

Card Holder: Tonya Nash
Purchases for: August/Sept, 2014

[illegible]

Summary by ASN #	ASN #	Total	ASN #	Total
	18474	\$219.95		\$0.00
	11375	\$21.18		\$0.00
	12376	\$21.18		\$0.00
	13375	\$21.18		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00

Employee Signature

Supervisor Signature

~~\$283~~ 49

Card Holder: Ric Beers
Purchases for:

[illegible]

Employee Signature Junda Vanderstraaten Supervisor Signature Ric Boers

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: Keevin O'Neill
Purchases for: Aug/Sept, 2014

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
7/29	Erbellis	Custodial lunch	\$165.00	64702	x
8/5	Spotify	Band monthly subscription	\$9.99	64584	No
8/11	Blue Star Sportswear	Uniforms	\$1,280.00	29398	x
"	"	"	\$960.00	29398	x
8/15	Five Below	Science supplies	\$59.82	15172	x
8/18	Target	"	\$95.90	64472	x
8/20	Blacklight.com	Ag supplies	\$57.00	16170	x
8/21	Show Me Cables	Vet Sci supplies	\$33.69	16798	x
8/25	Verizon	Principal broadband	\$20.00	24570	x
Total Amount of Purchases			\$2,681.40		

Summary by ASN #	ASN #	Total	ASN #	Total
	64702	\$165.00		\$0.00
	29398	\$2,240.00		\$0.00
	15172	\$59.82		\$0.00
	64472	\$95.90		\$0.00
	16170	\$57.00		\$0.00
	16798	\$33.69		\$0.00
	24570	\$20.00		\$0.00
	64584	\$9.99		\$0.00

\$2,681.40

Employee Signature

Denise D. Brey

Supervisor Signature

Keevin O'Neill

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: Aug/Sept, 2014

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
8/1	Office Max	"	\$28.78	24570	x
8/1	GFS	Office supplies	\$42.28	24570	x
8/4	Menards	"	\$1.35	33170	x
8/4	Marshall Music	"	\$42.38	33170	x
8/5	Full Compass	Auditorium supplies	\$82.68	33170	x
"	"	"	\$82.68	64637	x
"	"	"	\$82.68	64578	x
"	"	"	\$82.68	64596	x
8/6	Office Max	Office supplies	\$40.05	24570	x
8/9	Itunes.com	Personal Itune	\$1.05	64718	no
8/27	Amazon.com	Machine shop supplies	\$34.23	16570	x
"	"	Machine shop time clock	\$79.44	16570	x
Total Amount of Purchases			\$600.28		

Summary by ASN #	ASN #	Total	ASN #	Total
	33170	\$126.41		\$0.00
	64637	\$82.68		\$0.00
	64578	\$82.68		\$0.00
	64596	\$82.68		\$0.00
	24570	\$111.11		\$0.00
	16570	\$113.67		\$0.00
	64718	\$1.05		\$0.00

Employee Signature

Adam Brush

Supervisor Signature

A

\$600.28

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: Mike Roy
Purchases for: Aug/Sept 2014

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
8/4	Galesburg Meat Co	Football picnic	\$600.00	64635	x
8/19	Golf Team Products	Golf shirts	\$246.50	64652	x
8/20	BCAM	Basketball Coach membership	\$41.20	64654	x
"	"	"	\$41.20	64590	x
8/19	Ed's Basic Car Sales	Baseball rental van retrieval	\$200.00	42144	x
8/21	PayPal, Thingstado.com	Football fundraiser deposit	\$700.00	64635	x
8/22	Erbellis	Volleyball tournament officials meal	\$83.19	42161	x
8/28	Amazon.com	Basketball cage padlocks	\$30.91	64590	x
8/25	Village Hide Away	Volleyball tournament officials meal	\$63.02	42161	x
Total Amount of Purchases			\$2,006.02		

Summary by ASN #	ASN #	Total	ASN #	Total
	64652	\$246.50		\$0.00
	64654	\$41.20		\$0.00
	64590	\$72.11		\$0.00
	42161	\$146.21		\$0.00
	42144	\$200.00		\$0.00
	64635	\$1,300.00		\$0.00
		\$0.00		\$0.00

\$2,006.02

Employee Signature

Deirdre Berg

Supervisor Signature

M. Roy

Card Holder: Ruth Hook
Purchases for: Indian Lake Elementary

Card Holder: Ruth Hook
Purchases for: Indian Lake Elementary

Summary by ASN #	ASN #	Total	ASN #	Total
	24170	\$20.00		
	64522	\$31.00		

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.

Card Holder: L.Kuhlman
Purchases for: August 2014

Summary by ASN #	ASN #	Total	ASN #	Total
	14170	72.00		
	24487	51.99		
	64468	29.33		

Employee Signature Holley Cousins Supervisor Signature Laura Kuna

Card Holder: Steve Fryling					
Purchases for: WAY Program					
Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
07/31/14	Geek Easy Computer Repair	Computer Repair	\$ 105.00	18384	Y ✓
08/08/14	Signs on The Cheap	Advertising	\$ 144.53	18384	Y ✓
08/15/14	Vistaprint	Lab Supplies/Printing	\$ 115.99	18384	Y ✓
08/19/14	Amazon	Computer parts	\$ 152.00	18384	Y ✓
08/25/14	Office Max	Lab Supplies	\$ 43.42	18384	Y ✓
Total Amount of Purchases			\$ 560.94		
Summary by ASN #		ASN #	Total	ASN #	Total
		18384	\$ 560.94		
Employee Signature		Supervisor Signature <i>Kristen Hossink</i>			
<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		\$	560.94		
Total above		\$	560.94		
Difference		\$	0.00		

VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM

Card Holder: Charles Glaes
Purchases for: August, 2014

[illegible]

Summary by ASN #	ASN #	Total	ASN #	Total
	23270	\$ 20.00		
	23273	\$ 373.77		
		\$ 393.77		

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 for statement copy, and receipts for all purchases on this statement to the Accounting Office by the 18th of the month.

Card Holder: Steve Miller
Purchases for: August

20

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
Statement Date: August, 2014

Card Holder: Maureen Ouvry

Month of: August, 2014

PURCHASES

DATE	VENDOR	DESCRIPTION/PURPOSE	AMOUNT	ASN #	RECEIPT?
7-28	Family Fare	Summer Feeding	15.98	43170	Yes
8-04	Family Fare	Summer Feeding	6.18	46170	Yes
8-13	Meijer's	Back to School	12.83	46170	Yes
8-20	Family Fare	Give & Take	7.52	46170	Yes
8-24	Best Buy	Middle School I-pad protective covers	233.18	46173	Yes
Total Amount of Purchases			\$275.69		

Summary by ASN #			
Supplies	ASN	46173	\$ 233.18
Food	ASN	46170	\$ 42.51
Travel/Conf.	ASN	46135	\$
	ASN		\$
	ASN		\$
	ASN		\$
	ASN		\$
TOTAL			\$ 275.69

Employee Signature Barb Sinclair Supervisor Signature Maureen Ouvry

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: Bob Collins
Purchases for: August

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
8.7.14	HoopsU	White Boards for Locker Room C	\$ 1,080.00	26771	yes
8.12.14	Home Depot	Tools for Shop	\$ 630.41	26680	yes
8.15.14	Crystal Flash	Fuel for maintenance tools	\$ 21.49	26670	yes
8.21.14	Dicks Sporting Goods	Measuring tape for field marking	\$ 63.58	26670	yes
8.21.14	Industrial Shelving	Lock Bar assembly/Locker room C	\$ 204.00	26771	yes
8.25.14	Lynn's Amsoil Sales	oil	\$ 24.10	26670	yes
8.25.14	Crystal Flash	Fuel for maintenance tools	\$ 34.39	26771	yes
8.25.14	Rousch Outdoor	Trimmer Head	\$ 65.96	26670	yes
8.25.14	Smart Sign	Bar Code Labels/Inventory	\$ 322.15	26771	yes
Total Amount of Purchases			\$ 2,446.08		

Summary by ASN #	ASN #	Total	ASN #	Total
	26771	\$ 1,640.54		
	26680	\$ 630.41		
	26670	\$ 175.13		

Employee Signature Nancy Young Supervisor Signature B Collins

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: Pat Moreno					
Purchases for: Sunset Lake Elem. Master Card					
Statement Date: 8/27/14					
Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
4-Aug	Five Below	Masco- summer school	\$71.70	See K. Hill	Y
17-Aug	Verizon Wireless	Moreno- IPAD services	\$20.00	24270	Y
19-Aug	Target	Chang- book boxes	\$38.12	12170	Y
18-Aug	Meijer Inc	Austin- spiral notebooks	\$85.00	12170	Y
19-Aug	Zoo-Phonics	Guerrero- Kdg Kit/ Zoo Fonts, etc	\$407.90	12170	Y
21-Aug	Dollar Tree	Zagar- pencil cases/clips, etc- PTA student money	\$43.00	64519	Y
20-Aug	The Lorenz Corp	Heintzelman- Activate Magazine	\$79.95	12174	Y
21-Aug	Really Good Stuff	Guerrero- mail center slots/ wire paper holders, etc	\$166.38	12170	Y
23-Aug	Walmart	Zagar- masking tape/ bookcase, etc/ PTA student money	\$24.32	64519	Y
23-Aug	Walmart Supercenter	Zagar- magnets/expo markers/ etc- PTA student money	\$36.38	64519	Y
25-Aug	Meijer Inc	Zagar- classroom drawers/ markers, etc	\$21.58	12170	Y
25-Aug	Office Max	Guerrero- office fax machine/ labels	\$70.98	24270	Y
25-Aug	Target	Guerrero- Storage cart/ shoe box set/storage tubs	\$77.26	12170	Y
Total Amount of Purchases			\$1,142.57		
Summary by ASN #					
	ASN #	Total	ASN #	Total	
	K.Hill 11386	\$71.70			
	24270	\$90.98			
	12170	\$796.24			
	64519	\$103.70			
	12174	\$79.95			
Employee Signature <u>B. Austin</u> Supervisors Signature <u>Pat Moreno</u>					
INFO ONLY					
Total by summary		\$ 1,142.57			
Total above		\$ 1,142.57			
Difference		\$ -			

TOTAL ACH	0.00
TOTAL CHECKS	31,580.35
TOTAL INVOICES	0.00
TOTAL PREPAIDS	31,580.35
TOTAL PAYROLL	0.00
GRAND TOTAL	31,580.35

Trans Date	Invoice/Comment	Num	Misc #	ASN SE	Account Description	Amount	Check ACH #	Ck/ACH Date
07/28/2014	72899/Lunch	9	UAAL	Vendor	Vendor Name			
				28462	TECH T/C/IS	56.97		PRE
				34017	THE VAULT COFFEE	56.97	602	009/26/2014
08/05/2014	102-2439271-0687421/Various Boo			11181	IL ELEM CURRICULUM	421.62		PRE
08/05/2014	102-2439271-0687421/Various Boo			12181	SL ELEM CURRICULUM	860.25		PRE
08/05/2014	102-2439271-0687421/Various Boo			13181	TY ELEM CURRICULUM	367.34		PRE
08/11/2014	114-2052454-6360236/Cart			16362	EFE DRAFTING CONF	190.00		PRE
				33789	AMAZON.COM	1,839.21	603	009/26/2014
08/06/2014	26000/Business Cards-Durant			25275	FISCAL SVC OFFICE SUPPLY	39.20		PRE
				20123	PRINTING SERVICES	39.20	604	009/26/2014
08/06/2014	IN126930/Contract			23160	GF DISTRICT SERVICES	465.00		PRE
08/06/2014	IN169869/Contract			24163	IL COPIER SERVICE	159.80		PRE
08/06/2014	IN169869/Contract			24263	SL COPIER SERVICE	159.80		PRE
08/06/2014	IN169869/Contract			24363	TY COPIER SERVICE	159.90		PRE
08/06/2014	IN169869/Contract			24463	MS COPIER SERVICE	159.70		PRE
08/06/2014	IN169869/Contract			24563	HS COPIER SERVICE	159.80		PRE
				18540	MICHIGAN OFFICE SOLUTIONS	1,264.00	605	009/26/2014
08/07/2014	1110184-1/Janitorial Supplies			26171	CUSTODIAL SUPPLY IL	39.46		PRE
08/07/2014	1111639/Janitorial Supplies			26271	CUSTODIAL SUPPLY SL	340.68		PRE
08/07/2014	1110589-1/Janitorial Supplies			26471	CUSTODIAL SUPPLY MS	106.07		PRE
08/07/2014	1110589/Janitorial Supplies			26471	CUSTODIAL SUPPLY MS	873.11		PRE
08/07/2014	1110878/Janitorial Supplies			26571	CUSOTIDAL SUPPLY HS	722.76		PRE
				24557	ARNOLD SALES	2,082.08	606	009/26/2014
08/11/2014	11105756/PLTW POE VEX Kit			16362	EFE DRAFTING CONF	4,698.91		PRE
08/21/2014	11106486/PLTW POE VEX Kit			16362	EFE DRAFTING CONF	1,570.93		PRE
				34015	VEX ROBOTICS, INC.	6,269.84	607	009/26/2014
08/18/2014	60701/Dues			25262	FISCAL SVC T/C/I/DUES	351.00		PRE
				11900	MSBO	351.00	608	009/26/2014
08/18/2014	12353/Various Book Titles			64307	T&A BARDEEN	440.67		PRE
08/18/2014	12353-1/Various Book Titles			64307	T&A BARDEEN	54.48		PRE
				34016	CLASSROOM LIBRARY COMPANY	495.15	609	009/26/2014

10

Trans Date	Invoice/Comment	9	Num	Misc #	ASN	SE	Account Description	Amount	Check	ACH	# Ck/ACH	Date

9	UAAAL	Vendor	Vendor	Vendor	Vendor	Vendor	Vendor Name					

08/20/2014	283648/Dues			25262	FISCAL SVC T/C/I/DUES			245.00				PRE
									245.00	610	0 09/26/2014	

08/22/2014	4004994764/Recycle			26862	WASTE & TRASH DISP			298.04				PRE
									298.04	611	0 09/26/2014	

08/22/2014	R-39373/Maint/Service			26765	MAINTENANCE SOFTWARE			1,971.00				PRE
									1,971.00	612	0 09/26/2014	

08/25/2014	INV522741/Football Field Lining			29361	ATH MAINTENANCE			425.00				PRE
									425.00	613	0 09/26/2014	

09/26/2014	Owe General Fund P-Card			20190	GF DUE FROM OTHER FUNDS			0.00				PRE
09/26/2014	Owe General Fund P-Card			20190	GF DUE FROM OTHER FUNDS			0.00				PRE
09/26/2014	Owe General Fund P-Card			20190	GF DUE FROM OTHER FUNDS			0.00				PRE
09/26/2014	Owe General Fund P-Card			20190	GF DUE FROM OTHER FUNDS			0.00				PRE
09/26/2014	Owe General Fund P-Card			20192	RECEIVABLE FROM T&A			495.15				PRE
09/26/2014	Due to General Fund P-Card			21150	DUE TO OTH FUNDS			0.00				PRE
09/26/2014	Due to General Fund P-Card			23141	AUD TICKET SALES DUE TO			0.00				PRE
09/26/2014	Due to General Fund P-Card			25411	DUE TO OTHER FUNDS-LUNCH			0.00				PRE
09/26/2014	Due to General Fund P-Card			41190	BDLG & SITE DUE FROM			0.00				PRE
09/26/2014	Due to General Fund P-Card			62131	T&A PAYABLE TO FUNDS			-495.15				PRE
									0.00	99999	0 09/26/2014	

FIFTH THIRD BANK/MC												

TOTAL ACH	0.00
TOTAL CHECKS	15,336.49
TOTAL INVOICES	0.00
TOTAL PREPAIDS	15,336.49
TOTAL PAYROLL	0.00
GRAND TOTAL	15,336.49