

Card Holder: Mike Roy
Purchases for: June, 2017

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
5/30	12 Hour Awards	B & G Track Awards	\$198.76	64653	x
"	"	"	\$198.76	64710	x
6/1	Hungry Howies	Track banquet	\$113.40	64653	x
"	"	"	\$113.41	64710	x
6/2	Olive Garden	Boys Track State Meal	\$195.74	42161	x
6/3	Panera	Girls Track State Meal	\$16.38	42161	x
6/5	Family Fare	Gift Card	\$100.00	64588	x
6/2	Angels Crossing	Gift Cards x 2	\$100.00	64588	x
6/1	Chinn Chinn	Girls Tennis State Meal	\$44.51	42161	x
6/12	Sams Club	Staff Lunch	\$81.23	64702	x
6/15	Sams Club	Coach PD Training	\$83.54	42139	x
	12 Hr Awards	Track Awards - Girls	105.02	64653	x
	I&C TEAM	Track Supplies	157.95	64710/64710	x
	midnachs	cheer supplies	14.83	64657	x
	Hobby Lobby	Cheer Supplies	46.96	64607	x
	Proactive	Coaching books	150.06	64736	x
	Chick-Fil-A	Ash meal	341.32	64736	x
Total Amount of Purchases			\$1,245.73		

Summary by ASN #	ASN #	Total	ASN #	Total
	42139	\$83.54		\$0.00
	42161	\$256.63		\$0.00
	64588	\$200.00		\$0.00
	64653	\$312.16		\$0.00
	64702	\$81.23		\$0.00
	64710	\$312.17		\$0.00
		\$0.00		\$0.00

\$1,245.73

Employee Signature

Denise By

Supervisor Signature

M. Roy

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 conv. 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?
6/15/17	Michigan Music Ed Assoc	Sue Haines - registration for Patty			
		Heintzelman June 22nd Technology			
		Workshop at Olivet College	\$35.00	11174	yes
6/12/17	School Specialty	Sue Haines - 30 white binders (to replace			
		Jill Barton's that came up missing)	\$41.40	11170	yes
6/12/17	Michigan Historical Mus.	Diana Haring - 3rd gr field trip to			
		Capital - admission	\$136.00	64522	yes
6/9/17	Teachers Pay Teachers	Diana Haring - Math Test Prep &			
		Review (Diana paid)	\$3.29	64522	yes
6/7/17	School Specialty	Sue Haines - white cardstock	\$25.48	11170	yes
5/31/17	School Specialty	Sue Haines - astrobright cardstock			
		for awards	\$53.80	11170	yes
4/26/17	Peace Education Found.	Sue Haines - I Care Heart Buttons	9.00		
		for Paws Patrol	\$5.00	21271	yes
Total Amount of Purchases			\$ 303.27		

Summary by ASN #	ASN #	Total	ASN #	Total
	11170	\$120.68		
	11174	\$35.00		
	21271	\$5.00	9.00	
	64522	\$139.29		

Employee Signature: Sue Haines

Supervisor Signature: Ruth Hook

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VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM

X2

Card Holder: Amie McCaw

Purchases for: Sunset Lake Elem. MasterCard

Statement Date: Summer Receipts 2017

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
19-May	Amazon	Vander Mei- LeapFrog Letter Factory DVD's for summer time use for families to check out-	\$92.64	12170	Y
6-Jun	Meijer	Getsinger- Mile Culb Volunteer gifts- ice cream Sundae supplies	\$28.01	64459	Y
6-Jun	The Home Depot	Getsinger- Mile Culb Volunteer gifts- Hanging Flower baskets	\$34.92	64459	Y
1-Jun	Apple Knockers	Whitmore/ Guerrero- class trip to get ice cream	\$81.90	#64444 \$40.95 #64206 \$40.95	Y
6-Jun	Air Zoo- Portage	Austin- ALL 4th grade field trip to the Air Zoo- students collected money for this and buses	\$1,570.00	64519	Y
8-Jun	Apple Knockers	Phillips/Trayers- class trip to get ice cream	\$89.72	#64445 \$44.86 #64513 \$44.86	Y
13-Jun	Pizza Hut	Trayers- classroom reward pizza party	\$27.00	64513	Y
5-Jun	Gordon's Water	Austin- water for the staff lounge water machine	\$109.25	64519	Y
31-May	School Specilty	Burns- classroom supplies- PTSO reimbursed- CK# 1129 for most of it	\$168.47	#64519 \$138.05 #64523 \$30.42	Y
11-Jun	Amazon.com	Guerrero- classroom supplies- PTSO reimbursed- CK#1134	\$14.87	64519	Y
11-Jun	Amazon.com	Guerrero- classroom supplies- PTSO reimbursed- CK#1134	\$63.21	64519	Y
11-Jun	Amazon.com	Guerrero- classroom supplies- PTSO reimbursed- CK#1134	\$14.98	64519	Y
12-Jun	School Specilty	Guerrero- classroom supplies- PTSO reimbursed- CK#1134	\$42.41	64519	Y
11-Jun	Etsy	Guerrero- classroom supplies- PTSO reimbursed- CK#1134	\$22.65	64519	Y
11-Jun	Etsy	Guerrero- classroom supplies- PTSO reimbursed- CK#1134	\$8.20	64519	Y
7-Jun	Crown Trophy's	Getsinger- Ribbons, medals, and plaques for Track & Field day	\$24.43	64459	Y

VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM

2/2

12-Jun	Precision Printer Services	Austin- yellow toner for color printer	\$89.00	24279	Y
12-Jun	School Specilty	Austin- office supplies- cum folders and inserts, envelopes, pens, paper trays	\$141.39	24270	Y
5/31	Scholastic	Books	202.02	12170	Y
Total Amt. of Purchases			2690.00 \$2,623.05		

23-Mar

Summary by ASN #	ASN #	Total	ASN #	Total
	12170	92.64	24279	\$89.00
	64459	87.36	24270	141.39
	64444	40.95	64445	\$44.86
	64206	40.95		
	64519	1,983.62		
	64513	71.86		
	64523	30.42		

Employee Signature B Austin Supervisors Signature [Signature]

INFO ONLY				
Total by summary	\$2,623.05			
Total above	\$2,623.05			
Difference	\$0.00			

VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Gail VanDaff
Purchases for: Curriculum & Instruction

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
6/5/2017	MAS FPS	MAS/FPS Subscription Renewal	\$85.00	22166	Yes
6/14/2017	College Board Workshops	AP Annual Conf. (Armitage/Kosiba)	\$900.00	22136	Yes
6/14/2017	Expedia	AP Conf. (Armitage/Kosiba) Flight/Hotel	\$945.24	22136	Yes
6/15/2017	Delta	AP Conf. (Armitage/Kosiba) Flight/Hotel	\$96.20	22136	Yes
6/15/2017	Delta	AP Conf. (Armitage/Kosiba) Flight/Hotel	\$96.20	22136	Yes
6/15/2017	Spirit	AP Conf. (Armitage/Kosiba) Flight/Hotel	\$210.38	22136	Yes
6/16/2017	Amazon	Algebra 2 Textbooks	\$306.25	14180	Yes
Total Amount of Purchases			\$2,639.27		

Summary by ASN #	ASN #	Total	ASN #	Total
	22166	\$ 85.00		
	22136	\$ 2,248.02		
	14180	\$ 306.25		

Employee Signature *[Handwritten Signature]*

Supervisor Signature *[Handwritten Signature]*

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VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM

Card Holder: Karen McKinstry
Purchases for:

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
6/22/17	Raddison	Lodging for MAPT Conf.	\$470.55	27162	X
6/21/17	Starbucks/Capital City Grill	Food/MAPT Conf.	\$5.50	27162	X
6/21/17	Starbucks/Capital City Grill	Food/MAPT Conf.	\$7.68	27162	X
6/22/2017	KFC/AW	Food/MAPT Conf.	\$7.90	27162	x
Total Amount of Purchases			\$ 491.63		

Summary by ASN #	ASN #	Total	ASN #	Total
		27162	\$491.63	

Employee Signature J. Vanderstraaten Supervisor Signature K. McKinstry

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VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM

Card Holder: Don Puckett
Purchases for: June 2017

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
8-Jun	Asset Genie	Tablet Replacement Parts	\$ 719.00		X
21-Jun	Best Buy	Surface Laptop /Tech Director	\$ 1,599.00		X
		Surface Dock/ Curriculum Director	\$ 199.99		X
		2-PNY 126GB storage usb drives	\$ 69.98		X
		2- Netgear Network Switches	\$ 89.98		X
Total Amount of Purchases					

Summary by ASN #	ASN #	Total	ASN #	Total
	28464	\$ 719.00		
	47769	\$ 1,599.00		
	47769	\$ 199.99		
	28470	\$ 69.98		
	28470	\$ 89.98		
				\$ 2,677.95

Employee Signature Supervisor Signature

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VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM

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

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
1 5/31	Jones School Supply Company	Awards and medals for year-end awards	\$ 53.85	64764	X
2 6/2	Jones School Supply Company	Awards and medals for year-end awards	\$ 102.59	64764	X
3 6/1	Office Depot	Classroom supplies/Intern stipend	\$ 110.39	*	X
4 6/2	Best Buy	Teacher device for new MS PLTW course	\$ 254.38	**	X
5 6/7	Speedway	Social Studies	\$ 4.79	64555	X
6 6/6	Gordon Food Service	Social Studies	\$ 13.47	64555	X
7 6/14	Taco Bob's	End of year staff celebration	\$ 300.00	***	X
8 6/16	Cedar Point	Shorts needed for student	\$ 21.34	64572	X
9 6/16	Cedar Point	Dinner for administrators	\$ 28.35	64572	X
10 6/15	Shell Oil	Ice for coolers for student water	\$ 29.19	64572	X
11 6/16	TGI Fridays	Lunch for administrators	\$ 59.77	64572	X
12 6/16	Cedar Point	Student lost park ticket	\$ 69.68	64572	X
13 6/20	Five Below	Supplies for summer school	\$ 130.00	14375	X
14					
15	*	64474 - Intern Stipend - \$98.41 64764 - School Improvement - \$11.98			
16	**	14170 - General Supply - \$239.98 64564 - Office Revolving - \$14.40			
17	***	24487 - Staff Food - \$160.00 64564 - Office Revolving - \$140.00			
18					
19					
Total Amount of Purchases			\$ 1,177.80		

Summary by ASN #	ASN #	Total	ASN #	Total
	64764	\$ 168.42	14375	\$ 130.00
	64474	\$ 98.41		
	14170	\$ 239.98		
	64564	\$ 154.40		
	64555	\$ 18.26		
	24487	\$ 160.00		
	64572	\$ 208.33		

Employee Signature Matt VanDussen

Supervisor Signature Matt VanDussen

VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM

Card Holder:
Purchases for: Tobey End of Year

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
5/30	Sams Club	tootsie pops	18.04	64546	Yes
5/30	Walgreens	Harpoon Orange Soda	9.29	64537	Yes
5/31	School Specialty	Bookmarks, Birthday	34.61	64537	Yes
6/2	Binder Park	2nd Grade Zoo Trip	409.00	64524	Yes
6/5	Crown Trophy	5th Grade Awards	305.76	64546	Yes
6/7	Meijer	Icecream Sand-Craig	13.48	64515	Yes
6/8	"	"	30.00	64515	Yes
6/8	Vicksburg Post Office	Stamps	99.19	13165	Yes
6/9	John Ball Zoo	3rd Grade Zoo Trip	120.00	64524	Yes
6/9	John Ball Zoo	3rd Grade Zoo Trip	10.00	64524	Yes
6/15	Amazon	Teach Critical Vocab	127.15	64537	Yes
6/19	First Image	Tobey T-shirts	617.50	64537	Yes
6/22	Walmart	Teacher Groceries	111.54	64307	Yes
			1794.02		
Total Amount of Purchases			\$	1111.54	

Summary by ASN #	ASN #	Total	ASN #	Total
	64546	323.80		
	64537	788.55		
	64524	539.00		
	64515	43.48		
	13165	99.19		
	64307	111.54		

Employee Signature Mickelle Keltner Supervisor Signature [Signature]

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VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM

Statement Date: June, 2017

Card Holder: Maureen Ouvry

Month of: June, 2017

PURCHASES

DATE	VENDOR	DESCRIPTION/PURPOSE	AMOUNT	ASN #	RECEIPT?
5-30	Family Fare	Punch Supplies	8.20	46170	Yes
5-31	Family Fare	Punch Supplies	6.67	46170	Yes
6-03	Hobby Lobby	Spring Decorations	29.55	46173	Yes
6-07	Sam's Club	Bottled Water	16.96	46170	Yes
6-10	Meijers	Bottled Water	24.02	46170	Yes
6-13	Travelocity	National Conference	22.00	46135	Yes
6-13	Delta	National Conference	304.47	46135	Yes
6-15	Party City	Summer Decorations	38.13	46173	Yes
6-26	Family Fare	Summer Feeding	8.12	46170	Yes
		Total Amount of Purchases	\$458.12		

Summary by ASN #		
ASN	46170 Food	\$ 63.97
ASN	46173 Supplies	\$ 67.68
ASN	46135 Travel/Conferences	\$ 326.47
ASN		\$
ASN		\$
ASN		\$
ASN		\$
	TOTAL	\$ 458.12

Employee Signature  Supervisor Signature 

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Check Register
 Vicksburg Schools
Steve Boss Credit Card

Trans Date	Invoice/Comment	1 P O	9 Num	Misc #	ASN SE	Account Description	Amount	Check	ACH #	Ck/ACH Date
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06/27/2017	06022017-33789/	9	UAAAL	Vendor	64307	T&A BARDEEN	99.99			PRE
06/27/2017	06012017-33789/	9	UAAAL	Vendor	64307	T&A BARDEEN	617.13			PRE
06/27/2017	13158849/				33789	AMAZON.COM	717.12	1675		007/22/2017
06/27/2017	1214333-1/				26762	MAINT PURCH SVC	312.50			PRE
06/27/2017	1211669/				30072	APPROVED FIRE PROTECTION	312.50	1676		007/22/2017
06/27/2017	1214332-1/				26171	CUSTODIAL SUPPLY IL	53.76			PRE
06/27/2017	1214331-1/				26171	CUSTODIAL SUPPLY IL	1,155.25			PRE
06/27/2017	1214047/				26271	CUSTODIAL SUPPLY SL	53.76			PRE
					26371	CUSTODIAL SUPPLY TY	134.40			PRE
					26571	CUSOTIDAL SUPPLY HS	2,025.66			PRE
06/27/2017	811558/	Y			24557	ARNOLD SALES	3,422.83	1677		007/22/2017
06/27/2017	10051640/				23162	BOARD AUDIT SERVICES	1,200.00			PRE
06/27/2017	28071/				01420	BDO USA, LLP	1,200.00	1678		007/22/2017
06/27/2017	28172/				26860	TELEPHONE SERVICE	1,271.57			PRE
					20558	CLIMAX TELEPHONE COMPANY	1,271.57	1679		007/22/2017
06/27/2017	IN39760/				64672	T&A HS HONORS RECEPTION	475.00			PRE
06/27/2017	IN40398/				64705	T&A HS WOMEN'S TENNIS	108.60			PRE
06/27/2017	IN40183/				23245	CROWN TROPHY	583.60	1680		007/22/2017
06/27/2017	IN40385/				24163	IL COPIER SERVICE	254.40			PRE
					24263	SL COPIER SERVICE	335.12			PRE
					24363	TY COPIER SERVICE	72.36			PRE
					42144	ATHLETIC MISC	215.49			PRE
06/27/2017	061417-29780/				04050	DL GALLIVAN INC	877.37	1681		007/22/2017
					64307	T&A BARDEEN	15.00			PRE
					29780	FAMILY FARE	15.00	1682		007/22/2017
06/27/2017	3602610527V/				27171	TRANS INS DEDUCTIBLE	6,062.92			PRE
06/27/2017	3602610525/				27173	TRANS CONTRACT SERVICE	448.40			PRE
06/27/2017	3602610525/				27176	TRANS PARTS	483.64			PRE
					34070	GERBER COLLISION & GLASS	6,994.96	1683		007/22/2017

Trans Date	Invoice/Comment	Num	Misc #	ASN SE	Account Description	Vendor Name	Amount	Check ACH	#Ck/ACH	Date
06/27/2017	QB149811/	029859	46140	REPAIRS & MAINTENANCE		337.49				PRE
		07230	HOBART FOOD EQUIPMENT			337.49	1684			007/22/2017
06/27/2017	1549870-0/	030558	24570	HS OFFICE SUPPLY		205.00				PRE
		12820	INTEGRITY BUSINESS			205.00	1685			007/22/2017
06/27/2017	20277882/	030700	24581	HS GRADUATION SUPPLY		166.58				PRE
06/27/2017	20263328/	030700	24581	HS GRADUATION SUPPLY		988.43				PRE
		08340	JOSTENS			1,155.01	1686			007/22/2017
06/27/2017	070117-23909/	20282	PREPAID EXPENSES			265.00				PRE
		23909	MICPA			265.00	1687			007/22/2017
06/27/2017	IN898268/	24463	MS COPIER SERVICE			305.24				PRE
06/27/2017	IN898268/	24563	HS COPIER SERVICE			305.24				PRE
		34320	MICHIGAN OFFICE SOLUTIONS			610.48	1688			007/22/2017
06/27/2017	138065/	28473	TECH MISCELLANEOUS			153.85				PRE
06/27/2017	138364/	28473	TECH MISCELLANEOUS			403.95				PRE
		04470	PRECISION PRINTER SERVICES,			557.80	1689			007/22/2017
06/27/2017	33966/	20170	CHILD CARE SUPPLY			385.36				PRE
06/27/2017	34059/	28262	MKTG/RW T/C/PROF DEV			1,000.00				PRE
06/27/2017	34059/	28267	RED & WHITE PURCH SVC			2,763.06				PRE
		20123	PRINTING SERVICES			4,148.42	1690			007/22/2017
06/27/2017	50059524/	26762	MAINT PURCH SVC			917.03				PRE
		32253	RW LAPINE INC			917.03	1691			007/22/2017
06/27/2017	308102736626/	18474	CONT ED OFFICE SUPPLY			176.16				PRE
06/27/2017	208118340699/	64522	T&A IL STU ACTY			276.26				PRE
06/27/2017	208118287699/	64537	T&A TY OFFICE REVOLVING			25.99				PRE
		15400	SCHOOL SPECIALTY			478.41	1692			007/22/2017
06/27/2017	no invoice fraudulent charge	20180	GF ACCOUNTS RECEIVABLE			92.99				PRE
		24583	FIFTH THIRD BANK/MC			92.99	1693			007/22/2017
06/27/2017	8000089/	26762	MAINT PURCH SVC			1,294.33				PRE

Trans Date	Invoice/Comment	1	0	9	9	UAAL	Misc #	ASN SE	Account Description	Amount	Check ACH #	Ck/ACH Date
06/27/2017	4007104527/						34241	SERVPRO OF EAST KALAMAZOO		1,294.33	1694	007/22/2017
06/27/2017							26862	WASTE & TRASH DISP		580.23		PRE
06/27/2017							21913	STERICYCLE INC		580.23	1695	007/22/2017
06/27/2017							20170	CHILD CARE SUPPLY		114.40		PRE
06/27/2017							32160	RECREATION CONTR		480.00		PRE
06/27/2017							42148	HS BOOSTERS		42.00		PRE
06/27/2017							030686					
06/27/2017							030695	T&A MS ATHLETICS		59.00		PRE
06/27/2017							030631	T&A MS ATHLETICS		277.00		PRE
06/27/2017							030631	T&A MS OFFICE REVOLVING		277.00		PRE
06/27/2017							030675	T&A HS BOYS LACROSSE		243.00		PRE
06/27/2017							030699	SIDE LINE CHEER		625.00		PRE
06/27/2017							030715	T&A HS GIRLS TRACK		39.00		PRE
06/27/2017							030695	T&A MS CROSS COUNTRY		220.00		PRE
06/27/2017							030686	T&A HS GIRLS SOCCER		1,875.00		PRE
06/27/2017							030686	T&A HS BOYS SOCCER		1,875.00		PRE
06/27/2017							030716	T&A HS SOFTBALL SUPPLIES		325.00		PRE
06/27/2017							16920	T SHIRT PRINTING		6,451.40	1696	007/22/2017
06/27/2017							27175	TRANS TIRE & BATTERY		285.75		PRE
06/27/2017							31776	TREDROC TIRE SERVICES		285.75	1697	007/22/2017
06/27/2017							26660	GROUND PURCH SVC		1,481.08		PRE
06/27/2017							24623	TRUGREEN LIMITED PARTNERSHIP		1,481.08	1698	007/22/2017
06/27/2017							20180	GF ACCOUNTS RECEIVABLE		91.99		PRE
06/27/2017							24583	FIFTH THIRD BANK/MC		91.99	1699	007/22/2017
06/27/2017							26862	WASTE & TRASH DISP		30.00		PRE
06/27/2017							26862	WASTE & TRASH DISP		1,398.79		PRE
06/27/2017							31620	WASTE MANAGEMENT OF MICHIGAN		1,428.79	1700	007/22/2017
06/27/2017							30042	CREDIT CARDS PAYABLE		-35,776.15		PRE
06/27/2017							24583	FIFTH THIRD BANK/MC		-35,776.15	1702	007/22/2017
06/27/2017							20190	GF DUE FROM OTHER FUNDS		0.00		PRE
06/27/2017							20190	GF DUE FROM OTHER FUNDS		0.00		PRE

Check Register
 Vicksburg Schools

Trans Date	Invoice/Comment	1	9	9	Num	Misc #	ASN	SE	Account Description	Amount	Check	ACH	#Ck/ACH	Date
		P	O	U	U				Vendor Name					
06/27/2017	Owe General Fund P-Card	0			20190				GF DUE FROM OTHER FUNDS	337.49				PRE
06/27/2017	Owe General Fund P-Card				20190				GF DUE FROM OTHER FUNDS	0.00				PRE
06/27/2017	Owe General Fund P-Card				20192				RECEIVABLE FROM T&A	7,432.97				PRE
06/27/2017	Due to General Fund P-Card				23141				AUD TICKET SALES DUE TO	0.00				PRE
06/27/2017	Due to General Fund P-Card				25411				DUE TO OTHER FUNDS-LUNCH	-337.49				PRE
06/27/2017	Due to General Fund P-Card				41190				BDLG & SITE DUE FROM	0.00				PRE
06/27/2017	Due to General Fund P-Card				47152				2014 B&S DUE TO GF	0.00				PRE
06/27/2017	Due to General Fund P-Card				62131				T&A PAYABLE TO FUNDS	-7,432.97				PRE
24583 FIFTH THIRD BANK/MC											0.00	99999	007/22/2017	

TOTAL ACH	0.00
TOTAL CHECKS	0.00
TOTAL INVOICES	0.00
TOTAL PREPAIDS	0.00
TOTAL PAYROLL	0.00
GRAND TOTAL	0.00

\$35,776.15

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Rebecca Durant Credit Card

Trans Date	Invoice/Comment	Num	P O	Misc #	ASN SE	Account Description	Amount	Check	ACH	#Ck/ACH	Date
9	9	UAAL	Vendor	Vendor Name							
06/27/2017	205276341740/	26865		NATURAL GAS		200.83					PRE
06/27/2017	205276341737/	26865		NATURAL GAS		213.19					PRE
		03600		CONSUMERS ENERGY		414.02	1668			007/22/2017	
06/27/2017	17073/	13172		TY BULK ORDER		-39.39					PRE
06/27/2017	1528548-0/	23160		GF DISTRICT SERVICES		254.15					PRE
06/27/2017	1553253-0/	24570		HS OFFICE SUPPLY		70.72					PRE
06/27/2017	1562603-0/	64537		T&A TY OFFICE REVOLVING		24.26					PRE
06/27/2017	C1548504-0/	64672		T&A HS HONORS RECEPTION		-26.15					PRE
06/27/2017	C1380172-2/	64672		T&A HS HONORS RECEPTION		-14.97					PRE
06/27/2017	15666944-0/	64672		T&A HS HONORS RECEPTION		26.15					PRE
		12820		INTEGRITY BUSINESS		294.77	1669			007/22/2017	
06/27/2017	VB3232/	23170		BOARD MEETING EXP		120.33					PRE
		10520		MASTER TEACHER		120.33	1670			007/22/2017	
06/27/2017	629685/	26771		MAINTENANCE SUPPLY		770.00					PRE
06/27/2017	630152/	26771		MAINTENANCE SUPPLY		1,800.00					PRE
		15040		SA MORMAN CO		2,570.00	1671			007/22/2017	
06/27/2017	478652866-022/	27164		TRANS PURCHASED SERVICES		1,967.00					PRE
		34237		SPRINT		1,967.00	1672			007/22/2017	
06/27/2017	VB3265/	64519		T&A SL JUICE MACHINE		270.00					PRE
		33230		TACO BOB'S		270.00	1673			007/22/2017	
06/27/2017	1240/	28259		DISTRICT COMMUNICATION		2,750.00					PRE
		33943		VANGUARD PUBLIC AFFAIRS		2,750.00	1674			007/22/2017	
06/27/2017	/DURANT P-CARD	30042		CREDIT CARDS PAYABLE		-8,386.12					PRE
		24583		FIFTH THIRD BANK/MC		-8,386.12	1701			007/22/2017	
06/27/2017	/Owe General Fund P-Card	20192		RECEIVABLE FROM T&A		279.29					PRE
06/27/2017	/Due to General Fund P-Card	47152		2014 B&S DUE TO GF		0.00					PRE
06/27/2017	/Due to General Fund P-Card	62131		T&A PAYABLE TO FUNDS		-279.29					PRE
		24583		FIFTH THIRD BANK/MC		0.00	99999			007/22/2017	

TOTAL ACH	0.00
TOTAL CHECKS	0.00
TOTAL INVOICES	0.00
TOTAL PREPAIDS	0.00
TOTAL PAYROLL	0.00
GRAND TOTAL	0.00

\$8,386.12

Card Holder: Adam Brush
Purchases for: June, 2017

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
5/31	Teachers Discovery	Classroom supplies	\$18.90	64638	x
6/1	Quizlet	Subscription	\$20.99	16170	x
6/2	Freestyle	Photography supplies	\$86.82	64684	x
6/4	La Casa Del Pueblo	Spanish trip supplies	\$74.94	64696	x
6/4	Panaderia Nuevo Leon	Spanish trip supplies	\$30.92	64696	x
6/10	Amazon.com	Grant supplies	\$105.98	64307	x
6/13	Meijer	Life Skills supplies	\$252.78	15149	x
6/16	Amazon	Reimburse by Employer	51.94	2080	paid
Total Amount of Purchases			643.32 \$591.33		

Summary by ASN #	ASN #	Total	ASN #	Total
	15149	\$252.78		\$0.00
	16170	\$20.99		\$0.00
	64307	\$105.98		\$0.00
	64638	\$18.90		\$0.00
	64684	\$86.82		\$0.00
	64696	\$105.86		\$0.00
		\$0.00		\$0.00

\$591.33

Employee Signature Adam Brush 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.

Purchases for: Vicksburg Pathways High School - July 2017

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
6-12-17	Office Max	Graduation Flyers	\$ 31.05	18384	Y
6-12-17	Hardings Market	Graduation Cake	\$ 48.00	18385	Y
06/14/17	USPS	Postage	\$ 49.00	18384	Y
06/15/17	Airway Lanes	Graduation Gift Cards	\$ 124.75	18385	Y
Total Amount of Purchases			\$ 252.80		

Handwritten initials

Summary by ASN #	ASN #	Total	ASN #	Total
	18384	\$ 80.05		
	18385	\$ 172.75		
	Total	\$ 252.80		

Employee Signature

Handwritten signature

Supervisor Signature

Handwritten 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	\$ 252.80
Total above	\$ 252.80
Difference	\$ -00

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

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
6/19/2017	Amazon	Summer KK supplies	\$307.13	20170	Y
6/19/2017	Amazon	Summer KK supplies	\$29.97	20170	Y
6/21/2017	Amazon	Summer KK supplies	\$44.43	20170	Y
Total Amount of Purchases			\$381.53		

Handwritten mark resembling a stylized 'B' or '3'.

Summary by ASN #	ASN #	Total	ASN #	Total
	20170	\$381.53		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00
				\$381.53

Employee Signature *Rachel Phelps*

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.

INFO ONLY
Total by summary \$381.53
Total above \$381.53
Difference \$ -

• **June 2017**

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

Nancy Spicketts

Charles Glaes