purchases for: Curriculum & Instruction

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
9/14.17	Align, Assess, Achieve	Eureka Math Guide - VMS	\$ 65.00	14181	Yes <input checked="" type="checkbox"/>
9/21/2017	Capt Org	Pearson-Marr Archetype Indicator	\$ 19.00	22166	Yes <input checked="" type="checkbox"/>
Total Amount of Purchases			\$ 84.00		

Summary by ASN #	ASN #	Total	ASN #	Total
	14181	\$ 65.00		
	22166	\$ 19.00		
		\$ -		
		\$ -		
		\$ -		
		\$ -		

Employee Signature *Gail VanDaff*

Supervisor Signature *Gail VanDaff*

**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.

## VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Don Puckett  
Purchases for: September 2017

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
6-Sep	GenCom/ Paypal	Mobi Pen Batteries	\$ 21.00	28470	X ←
13-Sep	BatteriesPlus	Back-up Battery Replacement	\$ 72.80	47768	X ←
19-Sep	Newegg	Computer Memory R (2-4GB )	\$ 69.98	28470	X ←
20-Sep	Crucial.com	Computer Memory RAM (8-4GB)	\$ 263.92	28470	X ←
22-Sep	Office Max/Depot	VAB Fax Machine Toner	\$ 47.16	28470	X ←
27-Sep	Newegg	Acessory Kit for Surface Book HDMI/VGA and lan adapter	\$ 48.99	28470	x ←
Total Amount of Purchases					

*PD*

Summary by ASN #	ASN #	Total	ASN #	Total
	28470	\$ 451.05		
	47768	\$ 72.80		
				\$ 523.85

Employee Signature *Cherie L. Allen* Supervisor Signature *DP*

*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.

VICKSBURG COMMUNITY SCHOOLS  
CREDIT CARD RECONCILIATION FORM

Card Holder: Matt VanDussen, Vicksburg Middle School  
Purchases for: September, 2017

	Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
1	8/29	Yoders Country Market	Staff Food	\$ 12.00	24487	X
2	8/30	Amazon.com	Social Studies	\$ 22.76	64555	X
3	8/30	Jaspares Pizza	Staff Food	\$ 27.61	24487	X
4	8/30	Jimmy Johns	Staff Food	\$ 222.60	24487	X
5	8/31	*Amazon.com	*Split	\$ 101.82	**	X
6	9/8	Dollar General	General Supply	\$ 38.25	14170	X
7	9/12	Jaspares Pizza	Office Revolving - Office Staff Lunch	\$ 31.80	64564	X
8	9/12	Sam's Club	6th Gr Camp Snacks	\$ 49.28	64571	X
9	9/12	Sam's Club	Office Revolving - Vending Machine	\$ 93.46	64564	X
10	9/12	Sam's Club	Athletics - Concession	\$ 748.88	64553	X
11	9/13	Joann Fabric	Social Studies	\$ 9.16	64555	X
12	9/13	Speedway	Social Studies - Walkin' the Dawgs reward	\$ 15.00	64555	X
13	9/13	McDonald's	Social Studies - Walkin' the Dawgs reward	\$ 30.00	64555	X
14	9/13	Celebration Cinema	Social Studies - Walkin' the Dawgs reward	\$ 30.00	64555	X
15	9/13	Apple Knockers	Social Studies - Walkin' the Dawgs reward	\$ 30.00	64555	X
16	9/13	B & G Discount	Social Studies	\$ 60.82	64555	X
17	9/13	Michael's	Social Studies	\$ 63.15	64555	X
18	9/14	Hungry Howie's	Social Studies - Walkin' the Dawgs reward	\$ 15.00	64555	X
19	9/15	Dollar General	Social Studies	\$ 27.50	64555	X
20	9/15	Subway	Social Studies - Walkin' the Dawgs reward	\$ 30.00	64555	X
21	9/15	Athletic.net	HS Track & MS XC/Track 2017-18 Web Site	\$ 255.00	**	X
22	9/20	Mentoring Minds	General Supply - Multi-Tiered Sys of Supports	\$ 27.45	14170	X
23	9/22	Amazon.com	General Supply-Interventions: Evidence Based Behavior	\$ 103.28	14170	X
24	9/22	NEARPOD	Social Studies - Gold license year	\$ 120.00	64555	X
25	9/26	3D HUBS	Robotics purchase	\$ 28.59	64558	X
26	9/26	Mich Assoc of Sch Admi	Student Growth Model Fall Season	\$ 100.00	24462	X
27	9/26	Mich Assoc of Sch Admi	Student Growth Model Fall Season	\$ 100.00	24462	X
28	9/27	PITSCO INC	Robotics/First Tech Challenge Reg - 5618	\$ 275.00	64558	X
29	9/27	PITSCO INC	Robotics/First Tech Challenge Reg - 6494	\$ 275.00	64558	X
Amazon.com Social Studies: 64555 \$96.85; Office Supply: 24470 \$4.97						
Athletic.net /MS Athletics 64553 \$170.00 / HS Track 64653 \$42.50 / HS Track 64710 \$42.50						
Total Amount of Purchases				\$ 2,943.41		

Summary by ASN #	ASN #		ASN #	
		Total		Total
	24487	\$ 262.21	64653	\$ 42.50
	64555	\$ 550.24	64710	\$ 42.50
	24470	\$ 4.97	64558	\$ 578.59
	14170	\$ 168.98	24462	\$ 200.00
	64564	\$ 125.26		
	64571	\$ 49.28		
	64553	\$ 918.88		

Employee Signature Holly Ansine Supervisor Signature Matt VanDussen

**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.

# VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Charles Glaes  
Purchases for: September, 2017

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
9/11/2017	Gordon Water	Water during boil water alert	\$94.50	26861	Y
Total Amount of Purchases			\$94.50		

Summary by ASN #	ASN #	Total	ASN #	Total
	26861	\$ 94.50		

Employee Signature *Charles Glaes* Supervisor Signature *[Signature]*

*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.



VICKSBURG COMMUNITY SCHOOLS  
CREDIT CARD RECONCILIATION FORM

Card Holder: Michael Barwegen  
Tobey Elementary

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
29-Aug	Qdoba	Tobey Opener Lunch for staff	\$ 360.00	\$200.00 District	Y
				160.00 #24387	Y
30-Aug	USPS	Postage to send Whalen CA60	\$ 9.39	13165	Y
29-Aug	Meijer	Teacher Lunch drinks & cookie tray	\$ 24.95	24387	Y
4-Sep	Target	Office Supplies - wet ones, planner (subs)	\$ 13.48	24370	Y
5-Sep	Webstaurant Store	Safety Vest	\$ 48.75	64546	Y
7-Sep	Learning A-Z	Raz Kids - Lovins	\$ 94.95	13170	Y
12-Sep	Lorenzword	1 yr subscription activate music	\$ 99.95	64515	Y
15-Sep	Time for Kids	Subscription - Flynn	\$ 178.50	13170	Y
20-Sep	USPS	Postage - Stamps	\$ 49.00	13165	Y
21-Sep	Sams Club	Icecream - Rootbeer floats teachers	\$ 17.94	64537	Y
21-Sep	Meijer	Rootbeer & Soda floats for teachers	\$ 6.42	64537	Y
26-Sep	Jaspares	Pizza - New students Party - Guidance	\$ 95.43	21273	Y
Total Amount of Purchases			\$ 998.76		

Summary by ASN #	ASN #	Total	ASN #	Total
	District		\$200.00	21273
24387	\$	184.95	64515	\$ 99.95
24370	\$	13.48		
64546	\$	48.75		
13170	\$	273.45		
13165	\$	58.39		
64537	\$	24.36		

Employee Signature Michelle Fulton Supervisor Signature [Signature]

**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 18<sup>th</sup> of the month.

VICKSBURG COMMUNITY SCHOOLS  
 CREDIT CARD RECONCILIATION FORM  
 Statement Date: September, 2017

Card Holder: Maureen Ouvry

Month of: September, 2017

PURCHASES

DATE	VENDOR	DESCRIPTION/PURPOSE	AMOUNT	ASN #	RECEIPT?
8-29	Family Fare	Coffee supplies	16.97	46170	Yes
8-30	Panera	Back to school meeting	200.61	46170	Yes
9-11	Family Fare	Hand Sanitizer (water)	11.83	46170	Yes
9-15	Family Fare	Bottled Water	5.98	46170	Yes
9-21	Family Fare	BB-Pretzel Rods	8.39	46170	Yes
9-22	Family Fare	Coffee supplies	6.95	46170	Yes
<b>Total Amount of Purchases</b>			<b>\$250.73</b>		

Summary by ASN #			
ASN	46170	Food	\$ 250.73
ASN	46173	Supplies	\$
ASN	46135	Travel/Conferences	\$
ASN			\$
ASN			\$
ASN			\$
ASN			\$
<b>TOTAL</b>			<b>\$ 250.73</b>

Employee Signature *Maureen Ouvry* Supervisor Signature *[Signature]*

**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

Card Holder: Keevin O'Neill  
Purchases for: September, 2017

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
8/28	Sams Club	Staff lunch	\$92.27	64702	x
8/27	Menards	Classroom supplies	\$497.55	16570	x
8/29	Panera	Staff lunch	\$791.26	64702	x
8/30	Haku Learning	Ag Science subscription	\$4.95	16170	no
8/31	Broadway Play Publish	Play supplies	\$181.25	64596	x
8/31	Amazon.com	Ag Science supplies	\$365.86	16170	x
9/4	Spotify	Band monthly subscription	\$9.99	64584	no
9/5	Band Shoppe	Band supplies	\$528.25	64584	x
9/7	Amazon.com	Special Ed supplies	\$26.49	15284	x
9/7	Pop Chart Lab	Ag Science supplies	\$169.00	16170	x
9/8	Lulu	EFA Supplies	\$658.94	15370	x
9/7	filmmakingstuff.com	EFA Supplies	\$7.00	15370	x
9/10	Amazon.com	EFA Supplies	\$11.15	15370	x
9/7	filmmakingstuff.com	EFA Supplies	\$17.00	15370	x
9/7	filmmakingstuff.com	EFA Supplies	\$57.00	15370	x
9/7	filmmakingstuff.com	EFA Supplies	\$97.00	15370	x
9/10	Dance Sophisticates	Band supplies	\$470.00	64584	x
9/11	Amazon.com	MIVU textbook	\$59.05	15185	x
9/12	Amazon.com	MIVU textbook	\$44.00	15185	x
9/13	Amazon.com	EFA Supplies	\$457.66	15370	x
9/13	Paypal MyPartyShirt	EFA Supplies	\$26.99	15370	x
9/15	Amazon.com	EFA Credit	-\$210.87	15370	x
9/18	Amazon.com	EFA Supplies	\$26.49	15370	x
9/20	Amazon.com	EFA Supplies	\$116.64	15370	x
9/20	Amazon.com	EFA Supplies	\$297.98	15370	x
9/23	Family Fare	Ford Drive refreshments	\$31.96	24587	x
Total Amount of Purchases			\$4,834.86		

Summary by ASN #	ASN #	Total	ASN #	Total
	15185	\$103.05	24587	\$31.96
	15284	\$26.49	64584	\$1,008.24
	15370	\$1,562.98	64596	\$181.25
	16170	\$539.81	64702	\$883.53
	16570	\$497.55		\$0.00

\$4,834.86

Employee Signature *Keevin O'Neill* Supervisor Signature *[Signature]*

*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.

## VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Nancy Spicketts  
Purchases for: October

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
9.11.17	Aramark	Baker/Uniform	\$ 107.00	26979	yes <input checked="" type="checkbox"/>
9.11.17	Monster Janirotil	Vac motor	\$ 218.54	26771	yes <input checked="" type="checkbox"/>
9.11.17	Sam's Club	Water for builings/Village boil water	\$ 430.56	26771	yes <input checked="" type="checkbox"/>
9.11.17	Sam's Club	Hand Sanitizer/Village Boil Water	\$ 558.40	26771	yes <input checked="" type="checkbox"/>
9.13.17	School Fix	S hooks for swings	\$ 109.25	26771	yes <input checked="" type="checkbox"/>
9.15.17	Shiffler	Locker Parts	\$ 33.68	26771	yes <input checked="" type="checkbox"/>
9.18.17	Sustainable Supply	Faucets for Sunset	\$ 979.10	26771	yes <input checked="" type="checkbox"/>
9.25.17	Tractor Supply	Fuel for leaf blowers/chain saw	\$ 48.84	26670	yes <input checked="" type="checkbox"/>
9.25.17	Aramark	Maintenance Outerwear	\$ 211.03	26979	yes <input checked="" type="checkbox"/>
Total Amount of Purchases			\$ 2,696.40		

Summary by ASN #	ASN #	Total	ASN #	Total
	26979	\$ 318.03		
	26771	\$ 2,329.53		
	26770	\$ 48.84		

Employee Signature Nancy Spicketts Supervisor Signature AAm

*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.

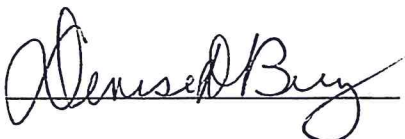
Card Holder: Adam Brush  
Purchases for: September, 2017

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
8/29	Meijer	Science supplies	\$10.60	15172	x
8/29	Meijer	Science supplies	\$10.60	15172	x
8/30	Vicksburg Hardware	Vet Science supplies	\$31.85	16770	x
8/29	Meijer	Science supplies	\$52.79	15172	x
8/31	Amazon.com	Credit - return	-\$102.75	15172	x
8/30	Dollar General	Vet Science supplies	\$31.54	16770	x
8/31	Amazon.com	Science supplies	\$79.88	15172	x
9/2	Amazon.com	Machine Tool supplies	\$334.77	16570	x
9/8	Texthelp	Special Ed Computer Application	\$100.00	15188	x
9/11	Sams Club	Special Ed supplies	\$85.78	15284	x
9/11	OTC Brands	Vet Science supplies	\$86.93	16770	x
9/12	Meijer	Recycling bins	\$31.74	64645	x
9/13	VAC	Vet Science supplies	\$399.45	16770	x
9/14	Impact	Concussion testing	\$655.00	42148	x
9/18	Alliance Francaise	Field Trip deposit	\$100.00	64638	x
9/19	Dollar Tree	Homecoming supplies	\$8.00	64700	x
9/19	Target	Homecoming supplies	\$40.42	64700	x
9/19	Hotels.com	AP Conference	\$108.76	22135	x
9/19	College Board	AP Conference	\$225.00	22135	x
9/21	At Home	Homecoming supplies	\$161.98	64700	x
9/23	Bigby	Ford Drive refreshments	\$40.26	24587	x
9/22	MIAAA	Membership	\$55.00	42135	x
9/22	Amazon.com	Ag Science supplies	\$98.89	16170	x
9/22	Miami Flyers	Play supplies	\$73.10	64596	x
9/22	Miami Flyers	Play supplies	\$73.09	64578	x
9/25	Dollar Tree	Homecoming supplies	\$5.83	64627	x
9/25	Indian Trails	Field Trip deposit	\$155.80	64638	x
9/25	Hobby Lobby	Homecoming supplies	\$44.09	64627	x
9/26	MASA	Conference registration	\$100.00	24562	x
9/27	Amazon.com	Machine Tool supplies	\$399.98	16570	x
Total Amount of Purchases			\$3,498.38		

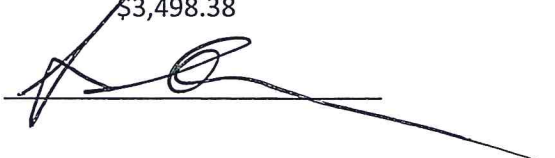
Summary by ASN #	ASN #	Total	ASN #	Total
	15172	\$51.12	42135	\$55.00
	15188	\$100.00	42148	\$655.00
	15284	\$85.78	64578	\$73.09
	16170	\$98.89	64596	\$73.10
	16570	\$734.75	64627	\$49.92
	16770	\$549.77	64638	\$255.80
	22135	\$333.76	64645	\$31.74
	24562	\$100.00	64700	\$210.40
	24587	\$40.26		\$0.00

\$3,498.38

Employee Signature



Supervisor Signature



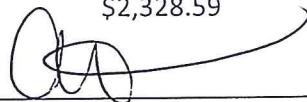
Card Holder: Tonya Nash/Alyssa Thompson  
Purchases for: Sept 2017

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
8/28/2017	Subway	KK staff lunch-training	\$40.28	20171	Y ✓
8/28/2017	School Specialty	KK- pencils	\$2.98	20170	Y ✓
8/29/2017	School Specialty	KK school year order	\$463.30	20170	Y ✓
9/1/2017	Amazon	KK-walkie talkies	\$112.00	20170	Y ✓
9/12/2017	Amazon	BB supplies	\$17.90	11475	Y ✓
9/12/2017	Big Apple Bagel	BB-staff breakfast	\$35.61	11475	Y ✓
9/12/2017	Amazon	BB-classroom supplies	\$79.82	11475	Y ✓
9/12/2017	Creekside Grill	BB-staff lunch-training	\$86.66	11475	Y ✓
9/16/2017	Amazon	BB-classroom supplies	\$62.49	11475	Y ✓
9/14/2017	Teaching Strategies	BB curriculum	\$525.60	11476	Y ✓
9/19/2017	Amazon	BB classroom supplies	901.95	11475	Y ✓
Total Amount of Purchases			\$2,328.59		

Summary by ASN #	ASN #	Total	ASN #	Total
	20171	\$40.28		\$0.00
	20170	\$578.28		\$0.00
	11475	\$1,184.43		\$0.00
	11476	\$525.60		\$0.00

\$2,328.59

Employee Signature 

Supervisor Signature 

*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.

INFO ONLY  
 Total by summary                   \$2,328.59  
 Total above                         \$2,328.59  
 Difference                         \$           -

Rick Place

Purchases for: Vicksburg Pathways High School - September 2017						
Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?	
8/28/2017	USPS	Postage	\$ 3.50	18384	Y	✓
8/29/2017	Comcast	Internet	\$ 134.40	18384	Y	✓
9/2/2017	Amazon	Lab Supplies	\$ 12.36	18384	Y	✓
9/5/2017	Sams Club	Lab Supplies	\$ 140.49	18384	Y	✓
9/6/2017	JoAnn Fabric	Office Supplies	\$ 9.52	18384	Y	✓
9/12/2017	Facebook	Marketing	\$ 25.06	18384	Y	✓
9/14/2017	Facebook	Marketing	\$ 50.01	18384	Y	✓
9/17/2017	Best Buy	Computer Charger	\$ 66.77	18384	Y	✓
9/22/2017	Facebook	Marketing	\$ 249.89	18384	Y	✓
9/26/2017	Orbitz	Travel Fee	\$ 4.26	18384	Y	✓
9/26/2017	iNACOL	Conference Registration	\$ 580.00	18384	Y	✓
Total Amount of Purchases			\$ 1,276.26			
Summary by ASN #		ASN #	Total	ASN #	Total	
		18384	\$ 1,276.26			
		18385	\$ -			
		Total	\$ 1,276.26			
Employee Signature		Supervisor Signature				
<p><i>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.</i></p>						
INFO ONLY						
Total by summary		\$	1,276.26			
Total above		\$	1,276.26			
Difference		\$	-			

60

**September 2017**

There was no balance due on September 2017 credit cards for:

Karen McKinstry





Check Register  
 Vicksburg Schools  
*Steve Cass-Credit Card*

Trans Date	Invoice/Comment	Num	Misc #	ASN SE	Account Description	Amount	Check ACH #	Ck/ACH Data
10/22/2017	10125634/13 SPCX GR K CONS SE	9	UAAL	Vendor	SL ELEM TEXTBOOKS	268.95	1179	010/22/2017
			33457	ZANER-BLOSER, INC		268.95		
10/22/2017	13395995/Aug fire extinguisher	9			MAINT PURCH SVC	21.90		PRE
10/22/2017	13528878/Alarm service call Sun	9			MAINT PURCH SVC	447.00		PRE
10/22/2017	13528935/Alarm service call Tob	9			MAINT PURCH SVC	683.00		PRE
10/22/2017	13451188/Alarm service call HS	9			MAINT PURCH SVC	1,365.50		PRE
10/22/2017	13395993/Inspections	9			MAINT PURCH SVC	12,955.80		PRE
10/22/2017	13528945/Alarm service call HS	9			ELECTRICITY	426.00		PRE
			30072	APPROVED FIRE PROTECTION		15,899.20	1751	010/22/2017
10/22/2017	8083917/Supplies	030712		15171	HS ART SUPPLY	2,607.01		PRE
				24325	BLICK ART MATERIALS	2,607.01	1752	010/22/2017
10/22/2017	964108/Books	030728		22273	TY LIBRARY SUPPLY	493.41		PRE
				20517	BOUND TO STAY BOUND BOOKS -	493.41	1753	010/22/2017
10/22/2017	10057702/September			26860	TELEPHONE SERVICE	1,147.09		PRE
				20558	CLIMAX TELEPHONE COMPANY	1,147.09	1754	010/22/2017
10/22/2017	INC00486940/AV Supplies	030916		33170	AUDITORIUM SUPPLIES	430.53		PRE
10/22/2017	INC00486941/AV Supplies	030916		43570	AUDITORIUM SUPPLIES	1,410.72		PRE
				22527	FULL COMPASS	1,841.25	1756	010/22/2017
10/23/2017	124277/Crydom D2440-11	030909		33170	AUDITORIUM SUPPLIES	121.53		PRE
10/22/2017	124277/Crydom D2440-10	030909		43570	AUDITORIUM SUPPLIES	326.47		PRE
				22481	HYATT, JOHN S.	448.00	1757	010/22/2017
10/22/2017	1584587-0/Supplies	030845		11172	IL BULK ORDER	25.46		PRE
10/22/2017	1574693-0/Supplies	030751		15148	HS FOREIGN LANG SUPPLY	255.52		PRE
10/22/2017	1574679-0/Supplies	030744		15155	HS MATH SUPPLY	326.60		PRE
10/22/2017	1574700-0/Supplies	030756		15176	HS FURNISHED SUPPLY	178.30		PRE
10/22/2017	1574697-0/Supplies	030754		15182	HS SOC STUDIES SUPPLY	217.94		PRE
10/22/2017	1574676-0/Supplies	030742		15281	HS SP ED OBE CURRICUL	240.20		PRE
10/22/2017	1574682-0/Supplies	030746		21274	HS GUIDANCE SUPPLY	198.21		PRE
10/22/2017	1574696-0/Supplies	030753		24570	HS OFFICE SUPPLY	254.22		PRE
10/22/2017	1599381-0/Supplies			27179	TRANS OFFICE SUPPLY	135.79		PRE

OFFICE SUPPLY

Trans Date	Invoice/Comment	Num	Misc #	ASN SE	Account Description	Amount	Check ACH #	Ck/ACH Date
10/22/2017	41350/Jackets	031000	64736	T&A HS ATH MISC SUPPLIES	1,000.00	1759	010/22/2017	
10/22/2017	71315 6800 725233/Nonprofit upd	23291	VCSF MEETING EXPENSE	20.00	1761	010/22/2017		
10/22/2017	IN966411/Middle School copier	33854	MI DEPARTMENT OF LICENSING	20.00	1761	010/22/2017		
10/22/2017	17190/Battery replacement and i	24463	MS COPIER SERVICE	572.00	1762	010/22/2017		
10/22/2017	17190/Battery replacement and i	18540	MICHIGAN OFFICE SOLUTIONS	572.00	1762	010/22/2017		
10/22/2017	34624/Envelopes	26762	MAINT PURCH SVC	3,284.00	1763	010/22/2017		
10/22/2017	34627/Bus drivers needed cards	32087	OSWALT ELECTRIC	3,284.00	1763	010/22/2017		
10/22/2017	34628/School bus times postcard	23270	EXEC ADM OFFICE SUPPLY	147.12				
10/22/2017	34623/Newsletter	27177	TRANS MISC SUPPLY	70.28				
10/22/2017	34623/Newsletter	27177	TRANS MISC SUPPLY	251.60				
10/22/2017	34623/Newsletter	28265	R&W POSTAGE	1,195.06				
10/22/2017	34623/Newsletter	28267	RED & WHITE PURCH SVC	1,950.00				
10/22/2017	34623/Newsletter	28267	RED & WHITE PURCH SVC	300.00				
10/22/2017	34450/Postcards - community tai	28270	MKTG/RW SUPPLIES	507.00				
10/22/2017	109060/Computer science partici	64925	T&A COMMUNITY	357.53				
10/22/2017	96423/Engineering participation	20123	PRINTING SERVICES	4,778.59	1765	010/22/2017		
10/22/2017	7233402/Logitech wireless mouse	16671	EFE COMP SCIENCE SUPPLY	2,000.00				
10/22/2017	9426913/Printer ink and misc	16671	EFE COMP SCIENCE SUPPLY	3,000.00				
10/22/2017	347631/credit memos	33749	PROJECT LEAD THE WAY	5,000.00	1766	010/22/2017		
10/22/2017	9426913/Printer ink and misc	12172	SL BULK ORDER	284.85				
10/22/2017	96107/B Operator	46173	SUPPLIES,	-389.74				
10/22/2017	96107/B Operator	46173	SUPPLIES,	765.24				
10/22/2017	96107/B Operator	14260	QUILL CORPORATION	660.35	1767	010/22/2017		
10/22/2017	96107/B Operator	27173	TRANS CONTRACT SERVICE	250.00				
10/22/2017	96107/B Operator	11024	R W MERCER	250.00	1768	010/22/2017		
10/22/2017	KK595243 1/Parts	27176	TRANS PARTS	538.68				



Trans Date	Invoice/Comment	Num	Misc #	ASN	SE	Account Description	Amount	Check	ACH #	Ck/ACH	Date
		9	UAAL	Vendor	Vendor Name						
10/22/2017	75300004006/Tires & maint	27175			TRANS TIRE & BATTERY	1,085.17					PRE
10/22/2017	75300004005/Tires & maint	27175			TRANS TIRE & BATTERY	1,095.63					PRE
10/22/2017	75300004094/Tires & maint	27175			TRANS TIRE & BATTERY	1,219.63					PRE
		31776			TREDROC TIRE SERVICES	4,392.56	1775			010/22/2017	
10/22/2017	71086428/Lawn service	26660			GROUND PURCH SVC	375.00					PRE
10/22/2017	70905784/Vegetation control	26660			GROUND PURCH SVC	1,110.81					PRE
10/22/2017	40570/200 gallons	24623			TRUGREEN LIMITED PARTNERSHIP	1,485.81	1776			010/22/2017	
10/22/2017		27174			TRANS OIL AND GREASE	1,938.00					PRE
10/22/2017		18610			WALTERS-DIMMICK PETROLEUM	1,938.00	1777			010/22/2017	
10/22/2017	7533872-2529-9/30 yd	26862			WASTE & TRASH DISP	30.00					PRE
10/22/2017	7533238-2529-3/Dumpsters	26862			WASTE & TRASH DISP	1,398.79					PRE
10/22/2017		31620			WASTE MANAGEMENT OF MICHIGAN	1,428.79	1778			010/22/2017	
10/22/2017	10125634/12 SPCX GR K CONS SE	030912			IL ELEM TEXTBOOKS	268.94					PRE
10/22/2017		33457			ZANER-BLOSER, INC	268.94	1779			010/22/2017	
10/22/2017	IN43206/SUNSET LAKE	24263			SL COPIER SERVICE	70.22					PRE
10/22/2017	IN43537/SUNSET LAKE	24263			SL COPIER SERVICE	107.00					PRE
10/22/2017	IN3602/MS	24263			SL COPIER SERVICE	169.19					PRE
10/22/2017	139265/TONER	24270			SL OFFICE SUPPLY	82.35					PRE
10/22/2017	IN43608/HS	24563			HS COPIER SERVICE	45.93					PRE
10/22/2017	IN3601/HS	24563			HS COPIER SERVICE	494.08					PRE
10/22/2017	R74183/WORKSHOP	25262			FISCAL SVC T/C/I/DUES	180.00					PRE
10/22/2017	IN41487/MS	26471			CUSTODIAL SUPPLY MS	60.89					PRE
10/22/2017	IN43474/ATHLETIC OFFICE	42144			ATHLETIC MISC	61.94					PRE
10/22/2017	139527/OFF-LEASE PRINTERS	47768			2016 B&S MISC TECH	2,245.00					PRE
10/22/2017	625358-91/Hats	64736	030986		T&A HS ATH MISC SUPPLIES	940.37					PRE
10/22/2017	625357-82/Hats	64736	030963		T&A HS ATH MISC SUPPLIES	2,803.22					PRE
10/22/2017	Owe General Fund P-Card	23008			ZEPHYR	7,260.19	1780			010/22/2017	
10/22/2017	Owe General Fund P-Card	20190			GF DUE FROM OTHER FUNDS	2,245.00					PRE
10/22/2017	Owe General Fund P-Card	20190			GF DUE FROM OTHER FUNDS	375.50					PRE
10/22/2017	Owe General Fund P-Card	20192			RECEIVABLE FROM T&A	12,703.12					PRE
10/22/2017	Due to General Fund P-Card	25411			DUE TO OTHER FUNDS-LUNCH	-375.50					PRE

Trans Date	Invoice/Comment	1	0	P	O	9	Num	Misc #	ASN	SE	Account Description	Amount	Check	ACH	# Ck/ACH	Date
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
10/22/2017	Due to General Fund P-Card					9	47152	2014	B&S	DUE TO GF		-2,245.00				PRE
10/22/2017	Due to General Fund P-Card					9	62131	T&A	PAYABLE TO FUNDS			-12,703.12				PRE
							24583	FIFTH	THIRD	BANK/MC		0.00	99999			010/22/2017

TOTAL ACH                      0.00  
 TOTAL CHECKS                79,254.19  
 TOTAL INVOICES              0.00  
 TOTAL PREPAIDS              79,254.19  
 TOTAL PAYROLL              0.00  
 GRAND TOTAL                79,254.19