Encumbrance

MINGUS UNION HIGH SCHOOL DISTRICT #4 VOUCHER

Voucher No: 1046 **Voucher Date:** 07/09/2025 Prepared By: Alicia Schaeffer

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THE COUNTY SCHOOL SUPERINTENDENT OF YAVAPAI COUNTY is hereby authorized to draw warrants against MINGUS UNION HIGH SCHOOL DISTRICT #4 funds for the sum of $33,819.18 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Taylor Bell — Board President

Ashley Koepnick — Board Vice President

Austin Babcock — Board Member

Will David — Board Member

Frank Nevarez — Board Member

MINGUS UNION HIGH SCHOOL DISTRICT #4

Fund		**Amount**
001	Maintenance and Operation Fund	$10,610.01
110	TITLE 1 A	$7,948.83
510	Food Service	$1,882.94
525	Auxiliary Operations	$574.95
526	Extracurricular activities fees tax credit	$5,100.20
530	Gifts and Donations	$685.53
570	Indirect Costs	$3,062.55
596	Career & Technology Education	$3,848.39
610	Capital Outlay	$105.78
		$33,819.18

Mingus Union High School District #4

Voucher Detail Listing

Fiscal Year: 2024-2025 — **Voucher Batch Number: 1046** — **07/09/2025**

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
A+ PARKING PERMITS							
Check Group:							
700 25-26 PARKING PERMITS FOR STUDENTS ON CAMPUS AND THE DIRT LOT.		1	251321	A+25866	525.100.1000.6610.200.433		$462.00
				7/9/2025	Parking Fees 433 General Supplies		
					Check #: 0		
						PO/InvoiceTotal:	$462.00
						Vendor Total:	$462.00
Anjeannette Evans							
Check Group:							
Reimbursement for R/T Miles Traveled for School Business Trips.		1	250220	V537761	570.100.2570.6580.200.000		$52.80
				7/8/2025	Adult Travel - District		
					Check #: 0		
						PO/InvoiceTotal:	$52.80
						Vendor Total:	$52.80
Aspin/Mohave							
Check Group:							
Food Supplies for Cafe		1	250059	25B03728	510.100.3100.6633.200.000		$1,364.90
				7/8/2025	Other Food		
Catering Food Supplies		1	250059	25B03728	510.100.3100.6636.200.000		$296.35
				7/8/2025	Catering Food Supplies		
					Check #: 0		
						PO/InvoiceTotal:	$1,661.25
						Vendor Total:	$1,661.25
Balfour Arizona							
Check Group:							
NHS STOLES, IMPRINTED ON 1 SIDE, NHS BOTTOM OF RIGHT SIDE WITH IMAGE OF TORCH. WHITE STOLE WITH RED APPLICATION		30	251003	2512	526.610.1000.6610.200.524		$651.15
				7/9/2025	NHS 524 Instructional Supply		
					Check #: 0		

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
						PO/InvoiceTotal:	$651.15
						Vendor Total:	$651.15
Bankcard Center							
Check Group:							
After Awards Ceremony At Hard Rock Cafe		1	250124	V709182 7/8/2025	001.100.2213.6360.200.000 Professional Development - Instructional		$95.00
					Check #: 0		
						PO/InvoiceTotal:	$95.00
Check Group:							
Misc. Engine Parts		1	250125	V211573 7/8/2025	001.410.2730.6610.200.000 General Supplies		$275.00
					Check #: 0		
						PO/InvoiceTotal:	$275.00
Check Group:							
Catering		1	250126	V14675 7/8/2025	510.100.3100.6636.200.000 Catering Food Supplies		$4.13
Food Supplies for Cafe		1	250126	V174506 7/8/2025	510.100.3100.6633.200.000 Other Food		$80.56
Food Supplies for Cafe		1	250126	V924718 7/8/2025	510.100.3100.6633.200.000 Other Food		$125.27
					Check #: 0		
						PO/InvoiceTotal:	$209.96
Check Group:							
Misc. Supplies for District Office		1	250205	V54120 7/8/2025	001.100.2510.6610.200.000 General Supplies		$88.39
District Office Job Postings		1	250205	V863215 7/8/2025	001.100.2570.6330.200.000 Other Professional Services		$2,293.32
Misc. Supplies for District Office		1	250205	V900470 7/8/2025	001.100.2510.6610.200.000 General Supplies		($343.44)
					Check #: 0		

Voucher Detail Listing

Voucher Batch Number: 1046 **07/09/2025**

Fiscal Year: 2024-2025

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
						PO/InvoiceTotal:	$2,038.27
Check Group:							
POSTER THERMAL PAPER FOR POSTER MAKER ORDERED FROM BRIGHT WHITE PAPER		1	250206	V102387 7/8/2025	001.100.1000.6610.200.000 Instructional Supplies		$384.99
					Check #: 0		
						PO/InvoiceTotal:	$384.99
Check Group:							
Misc. Supplies for Grounds		1	250243	V855258 7/8/2025	001.100.2630.6610.200.000 General Supplies		$290.48
					Check #: 0		
						PO/InvoiceTotal:	$290.48
Check Group:							
Supplies for FY 24/25		1	250268	V725854 7/8/2025	001.100.2400.6610.200.000 Supplies		$185.04
Meals for Staff Appreciation		1	250268	V89375 7/8/2025	530.100.2400.6610.200.300 General Fund 300 General Supplies		$68.92
					Check #: 0		
						PO/InvoiceTotal:	$253.96
Check Group:							
Principal Supplies-Misc Purchases for FY 24/25 General Supplies.		1	250272	V582739 7/8/2025	001.100.2410.6610.200.000 Principal Supplies		$39.55
					Check #: 0		
						PO/InvoiceTotal:	$39.55
Check Group:							
EDPuzzle Monthly Subscription		1	250435	V126802 7/8/2025	610.100.1000.6643.200.000 Instructional Aids		$13.50
					Check #: 0		
						PO/InvoiceTotal:	$13.50

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
Check Group:							
Meals, lodging and travel for school business		1	250550	V568485	001.100.2320.6580.200.000		$377.03
				7/8/2025	Adult Travel		
					Check #: 0		
						PO/InvoiceTotal:	$377.03
Check Group:							
FFA 304 Instructional Supply FFA Official Dress, FFA Supplies, contest materials, meals for traveling for FFA events, etc.		1	250820	V453645	530.376.1000.6610.200.304		$202.61
				7/8/2025	FFA 304 Instructional Supply		
					Check #: 0		
						PO/InvoiceTotal:	$202.61
Check Group:							
Parking for AVID event		3	250948	V232055	110.100.2213.6580.200.000		$132.00
				7/8/2025	ADULT TRAVEL		
Hotels for 2 Administrators in San Diego for 3 nights- Manchester Grand Hyatt 6/15/25-6/18/25		1	250948	V619446	001.100.2570.6580.200.000		$793.40
				7/8/2025	Adult Travel		
Parking for AVID event		1	250948	V619446	110.100.2213.6580.200.000		$56.00
				7/8/2025	ADULT TRAVEL		
Hotels for 6 Teachers San Diego for 3 nights - Manchester Grand Hyatt 6/15/25-6/18/25		18	250948	V718135	110.100.2213.6580.200.000		$6,368.22
				7/8/2025	ADULT TRAVEL		
Hotels for 2 Administrators in San Diego for 3 nights- Manchester Grand Hyatt 6/15/25-6/18/25		1	250948	V718135	001.100.2570.6580.200.000		$1,061.30
				7/8/2025	Adult Travel		
					Check #: 0		
						PO/InvoiceTotal:	$8,410.92
Check Group:							
Rental of 2 Midsize SUV's for Transportaion to AVID Conference in San Diego 6/15/25-6/18/25		1	251025	V913094	110.100.2213.6580.200.000		$1,392.61
				7/8/2025	ADULT TRAVEL		
					Check #: 0		

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
						PO/InvoiceTotal:	$1,392.61
Check Group:							
Lodging for Annual Heinfeld Meech Conference, Chandler, AZ, June 12th		2	251064	V964369	570.100.2570.6580.200.000		$260.88
				7/8/2025	Adult Travel - District		
					Check #: 0		
						PO/InvoiceTotal:	$260.88
Check Group:							
ASBA Summer Leadership Conference @ Little America Flagstaff AZ for 3 nights June 4th, 5th & 6th @ $175.00 a night		1	251073	V209305	570.100.2570.6580.200.000		$972.85
				7/8/2025	Adult Travel - District		
ASBA Summer Leadership Conference @ Little America Flagstaff AZ for 3 nights June 4th, 5th & 6th @ $175.00 a night		1	251073	V467463	570.100.2570.6580.200.000		$375.78
				7/8/2025	Adult Travel - District		
					Check #: 0		
						PO/InvoiceTotal:	$1,348.63
Check Group:							
Student Travel Hotel rooms to attend the FFA Summer Leadership Conference in Tucson, AZ June 4-7, 2025 @ $219/night plus taxes and fees		20	251088	V268006	596.376.1000.6890.200.000		$3,105.40
				7/8/2025	Student Travel & Registrations		
Adult Travel hotel rooms for Eric Banuelos, chaperone, and bus driver to attend the FFA Summer Leadership Conference in Tucson, AZ June 4-7, 2025 @$157/night plus taxes and fees		3	251088	V268006	596.376.1000.6580.200.000		$465.81
				7/8/2025	Adult Travel		
parking $20.00 a day @ event		2	251088	V268006	596.376.1000.6890.200.000		$40.00
				7/8/2025	Student Travel & Registrations		
					Check #: 0		
						PO/InvoiceTotal:	$3,611.21
Check Group:							

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
RETIREMENT GIFTS FOR 4 RETIREES FOR 2025 SCHOOL YEAR		1	251303	V730514 7/8/2025	530.100.2510.6610.200.309 Superintendent 309 Instructional Supply	$414.00
					Check #: 0	
					PO/InvoiceTotal:	$414.00
Check Group:						
Lodging for AASBO Conference in Tucson July 16th through July 19th		1	251320	V34536 7/8/2025	570.100.2570.6580.200.000 Adult Travel - District	$537.62
Lodging for AASBO Conference in Tucson July 16th through July 19th - A. Evans and J. Fant		1	251320	V920106 7/8/2025	570.100.2570.6580.200.000 Adult Travel - District	$537.62
					Check #: 0	
					PO/InvoiceTotal:	$1,075.24
Check Group:						
Stamps Purchase due to Postage Machine Breakdown		1	251333	V235176 7/8/2025	001.100.2510.6532.200.000 Other Communications Ser	$730.00
					Check #: 0	
					PO/InvoiceTotal:	$730.00
Check Group:						
Notary Bond fee for Leah Johnson & stamp and book		1	251336	V554775 7/8/2025	001.100.2510.6300.200.000 Purchased Professional and Technical Services	$68.50
					Check #: 0	
					PO/InvoiceTotal:	$68.50
Check Group:						
Registration for Lynn Leonard to attend the Grants Management Forum on August 26th & 27th in Phoenix		1	251343	V768199 7/8/2025	570.100.2570.6360.200.000 Professional Development - District	$325.00
					Check #: 0	
					PO/InvoiceTotal:	$325.00
Check Group:						

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
ADULT ROOM FOR SHAKESPEARE FESTIVAL CEDAR CITY, UTAH 8/27-8/31		2	251357	V133225 / 7/8/2025	526.610.1000.6580.200.508 Fine Arts 508 Adult Travel	$954.00
STUDENT ROOMS FOR SHAKESPEAR FESTIVAL IN CEDAR CITY, UTAH 8/27-8/31		7	251357	V133225 / 7/8/2025	526.610.1000.6890.200.508 Fine Arts 508 Miscellaneous Expenditures	$3,477.06
STUDENT ROOMS FOR SHAKESPEAR FESTIVAL IN CEDAR CITY, UTAH 8/27-8/31		1	251357	V258173 / 7/8/2025	526.610.1000.6890.200.508 Fine Arts 508 Miscellaneous Expenditures	$17.99
					Check #: 0	
					PO/InvoiceTotal:	$4,449.05
					Vendor Total:	$26,266.39
Bedrock Materials	0					
Check Group:						
Supplies Needed for Grounds		1	250231	186304 / 7/8/2025	001.100.2630.6610.200.000 General Supplies	$222.45
					Check #: 0	
					PO/InvoiceTotal:	$222.45
					Vendor Total:	$222.45
Cintas Corp						
Check Group:						
Uniform Service for Bus Mechanic		1	250241	4235337383 / 7/8/2025	001.410.2730.6431.200.000 Non-Technology Repairs and Maintenance	$31.19
Uniform Service for Grounds		1	250241	4235337383 / 7/8/2025	001.100.2630.6431.200.000 Non Technology Repairs & Maintenance	$29.26
Uniform Services For Custodial		1	250241	4235337383 / 7/8/2025	001.100.2610.6431.200.000 Non-Technology Repairs and Maintenance	$19.14
Towles for Cafeteria		1	250241	4235337383 / 7/8/2025	510.100.3100.6431.200.000 Non-Technology Repairs and Maintenance	$11.73
Uniform Services for Maintenance		1	250241	4235337383 / 7/8/2025	001.100.2620.6431.200.000 Non-Technology Repairs and Maintenance	$34.09
					Check #: 0	

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Voucher Batch Number: 1046 **07/09/2025**

Fiscal Year: 2024-2025

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
						PO/InvoiceTotal:	$125.41
						Vendor Total:	$125.41
City Of Cottonwood Utilities	3411						
Check Group:							
#007681-003 - Monthly Sewer Service		1	250305	JUL25-003 7/8/2025	001.100.2620.6411.200.000 Water/Sewage		$345.36
					Check #: 0		
						PO/InvoiceTotal:	$345.36
						Vendor Total:	$345.36
Demco							
Check Group:							
SUPPLIES FOR THE BOOKSTORE FOR 24/25 SCHOOL YEAR		1	250263	7650764 7/9/2025	001.100.2510.6610.200.000 General Supplies		$560.53
					Check #: 0		
						PO/InvoiceTotal:	$560.53
						Vendor Total:	$560.53
Diesel Direct West							
Check Group:							
Diesel Delivered to School Site		1	250109	86631317 7/8/2025	001.410.2710.6627.200.000 Diesel Fuel		$56.55
					Check #: 0		
						PO/InvoiceTotal:	$56.55
						Vendor Total:	$56.55
Home Depot Credit Services	0						
Check Group:							
For Custodial Supplies		1	250004	3900013 7/9/2025	001.100.2610.6610.200.000 General Supplies		$149.23
For Custodial Supplies		1	250004	3902043 7/9/2025	001.100.2610.6610.200.000 General Supplies		$76.85

Voucher Detail Listing

Voucher Batch Number: 1046 **07/09/2025**

Fiscal Year: 2024-2025

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
For Custodial Supplies		1	250004	4513122 / 7/9/2025	001.100.2610.6610.200.000 / General Supplies	$30.74
For Custodial Supplies		1	250004	4631256 / 7/9/2025	001.100.2610.6610.200.000 / General Supplies	$49.32
For Custodial Supplies		1	250004	5885544 / 7/9/2025	001.100.2610.6610.200.000 / General Supplies	$44.49
For Custodial Supplies		1	250004	6902775 / 7/9/2025	001.100.2610.6610.200.000 / General Supplies	$34.05
For Custodial Supplies		1	250004	7733617 / 7/9/2025	001.100.2610.6610.200.000 / General Supplies	$33.21
For Custodial Supplies		1	250004	7900634 / 7/9/2025	001.100.2610.6610.200.000 / General Supplies	$109.74
For Custodial Supplies		1	250004	7902628 / 7/9/2025	001.100.2610.6610.200.000 / General Supplies	$28.43
For Custodial Supplies		1	250004	8426688 / 7/9/2025	001.100.2610.6610.200.000 / General Supplies	$57.11
For Custodial Supplies		1	250004	893889 / 7/9/2025	001.100.2610.6610.200.000 / General Supplies	$76.38
For Custodial Supplies		1	250004	9901501 / 7/9/2025	001.100.2610.6610.200.000 / General Supplies	$50.03
					Check #: 0	
					PO/InvoiceTotal:	$739.58
Check Group:						
SUPPLIES FOR THE PARKING LOTS FOR GROUNDS		1	250039	4532675 / 7/9/2025	525.100.1000.6610.200.433 / Parking Fees 433 General Supplies	$112.95
					Check #: 0	
					PO/InvoiceTotal:	$112.95
Check Group:						
Misc. Maintenance Supplies		1	250158	3530103 / 7/9/2025	001.100.2620.6610.200.000 / General Supplies	$58.18

Voucher Detail Listing

Voucher Batch Number: 1046 **07/09/2025**

Fiscal Year: 2024-2025

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account		Amount
					Check #: 0		
						PO/InvoiceTotal:	$58.18
Check Group:							
Misc. Supplies for Grounds		1	250227	4526357 7/9/2025	001.100.2630.6610.200.000 General Supplies		$30.69
Misc. Supplies for Grounds		1	250227	5101167 7/9/2025	001.100.2630.6610.200.000 General Supplies		$280.00
Misc. Supplies for Grounds		1	250227	9511455 7/9/2025	001.100.2630.6610.200.000 General Supplies		$97.63
					Check #: 0		
						PO/InvoiceTotal:	$408.32
Check Group:							
MIsc. IT Supplies		1	250228	6510780 7/9/2025	001.100.2230.6650.200.000 Technology Supplies		$47.15
MIsc. IT Supplies		1	250228	7524715 7/9/2025	001.100.2230.6650.200.000 Technology Supplies		$111.81
MIsc. IT Supplies		1	250228	8510601 7/9/2025	001.100.2230.6650.200.000 Technology Supplies		$130.99
MIsc. IT Supplies		1	250228	8541181 7/9/2025	001.100.2230.6650.200.000 Technology Supplies		$272.02
					Check #: 0		
						PO/InvoiceTotal:	$561.97
Check Group:							
Wood and Plumbing supplies for student projects		1	250377	6526109 7/9/2025	596.376.1000.6610.200.000 Instructional Supplies		$237.18
					Check #: 0		
						PO/InvoiceTotal:	$237.18
						Vendor Total:	$2,118.18
Niles Radio Communications	3689						
Check Group:							

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Fiscal Year: 2024-2025

Vendor Remit Name / Description	Vendor #	QTY	PO No.	Invoice / Invoice Date	Account	Amount
Annual Renewal for GPS for Digital Radios		1	250236	157852 7/8/2025	001.410.2730.6340.200.000 Technical Services	$656.83
					Check #: 0	
					PO/InvoiceTotal:	$656.83
					Vendor Total:	$656.83
Team Fitz Graphics						
Check Group:						
replacement records for sports record board		2	251326	70051 7/8/2025	001.620.1000.6610.200.000 General Supplies	$44.00
					Check #: 0	
					PO/InvoiceTotal:	$44.00
					Vendor Total:	$44.00
Timeclock Plus						
Check Group:						
TimeClock Plus Annual Employee License 5.20.2025 - 5.19.2026		1	250947	00428821 7/8/2025	610.100.2510.6655.200.000 Short-term Noninstructional Software Subscription	$92.28
					Check #: 0	
					PO/InvoiceTotal:	$92.28
					Vendor Total:	$92.28
Yavapai Broadcasting	2755					
Check Group:						
Advertising - Monthly Radio Ads to Promote Events for MUHS		1	250234	2738-276-0001 7/9/2025	001.100.2200.6540.200.000 Adverstising	$504.00
					Check #: 0	
					PO/InvoiceTotal:	$504.00
					Vendor Total:	$504.00
					Grand Total:	$33,819.18

End of Report