

## VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Gail VanDaff July 2017  
Purchases for: Curriculum & Instruction

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
7/7/2017	OFS Special Population	Special Populations Conference	\$75.00	22166	Yes
7/7/2017	Amazon	MS Math Supplies	\$662.85	14181	Yes
7/10/2017	Assoc Superv and Curr	ASCD Membership - Gail VanDaff	\$164.00	22166	Yes
7/13/2017	Abe Books	HS Marketing Workbook	\$27.05	15181	Yes
7/13/2017	The 2 Sisters	The Daily 5 Online Seminar Reg (Title lia)	\$149.00	22136	Yes
7/13/2017	Abe Books	Marketing Workbooks	\$432.96	15181	Yes
7/13/2017	Amazon	The Daily 5 books	\$116.25	11375	Yes
7/13/2017	Amazon	The Daily 5 books	\$116.25	12376	Yes
7/13/2017	Amazon	The Daily 5 books	\$116.25	13375	Yes
7/13/2017	Amazon	The Daily 5 books	\$116.25	14375	Yes
7/13/2017	Amazon	Books PD	\$116.24	15375	Yes
7/14/2017	Amazon	Book for PD	\$348.74	22179	Yes
<b>Total Amount of Purchases</b>			<b>\$2,440.84</b>		

Summary by ASN #	ASN #	Total	ASN #	Total
		22166	\$ 75.00	13375
	14181	\$ 662.85	14375	\$ 116.25
	22166	\$ 164.00	15375	\$ 116.24
	15181	\$ 460.01	22179	\$ 348.74
	22136	\$ 149.00		
	11375	\$ 116.25		
	12376	\$ 116.25		

Employee Signature *Jacob Hogg*      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: Charles Glaes  
Purchases for: July, 2017

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
6/29/2017	Hillsdale College	Team Mtg	\$3,402.00	23262	Y
7/3/2017	Hillsdale College	Team Mtg	-\$12.00	25262	Y
7/12/2017	USPS	VEA letters	\$39.17	25762	Y
7/13/2017	PDF Filler	PDF subscription	\$120.00	23270	Y
Total Amount of Purchases			\$3,549.17		

Summary by ASN #	ASN #	Total	ASN #	Total
		23262	\$ 3,390.00	23291
	25762	\$39.17		
	23270	\$120.00		
		\$ 3,549.17		

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

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## VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Michael Barwegan  
Tobey Elementary

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
29-Jun	Gordon Foods	Candy Rewards - IXL	\$ 67.98	64307	Y
7-Jul	Gordon Foods	Snacks - Chips & Drink - IXL	\$ 48.04	64307	Y
11-Jul	Dollar Tree	Cups, stickers, paint - IXL	\$ 6.36	64307	Y
11-Jul	H&B Market	Ice - IXL	\$ 12.25	64307	Y
7-Jul	Oriental Trading	Toy Characters - IXL	\$ 89.44	64307	Y
17-Jul	Gordon Foods	Candy Rewards - IXL	\$ 61.48	64307	Y
26-Jul	Walmart	Storage Box's	\$ 42.27	24370	Y
Total Amount of Purchases			\$ 327.82		

Summary by ASN #	ASN #	Total	ASN #	Total
	64307	\$ 285.55		
	24370	\$ 42.27		

Employee Signature Michele Fulton Supervisor Signature [Signature]

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

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
6/29	Quill	Credit - Sales Tax	-\$5.28	64486	x
6/29	In The News	Plaque	\$187.00	24570	x
6/30	Haku Learning	Ag Science subscription	\$4.95	16170	no
7/4	Spotify	Band monthly subscription	\$9.99	64584	no
7/13	Bio Corp	Science supplies	\$135.43	15172	x
Total Amount of Purchases			\$332.09		

Summary by ASN #	ASN #	Total	ASN #	Total
		15172	\$135.43	
	16170	\$4.95		\$0.00
	24570	\$187.00		\$0.00
	64486	-\$5.28		\$0.00
	64584	\$9.99		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00
				\$332.09

Employee Signature *Denise Berg* Supervisor Signature *[Signature]*


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# VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Nancy Spicketts  
Purchases for: July

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
7.8.17	Home Depot	Laminate Sheet for table	\$ 58.56	26771	yes
7.7.17	Shiffler	Locker parts	\$ 79.49	26771	yes
7.10.17	Decker	Playground chain and S hooks	\$ 1,192.55	26771	yes
7.13.17	Shiffler	Locker parts	\$ 44.89	26771	yes
7.14.17	Rouch outdoor	Repair to chainsaw	\$ 162.07	26771	yes
7.15.17	Data Guardian	Shredding of various documents	\$ 682.50	23160	yes
7.19.17	Midway Engineering	Materials for Bus Garage repair	\$ 117.00	26771	yes
7.25.17	FRSport	Master Clutch Cylinder	\$ 153.24	26772	yes
Total Amount of Purchases			\$ 2,490.30		

Summary by ASN #	ASN #	Total	ASN #	Total
	26771	\$ 1,654.56		
	23160	\$ 682.50		
	26772	\$ 153.24		

Employee Signature Nancy Spicketts Supervisor Signature 

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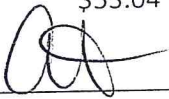
Card Holder: Tonya Nash/Alyssa Thompson  
 Purchases for: July 2017

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
7/25/2017	Amazon	Summer KK supplies	\$17.28	20170	Y
7/25/2017	Amazon	Summer KK supplies	\$35.76	20170	Y
Total Amount of Purchases			\$53.04		

Summary by ASN #	ASN #	Total	ASN #	Total
		20170	\$53.04	
		\$0.00		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00

\$53.04

Employee Signature 

Supervisor Signature 

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INFO ONLY  
 Total by summary \$53.04  
 Total above \$53.04  
 Difference \$ -



**July 2017**

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

Adam Brush

Mike Roy

Ruth Hook

Amie McCaw

Matt VanDussen



ns Date	Invoice/Comment	1	0	P	O	9	Num	Misc #	ASN	SE	Account Description	Amount	Check	ACH #	Ck/ACH Date
-----	-----	9	UAAL	Vendor	Vendor Name	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
		16920	T SHIRT PRINTING					415.00	1729			0.08/22/2017			
7/27/2017	7530002342/Tires	27175	TRANS TIRE & BATTERY					453.45				0.08/22/2017			
		31776	TREDROC TIRE SERVICES					453.45	1730			0.08/22/2017			
7/27/2017	Repairs & Maint	20190	GF DUE FROM OTHER FUNDS					724.37				PRE			
7/27/2017	X10303025401/Repairs & Maint	24581	HS GRADUATION SUPPLY					874.94				PRE			
7/27/2017	Repairs & Maint	25411	DUE TO OTHER FUNDS-LUNCH					-724.37				PRE			
7/27/2017	X1030302985101/Repairs & Maint	26271	CUSTODIAL SUPPLY SL					363.47				PRE			
7/27/2017	Repairs & Maint	27176	TRANS PARTS					-340.00				PRE			
7/27/2017	X10303002301/Repairs & Maint	27176	TRANS PARTS					0.80				PRE			
7/27/2017	X10303036401/Repairs & Maint	27176	TRANS PARTS					23.61				PRE			
7/27/2017	X1030302995901/Repairs & Maint	27176	TRANS PARTS					40.61				PRE			
7/27/2017	X10303006201/Repairs & Maint	27176	TRANS PARTS					58.05				PRE			
7/27/2017	X10302984801/Repairs & Maint	27176	TRANS PARTS					58.05				PRE			
7/27/2017	X10303077501/Repairs & Maint	27176	TRANS PARTS					101.22				PRE			
7/27/2017	X10303010801/Repairs & Maint	27176	TRANS PARTS					104.30				PRE			
7/27/2017	X10302992401/Repairs & Maint	27176	TRANS PARTS					104.33				PRE			
7/27/2017	X10303024801/Repairs & Maint	27176	TRANS PARTS					178.22				PRE			
7/27/2017	X103029385:01/Repairs & Maint	27176	TRANS PARTS					240.00				PRE			
7/27/2017	X10303028201/Repairs & Maint	27176	TRANS PARTS					253.65				PRE			
7/27/2017	X10303025401/Repairs & Maint	27176	TRANS PARTS					485.16				PRE			
7/27/2017	X10302978701/Repairs & Maint	27176	TRANS PARTS					601.19				PRE			
7/27/2017	X10303077701/Repairs & Maint	27176	TRANS PARTS					1,046.22				PRE			
7/27/2017	X10302982001/Repairs & Maint	27176	TRANS PARTS					1,306.67				PRE			
7/27/2017	X10303025401/Repairs & Maint	46173	SUPPLIES,					724.37				PRE			
7/27/2017	Printing Services	20123	PRINTING SERVICES					6,224.86	1731			0.08/22/2017			
8/22/2017	Goss Pcard accrual	30040	GF ACCOUNTS PAYABLE					-12,983.26				PRE			
		24583	FIFTH THIRD BANK/MC					-12,983.26	1732			0.08/22/2017			

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

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Trans Date	Invoice/Comment	1	0	P	O	Num	Misc #	ASN SE	Account Description	Amount	Check	ACH #	Ck/ACH Date
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08/22/2017	Fraud charges					20180	GF ACCOUNTS RECEIVABLE			-92.99			PRE
08/22/2017	Fraud charges					24583	FIFTH THIRD BANK/MC			-92.99	1693	008/22/2017	PRE
08/22/2017	Fraud charges					20180	GF ACCOUNTS RECEIVABLE			-91.99			PRE
08/22/2017	Fraud charges					24583	FIFTH THIRD BANK/MC			-91.99	1699	008/22/2017	PRE
08/22/2017	Goss renewal					20282	PREPAID EXPENSES			265.00			PRE
						23459	AICPA			265.00	1718	008/22/2017	PRE
08/22/2017	Custodial supplies					26571	CUSOTIDAL SUPPLY HS			21.70			PRE
08/22/2017	Custodial supplies					26571	CUSOTIDAL SUPPLY HS			25.14			PRE
08/22/2017	Custodial supplies					26571	CUSOTIDAL SUPPLY HS			1,674.44			PRE
08/22/2017	Custodial supplies					24557	ARNOLD SALES			1,721.28	1720	008/22/2017	PRE
08/22/2017	Copies					24163	IL COPIER SERVICE			241.75			PRE
08/22/2017	Copies					24363	TY COPIER SERVICE			241.75			PRE
08/22/2017	Copies					24463	MS COPIER SERVICE			241.75			PRE
08/22/2017	Copies					24563	HS COPIER SERVICE			241.75			PRE
08/22/2017	Copies					18540	MICHIGAN OFFICE SOLUTIONS			967.00	1723	008/22/2017	PRE
08/22/2017	Various					26771	MAINTENANCE SUPPLY			157.56			PRE
08/22/2017	Various					26771	MAINTENANCE SUPPLY			906.50			PRE
08/22/2017	Various					31785	MIDWEST AIR FILTER INC			1,064.06	1724	008/22/2017	PRE
08/22/2017	Goss renewal					25262	FISCAL SVC T/C/I/DUES			368.00			PRE
						11900	MSBO			368.00	1725	008/22/2017	PRE
08/22/2017	Aerosol					29361	ATH MAINTENANCE			3,395.75			PRE
08/22/2017	Aerosol					13680	PIONEER MANUFACTURING			3,395.75	1726	008/22/2017	PRE
08/22/2017	White shirts					32170	COMM RECR SUPPLY			60.00			PRE
08/22/2017	White shirts					64713	T&A HS VOLLEYBALL			1,008.00			PRE
08/22/2017	hats					16920	T SHIRT PRINTING			1,068.00	1729	008/22/2017	PRE
08/22/2017	Repairs & Maint					27176	TRANS PARTS			192.56			PRE
08/22/2017	Repairs & Maint					27176	TRANS PARTS			224.33			PRE
08/22/2017	Repairs & Maint					31340	WEST MICHIGAN INTERNATIONAL			416.89	1731	008/22/2017	PRE

WEST MICHIGAN INTERNATIONAL 31340 WEST MICHIGAN INTERNATIONAL 416.89 1731 008/22/2017





Check Register  
 Vicksburg Schools  
 Rebecca Owen - Credit Card - Fund - CY

Trans Date	Invoice/Comment	Num	P O	Misc #	ASN SE	Account Description	Vendor Name	Amount	Check #	ACH #	Ck/ACH Date
8/22/2017	2-10657/Clean drains	9		26762		MAINT PURCH SVC		783.75	1702		08/22/2017
		9		31702		CLEAN EARTH		783.75			
3/22/2017	10053648/July			26860		TELEPHONE SERVICE		1,173.95			PRE
3/22/2017	206611121943/100000042588			26865		NATURAL GAS		52.79			PRE
8/22/2017	207144509192/100000042596			26865		NATURAL GAS		75.78			PRE
8/22/2017	VB3262/100000042588			26865		NATURAL GAS		116.55			PRE
8/22/2017	207144509191/100000042554			26866		ELECTRICITY		61.94			PRE
				03600		CONSUMERS ENERGY		1,481.01	1703		008/22/2017
8/22/2017	4278652866-023/June11-Jul10			27164		TRANS PURCHASED SERVICES		1,967.00			PRE
				34237		SPRINT		1,967.00	1708		008/22/2017
08/22/2017	421595/Mower repair			26660		GROUND PURCH SVC		347.17			PRE
				30004		STEENSMA LAWN & POWER		347.17	1709		008/22/2017
08/22/2017	1000013162/2-soccer nets			64691		T&A HS GIRLS SOCCER		705.00			PRE
				34441		TEAM GAZELLE		705.00	1711		008/22/2017
08/22/2017	67477343/HS Athletic		Y	26660		GROUND PURCH SVC		375.00			PRE
				24623		TRUGREEN LIMITED PARTNERSHIP		375.00	1713		008/22/2017
08/22/2017	7522586-2529-8/30 yd container			26862		WASTE & TRASH DISP		30.00			PRE
				31620		WASTE MANAGEMENT OF MICHIGAN		30.00	1716		008/22/2017
08/22/2017	Accrued Pcard Durant			30040		GF ACCOUNTS PAYABLE		-4,983.93			PRE
				24583		FIFTH THIRD BANK/MC		-4,983.93	1734		008/22/2017
08/22/2017	Accrued Pcard Durant			62402		T&A ACCOUNTS PAYABLE		-705.00			PRE
				24583		FIFTH THIRD BANK/MC		-705.00	1735		008/22/2017

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

Trans Date	Invoice/Comment	1	0	9	9	UAAAL	Vendor	14181	MS CURRICULUM	32108	BARNES&NOBLE.COM	2092.68	1701	008/22/2017	PRE
Trans Date	Invoice/Comment	Num	Misc #	ASN SE	Account Description	Vendor Name	Amount	Check	ACH #	Ck/ACH	Date	PRE			
08/22/2017	4043394845/Books	9					2,092.68					2,092.68	1701	008/22/2017	PRE
08/22/2017	9310399442/300001120314	9			NATURAL GAS		351.56					351.56			PRE
08/22/2017	22704/yr monitor Adm bldg	9			SCHOOL SECURITY P/S		275.00					275.00			PRE
08/22/2017	22700/yr monitor High school	9			SCHOOL SECURITY P/S		275.00					275.00			PRE
08/22/2017	22708/yr monitor Outdoor ed ctr	9			SCHOOL SECURITY P/S		275.00					275.00			PRE
08/22/2017	22722/yr monitor Tobey	9			SCHOOL SECURITY P/S		275.00					275.00			PRE
08/22/2017	22723/yr monitor Indian LK	9			SCHOOL SECURITY P/S		275.00					275.00			PRE
08/22/2017	22726/yr monitor High school	9			SCHOOL SECURITY P/S		275.00					275.00			PRE
08/22/2017	22724/yr monitor Sunset	9			SCHOOL SECURITY P/S		275.00					275.00			PRE
08/22/2017	22725/yr monitor Middle sch	9			SCHOOL SECURITY P/S		275.00					275.00			PRE
08/22/2017	10481716-P/Courseware	9			DAVE'S SECURITY		1,925.00					1,925.00	1704	008/22/2017	PRE
08/22/2017	10481716-P/Courseware	9			PATHWAYS SERVICE FEE		14,500.50					14,500.50	1705	008/22/2017	PRE
08/22/2017	071717-34227V/G.VanDaff MAS-FPS	9			EDMENTUM		14,500.50					14,500.50	1705	008/22/2017	PRE
08/22/2017	071717-34227V/G.VanDaff MAS-FPS	9			ADMIN TITLE II T/C/I		350.00					350.00			PRE
08/22/2017	071717-34227V/G.VanDaff MAS-FPS	9			CURRICULUM DEV		85.00					85.00			PRE
08/22/2017	6800223417/Readygen	9			MAS/FPS SUBSCRIPTIONS		435.00					435.00	1706	008/22/2017	PRE
08/22/2017	6800223417/Readygen	9			IL ELEM TEXTBOOKS		13,868.74					13,868.74			PRE
08/22/2017	6800223417/Readygen	9			SL ELEM TEXTBOOKS		13,868.74					13,868.74			PRE
08/22/2017	6800223417/Readygen	9			TY ELEM TEXTBOOKS		13,868.75					13,868.75			PRE
08/22/2017	6001439044/credit	9			GF ACCOUNTS RECEIVABLE		-13,311.76					-13,311.76			PRE
08/22/2017	4007168763/Trainings	9			PEARSON EDUCATION, INC.		28,294.47					28,294.47	1707	008/22/2017	PRE
08/22/2017	10955068/348 e prairie	9			WASTE & TRASH DISP		571.66					571.66			PRE
08/22/2017	VB3263/501 e highway	9			STERICYCLE INC		571.66					571.66	1710	008/22/2017	PRE
08/22/2017	1258/PR Consulting DISTRICT COMMUNICATION	9			GROUND PURCH SVC		279.00					279.00			PRE
08/22/2017	1258/PR Consulting DISTRICT COMMUNICATION	9			GROUND PURCH SVC		359.10					359.10			PRE
08/22/2017	1258/PR Consulting DISTRICT COMMUNICATION	9			TERMINIX		638.10					638.10	1712	008/22/2017	PRE
08/22/2017	1258/PR Consulting DISTRICT COMMUNICATION	9			DISTRICT COMMUNICATION		2,750.00					2,750.00			PRE

Trans Date	Invoice/Comment	1	0	P	O	Num	Misc #	ASN SE	Account Description	Amount	Check ACH #	Ck/ACH Date
9	9	UAAL	Vendor	Vendor Name								
08/22/2017	070717-34644/Pro Desk	33943	VANGUARD PUBLIC AFFAIRS							2,750.00	1714	08/22/2017
		64307	T&A BARDEEN							595.00		PRE
		34644	VARIDESK							595.00	1715	08/22/2017
08/22/2017	7521887-2529-1/July	26862	WASTE & TRASH DISP							1,398.79		PRE
		31620	WASTE MANAGEMENT OF MICHIGAN							1,398.79	1716	08/22/2017
08/22/2017	625067-630/216 hats football	64635	T&A HS FOOTBALL							1,932.93		PRE
		23008	ZEPHYR							1,932.93	1717	08/22/2017
08/22/2017	Reverse Accrual Pcard Durant	30040	GF ACCOUNTS PAYABLE							4,983.93		PRE
		24583	FIFTH THIRD BANK/MC							4,983.93	1736	08/22/2017
08/22/2017	Reverse Accrual Pcard Durant	62402	T&A ACCOUNTS PAYABLE							705.00		PRE
		24583	FIFTH THIRD BANK/MC							705.00	1737	08/22/2017
08/22/2017	Owe General Fund P-Card	20190	GF DUE FROM OTHER FUNDS							0.00		PRE
		20190	GF DUE FROM OTHER FUNDS							0.00		PRE
		20192	RECEIVABLE FROM T&A							3,232.93		PRE
		25411	DUE TO OTHER FUNDS-LUNCH							0.00		PRE
		47152	2014 B&S DUE TO GF							0.00		PRE
		62131	T&A PAYABLE TO FUNDS							-3,232.93		PRE
08/22/2017	Due to General Fund P-Card	24583	FIFTH THIRD BANK/MC							0.00	99999	08/22/2017

TOTAL ACH										0.00		
TOTAL CHECKS										61,449.62		
TOTAL INVOICES										0.00		
TOTAL PREPAIDS										61,449.62		
TOTAL PAYROLL										0.00		
GRAND TOTAL										61,449.62		