

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
3/31/2025	Crown Trophy	Retirement plaque	\$ 48.00	64522	y
4/8/2025	Amazon	Butterflies	\$ 20.15	11177	y
4/8/2025	GBC	Laminating film	\$ 37.70	24170	y
4/8/2025	GBC	Laminating film	\$ 124.68	24170	y
4/9/2025	Amazon	Candy	\$ 14.24	24170	y
4/9/2025	Amazon	Music materials	\$ 147.71	64453	y
4/10/2025	Amazon	Book for Music	\$ 9.99	64453	y
4/11/2025	Speedway	Ice	\$ 5.18	24170	y
4/11/2025	Amazon	Headphones	\$ 29.97	24170	y
4/11/2025	Amazon	Cardstock	\$ 32.26	24170	y
4/11/2025	Amazon	Candy	\$ 35.96	24170	y
4/14/2025	Amazon	Chair	\$ 40.98	24170	y
4/14/2025	Amazon	Fidgets	\$ 53.12	64509	y
4/15/2025	Amazon	Gum	\$ 9.88	24170	y
4/15/2025	Amazon	Envelopes	\$ 23.95	24170	y
4/16/2025	Wenke	Science materials	\$ 28.24	11177	y
4/16/2025	Gordon Water	Monthly renewal	\$ 22.29	64511	y
4/17/2025	Sams Club	Easter candy	\$ 95.90	64509	y
4/17/2025	Amazon	Binders	\$ 37.54	24170	y
4/17/2025	Amazon	Tablecloths	\$ 37.99	24170	y
4/17/2025	Amazon	Gym equipment	\$ 109.96	64505	y
4/21/2025	Gopher	Gym equipment	\$ 288.90	64505	y
4/23/2025	Amazon	Floor stickers	\$ 9.98	64453	y
4/23/2025	USPS	CA mailing	\$ 13.73	24170	y
4/23/25	Amazon	Candy	\$ 39.34	24170	y
4/28/25	Hungry Howies	Career Day	\$ 38.60	64522	y
4/28/25	Card Board Cut	Principals day	\$ 144.98	64522	y
		Total Amount of Purchases	\$ 1,501.22		

Summary by ASN	ASN #	Total	ASN #	Total
	64511	\$ 22.29		
	64522	\$231.58		
	11177	\$48.39		
	24170	\$483.40		
	64453	\$167.68		
	64509	\$ 149.02		
	64505	\$ 398.86		

\$ 1,501.22

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 summar \$ 1,501.22

Total above	\$	1,501.22
-------------	----	----------

Difference	\$	0.00
------------	----	------

Purchases for: April 2025

Total Amount of Purchases	\$3,466.87
---------------------------	------------

\$3,466.87

\$3,466.87

Employee Signature

Supervisor Signature

INFO ONLY

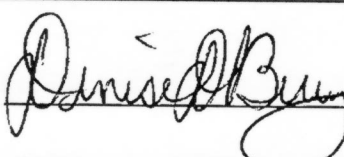
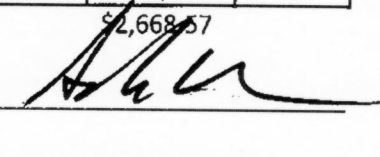
Total above	\$ 3,466.87
-------------	-------------

Difference	\$	0.00
------------	----	------

Card Holder: Adam Brush
Purchases for: April, 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
3/26	Harris Seeds	Horticulture credit	-\$8.20	16776	x
4/7	School Specialty	Math supplies	\$40.30	15155	x
4/7	Grand Traverse Resort	HOSA Conference	\$339.36	64674	x
4/7	Grand Traverse Resort	HOSA Conference	\$339.36	64674	x
4/7	Grand Traverse Resort	HOSA Conference	\$369.36	64674	x
4/9	MHSTECA	Tennis dues	\$30.00	64704	x
4/18	Hungry Howies	Model UN lunch	\$82.94	64683	x
4/22	The Canopeum	Graduation rental	\$577.50	24581	x
4/23	Yogi's	Admin Asst Breakfast	\$98.65	64702	x
4/23	Sweetwaters	Senior Day of Service	\$351.78	64582	x
4/25	Harris Seeds	Horticulture credit	-\$7.01	16776	x
4/26	Jaspares	Senior Day of Service	\$255.03	15184	x
"	"	"	\$199.50	64582	x
Total Amount of Purchases			\$2,668.57		

Summary by ASN #	ASN #	Total	ASN #	Total
	15155	\$40.30	64702	\$98.65
	15184	\$255.03	64704	\$30.00
	16776	(\$15.21)		\$0.00
	24581	\$577.50		\$0.00
	64582	\$551.28		\$0.00
	64674	\$1,048.08		\$0.00
	64683	\$82.94		\$0.00

Employee Signature  Supervisor Signature  ^{\$2,668.57}

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.

Durant credit card

VEN-KEY		VENDOR NAME		INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
ACH VOID DOWNLOAD		DISCOUNT DESCRIPTION		DISC AMT	ADJUSTMENT DESCRIPTION		FY	ADJ AMT	CHECK NBR	INVOICE AMOUNT				
REF	CATALOG	DESCRIPTION		QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	LQ	QTY	LINE AMOUNT					
ACCOUNT NUMBER(S)							ACCT AMOUNT							
BSN SPOR000	BSN SPORTS	927194183	5002425334	RDCC	AP	APPAREL	F B	10/05/2024	05/26/2025	W			\$272.93	
100		GIRLS BASKETBALL APPAREL	64654	T&A HS GIRLS BBALL SUPPLY			24-25	1.00		202400900			\$272.93	
													\$272.93	
													\$272.93	
BSN SPOR000	BSN SPORTS	927560835	5002425333	RDCC	AP	DECALS	F B	10/31/2024	05/26/2025	W			\$170.94	
100		FOOTBALL AWARD DECALS	64635	T&A HS FOOTBALL			24-25	1.00		202400900			\$170.94	
													\$170.94	
													\$170.94	
BSN SPOR000	BSN SPORTS	928436695	5002425335	RDCC	AP	APPAREL	F B	01/07/2025	05/26/2025	W			\$1,465.43	
100		BOYS BASKETBALL APPAREL	64590	T&A HS BOYS BASKETBALL SUPPLY			24-25	1.00		202400900			\$1,465.43	
													\$1,465.43	
													\$1,465.43	
BSN SPOR000	BSN SPORTS	929148333	5002425339	RDCC	AP	PATCHES	F B	03/13/2025	05/26/2025	W			\$845.00	
100		RUBBER BULLDOG PATCHES	64736	T&A HS ATH MISC SUPPLIES			24-25	1.00		202400900			\$845.00	
													\$845.00	
													\$845.00	
BSN SPOR000	BSN SPORTS	929209207	5002425341	RDCC	AP	SHORTS	F B	03/18/2025	05/26/2025	W			\$169.00	
100		FLEX 7" WOVEN SHORTS	64710	T&A HS BOYS TRACK			24-25	1.00		202400900			\$169.00	
													\$169.00	
													\$169.00	
BSN SPOR000	BSN SPORTS	929269544	5002425356	RDCC	AP	JERSEY	F B	03/21/2025	05/26/2025	W			\$36.72	
100		JUICE FITTED BASKETBALL JERSEY	64654	T&A HS GIRLS BBALL SUPPLY			24-25	1.00		202400900			\$36.72	
													\$36.72	
													\$36.72	
BSN SPOR000	BSN SPORTS	929300186	5002425359	RDCC	AP	APPAREL	F B	03/25/2025	05/26/2025	W			\$1,120.00	
100		ADIDAS WOVEN HALF ZIP	64736	T&A HS ATH MISC SUPPLIES			24-25	1.00		202400900			\$1,120.00	
													\$1,120.00	
													\$1,120.00	

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
		DISCOUNT DESCRIPTION		DISC AMT	ADJUSTMENT DESCRIPTION		FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
		DESCRIPTION					LQ		QTY			LINE AMOUNT
			QUICK KEY	ACCOUNT LEVEL DESCRIPTION								ACCT AMOUNT

NUMBER OF INVOICES: 1 \$27,275.00

QUADIENT000 QUADIENT LEASING USA, INC. Q1712793 0000000000 RDCC AP LEASE FOR MARCH 2025 - JUNE 2025 B 02/02/2025 05/26/2025 R \$807.45

1 LEASE FOR MARCH 2025 - JUNE 2025 23160 GF DISTRICT SERVICES 24-25 1.00 \$807.45
11E231 3150 00000 000 0000 0000 0000 0000 0000 0000 0000 0000 \$807.45

NUMBER OF INVOICES: 1 \$807.45

US AWARD000 US AWARDS INV99198 5002425352 RDCC AP PATCHES F B 03/13/2025 05/26/2025 W \$258.01
100 CLAY TARGET PATCHES 24-25 202400899 \$258.01
61A431 4671 00000 000 0000 0000 0000 0000 0000 0000 0000 0000 \$258.01

NUMBER OF INVOICES: 1 \$258.01

TOTAL NUMBER OF BATCH INVOICES: 18 \$41,031.13
3 COMPUTER CHECK INVOICES \$2,739.62

15 WIRE TRANS CHECK INVOICES \$38,291.51

TOTAL INVOICES: 18 \$41,031.13

BANK TOTALS: BANK ACCOUNT # INVOICE AMOUNT NET AMOUNT
AP **A101 0002 00000 001 0000 1005 \$41,031.13 \$41,031.13

LIQUIDATION STATUS (LQ) CODE LEGEND:

L = LIQUIDATION PENDING C = CLOSED PO/NOT RECEIVING

P = PARTIAL LIQUIDATION F = FULL LIQUIDATION

BLANK = NO LIQUIDATION

***** End of report *****

Purchases for: April

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
3/28/2025	Webstaurant	Supplies	\$ 149.85	46173	Yes
3/31/2025	Kzoo County Health Dept	Supplies	\$ 3,000.00	46175	Yes
4/8/2025	Amazon	Food	\$ 262.96	46170	Yes
4/10/2025	Amazon	Supplies	\$ 51.98	46173	Yes
4/10/2025	Magic Seasoning	Food	\$ 53.70	46170	Yes
4/13/2025	Amazon	Supplies	\$ 19.97	46173	Yes
4/11/2025	Amazon	Supplies	\$ 33.96	46173	Yes
4/11/2025	Amazon	Food	\$ 36.30	46170	Yes
4/12/2025	Amazon	Food	\$ 321.86	46170	Yes
4/15/2025	Webstaurant	Staff T-Shirts for Hero Day	\$ 503.04	46173	Yes
4/17/2025	Webstaurant	Staff T-Shirts for Hero Day	\$ 753.12	46173	Yes
4/21/2025	Restaurant Supply	Worktable	\$ 53.96	46173	Yes
4/21/2025	Amazon	Supplies	\$ 59.99	46173	Yes
Total Amount of Purchases			\$ 5,300.69		

Summary by ASN #	ASN #	Total	ASN #	
	46173	\$ 1,625.87		
	46175	\$ 3,000.00		
	46170	\$674.82		

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	\$	5,300.69
------------------	----	----------

Total above	\$	5,300.69
-------------	----	----------

Difference

Vicksburg Community School District, MI
AP Invoice Listing Report

05/07/25

VEN-KEY		VENDOR NAME		INVOICE #	PO NUMBER		BATCH	BANK	DESCRIPTION		LQ	S	INV DATE	ADJ AMT	CHECK NBR	NET AMOUNT	
ACH VOID DOWNLOAD		REF		DISCOUNT DESCRIPTION	DISC AMT		DISC AMT		ADJUSTMENT DESCRIPTION		FY					INVOICE AMOUNT	
ACCOUNT NUMBER(S)		QUICK KEY		ACCOUNT LEVEL DESCRIPTION		1099				LQ		QTY			LINE AMOUNT		
HOLLAND 000 HOLLAND BUS COMPANY		*****CONTINUED*****															
11E271 5730 00000 000 0000 0130		27176 TRANS PARTS														\$259.84	
HOLLAND 000 HOLLAND BUS COMPANY		210330		0000000000 SGCC		AP		PARTS		B		02/28/2025	05/26/2025	W	\$184.02		
1		PARTS								24-25		1.00			\$184.02		
11E271 5730 00000 000 0000 0130		27176 TRANS PARTS														\$184.02	
HOLLAND 000 HOLLAND BUS COMPANY		210553		0000000000 SGCC		AP		PARTS		B		03/06/2025	05/26/2025	W	\$217.04		
1		PARTS								24-25		1.00			\$217.04		
11E271 5730 00000 000 0000 0130		27176 TRANS PARTS														\$217.04	
HOLLAND 000 HOLLAND BUS COMPANY		210745		0000000000 SGCC		AP		PARTS		B		03/11/2025	05/26/2025	W	\$107.52		
1		PARTS								24-25		1.00			\$107.52		
11E271 5730 00000 000 0000 0130		27176 TRANS PARTS														\$107.52	
HOLLAND 000 HOLLAND BUS COMPANY		210758		0000000000 SGCC		AP		PARTS		B		03/12/2025	05/26/2025	W	\$385.80		
1		PARTS								24-25		1.00			\$385.80		
11E271 5730 00000 000 0000 0130		27176 TRANS PARTS														\$385.80	
HOLLAND 000 HOLLAND BUS COMPANY		210826		0000000000 SGCC		AP		PARTS		B		03/13/2025	05/26/2025	W	\$253.55		
1		PARTS								24-25		1.00			\$253.55		
11E271 5730 00000 000 0000 0130		27176 TRANS PARTS														\$253.55	
JASPAIRES000 JASPAIRES PIZZA & ITALIAN FOOD		1800191		0000000000 SGCC		AP		BOARD DINNER		B		04/22/2025	05/26/2025	W	\$121.89		
1		BOARD DINNER								24-25		1.00			\$121.89		
11E231 5990 00000 000 0000 0000		23170		BOARD MEETING EXP												\$121.89	
																\$3,120.64	

NUMBER OF INVOICES: 9

\$3,120.64

VEN-KEY	VENDOR NAME		INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD		DISCOUNT DESCRIPTION				ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
	REF	CATALOG	DESCRIPTION					LQ		QTY			LINE AMOUNT
	ACCOUNT NUMBER(S)			QUICK KEY	ACCOUNT LEVEL DESCRIPTION		1099						ACCT AMOUNT
ROAD EQU000	ROAD EQUIP PARTS CENTER		2500604731	0000000000	SGCC	AP	PARTS	B	04/01/2025	05/26/2025	W		\$425.94
1	11E271 5730 00000 000 0000 0130	PARTS	27176	TRANS PARTS				24-25	1.00	202400896			\$425.94
													\$425.94
ROAD EQU000	ROAD EQUIP PARTS CENTER		2500604737	0000000000	SGCC	AP	PARTS	B	03/31/2025	05/26/2025	W		\$949.30
1	11E271 5730 00000 000 0000 0130	PARTS	27176	TRANS PARTS				24-25	1.00	202400896			\$949.30
													\$949.30
ROAD EQU000	ROAD EQUIP PARTS CENTER		2500606110	0000000000	SGCC	AP	PARTS	B	04/01/2025	05/26/2025	W		\$995.95
1	11E271 5730 00000 000 0000 0130	PARTS	27176	TRANS PARTS				24-25	1.00	202400896			\$995.95
													\$995.95
ROAD EQU000	ROAD EQUIP PARTS CENTER		2500609522	0000000000	SGCC	AP	CREDIT MEMO	B	04/02/2025	05/26/2025	W		\$-372.80
1	11E271 5730 00000 000 0000 0130	PARTS	27176	TRANS PARTS				24-25		202400896			\$-372.80
													\$-372.80
ROAD EQU000	ROAD EQUIP PARTS CENTER		2500617179	0000000000	SGCC	AP	PARTS	B	04/09/2025	05/26/2025	W		\$50.18
1	11E271 5730 00000 000 0000 0130	PARTS	27176	TRANS PARTS				24-25	1.00	202400896			\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18
													\$50.18

NUMBER OF INVOICES: 6

\$2,101.17

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	LQ	S	INV DATE	DUE DATE	C	NET AMOUNT
	ACH VOID DOWNLOAD	DISCOUNT DESCRIPTION			DISC AMT	ADJUSTMENT DESCRIPTION	FY		ADJ AMT	CHECK NBR		INVOICE AMOUNT
REP	CATALOG	DESCRIPTION					LQ		QTY			LINE AMOUNT
ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099								ACCT AMOUNT

NUMBER OF INVOICES: 2 \$-8.82

TOTAL NUMBER OF BATCH INVOICES: 31 \$31,630.11
31 WIRE TRAN CHECK INVOICES \$31,630.11

TOTAL INVOICES: 31 \$31,630.11

BANK TOTALS:	BANK	BANK ACCOUNT #	INVOICE AMOUNT	NET AMOUNT
	AP	**A101 0002 00000 001 0000 1005	\$31,630.11	\$31,630.11

LIQUIDATION STATUS (LQ) CODE LEGEND:

L = LIQUIDATION PENDING C = CLOSED PO/NOT RECEIVING

P = PARTIAL LIQUIDATION F = FULL LIQUIDATION

BLANK = NO LIQUIDATION

***** End of report *****

Card Holder: Matt Hawkins
Purchases for: April, 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
3/27	Film Freeway	Film Festival registration	\$296.00	15370	x
4/6	Walmart	School Store supplies	\$129.49	64599	x
4/4	Sam's Club	School Store supplies	\$151.15	64599	x
4/7	Global Seal of Biliteracy	Seal of Biliteracy medals	\$160.80	64696	x
4/6	Gordon Food	School Store supplies	\$188.09	64599	x
4/8	Walmart	Staff Treat	\$74.37	64702	x
4/12	Spotify	Band subscription	\$11.99	64584	no
4/14	Apple.com	AP Seminar subscription	\$2.99	64581	no
4/14	Hungry Howies	Blood Drive lunch	\$28.37	64700	x
4/14	Subway	Blood Drive lunch	\$46.56	64700	x
4/14	Subway	Blood Drive lunch	\$52.06	64700	x
4/13	Gordon Food	School Store supplies	\$70.56	64599	x
4/19	Batteries Plus	Athletic iPad battery	\$105.99	42144	x
Total Amount of Purchases			\$1,318.42		

Summary by ASN #	ASN #	Total	Total
	15370	\$296.00	64702 \$74.37
	42144	\$105.99	\$0.00
	64581	\$2.99	\$0.00
	64584	\$11.99	\$0.00
	64599	\$539.29	\$0.00
	64696	\$160.80	\$0.00
	64700	\$126.99	\$0.00

\$1,318.42

Employee Signature

Demetrius By

Supervisor Signature

Matt Hawkins

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.

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
3-31-25	Panera Bread	Food for Staff	\$ 119.84	18384	Y
4-09-25	Family Fare	Water for testing	\$ 10.47	18384	Y
Total Amount of Purchases			\$ 130.31		

Summary by ASN #	ASN #	Total	ASN #	Total
	18395	-	18381	\$ -
	18397	-	18383	\$ -
	18384	\$ 130.31	18385	-
	Total	\$ 130.31		

Supervisor Signature

INFO ONLY

Difference	\$	-
------------	----	---

VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Amie M McCaw

Purchases for: Sunset Lake- Master Card

Statement Date: 4/28/25

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
28-Mar-25	Gordan Water System	Staff lounge water cooler	\$22.79	24279	Y
10-Apr-25	The Home Depot	Paraprofessional Day gifts	\$68.65	64519	Y
14-Apr-25	USPS	Stamps for office use	\$146.00	12165	Y
22-Apr-25	SP Insect Lore	Cheryl Lee- Science	\$104.32	C & I budget	Y
4/25	Fitness Finders	Brink- PE supplies	\$31.87	64459	Y
28-Apr-25	Speedway-Vicksburg	Beautification- Mulch	\$10.60	64519	Y
28-Apr-25	Speedway-Vicksburg	Beautification- Mulch	\$21.20	64519	Y
28-Apr-25	Fintess Finders	Brink- PE supplies	\$47.80	64459	Y
Total Amt. of Purchases			\$453.23		
Summary by ASN #		ASN #	Total	ASN #	Total
		24279	22.79		
		64519	100.45		
		12165	146.00		
		C & I budget	104.32		
		64459	79.67		

Employee Signature P Austin Supervisors Signature Amie M McCaw

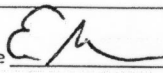
INFO ONLY

Total by summary \$453.23
 Total above \$453.23
 Difference \$0.00

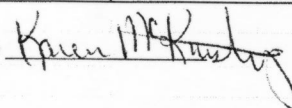
Card Holder: Karen McKinstry
Purchases for: April 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
4/9/25	KALBLUE GRP	Transportation Magnets	\$97.28	#27177	Y
4/14/25	DOLLAR GENERAL	Office Supplies	\$15.64	#27177	Y
4/11/25	KALBLUE GRP	Road-eo Magnets	\$71.34	#64204	Y
4/21/25	AMAZON	Road-eo Supplies	\$46.85	#64204	Y
4/24/25	FIRST CHOICE	Install Windshield Bus #	\$255.00	#27173	Y
4/24/2025	SAM's Club	Roadeo Supplies	\$462.04	#64204	Y
4/28/25	KALBLUE GRP	Road-eo Program	\$100.00	#64204	Y
ASN #	TOTAL				
27177	112.92				
64204	680.23				
27173	255.00				
TOTAL	1048.15				
TOTAL			\$ 1,048.15		

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

Total above

Difference

ccreconciliation/rebecca

Card Holder: Keevin O'Neill
Purchases for: April 2025

Summary by ASN #	ASN #	Total	ASN #	Total
	23262	\$ 374.00		
		\$ 374.00		

222

are 

INFO ONLY
Total by summary
Total above
Difference

VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM

Card Holder: Don Puckett
Purchases April 27, 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
03/28/25	EPSON	IL Gym Projector Bulb Replacement	\$ 280.90	28499	X
Total Amount of Purchases			\$ 280.90		

[illegible]

Employee Signature Cherish Allen Supervisor Signature D. J. Williams

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: Lourdes Puzevic

Purchases for: APRIL 2025

[illegible]

Summary by ASN #	ASN #	Total	ASN #	Total
	25760	\$ 100.00		
	28361			
	28370			
		\$ 100.00		

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

Total above

Difference

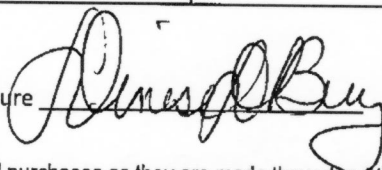
Card Holder: Mike Roy
Purchases for: April, 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
4/12	Marathon	Girls Tennis gas	\$20.00	27155	x
4/12	Marathon	Girls Tennis gas	\$20.01	27155	x
4/18	Theresa Beeckman	Volleyball supplies	\$299.00	64713	x
4/23	Kyoto	Bowling dinner	\$258.94	64719	x
4/26	Cheribundi	Purchase error-check deposited	\$74.40	64736	x
Total Amount of Purchases			\$672.35		

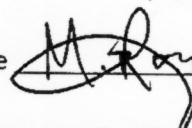
Summary by ASN #	ASN #	Total	ASN #	Total
	27155	\$40.01		\$0.00
	64713	\$299.00		\$0.00
	64719	\$258.94		\$0.00
	64736	\$74.40		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00

\$672.35

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.

Card Holder: Alyssa Thompson
Purchases for April 2025

[illegible]

Summary by ASN #	ASN #	Total	ASN #	Total
	11476	\$66.08		
	20170	\$53.95		

\$120.03

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

\$120.03

Total above

Difference

April 2025
Gail VanDaff, Curriculum

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt
04/01	Amazon	OEC Supplies	\$ 783.80	14169	1
4/4/25	SP NOCS Provisions	OEC Supplies	\$ 1,346.20	14169	2
4/7/25	Amazon	OEC Supplies	\$ 14.84	14169	3
4/7/25	Amazon	OEC Supplies	\$ 89.74	14169	4
4/8/25	Amazon	PLTW Materials - Barnhart	\$ 23.98	14169	5
4/8/25	Great Minds	Additional Eureka Math Books	\$ 96.10	12181	6
4/9/25	Amazon	OEC Supplies	\$ 63.95	13182	7
4/9/25	Amazon	OEC Supplies	\$ 83.54	13182	8
4/9/25	Amazon	PLTW Materials - Barnhart	\$ 438.93	14169	9
4/11/25	Earth Sky Water	OEC Supplies	\$ 149.25	14169	10
4/14/25	Amazon	Technology Supplies	\$ 12.75	28470	11
4/17/25	MI Reading	K Sterzick Refund	\$ (350.00)	22136	12
4/17/25	MI Reading	A Huyck Refund	\$ (350.00)	22136	13
4/21/25	Candlewood Suites	Laura Chang - FAME	\$ 117.70	22136	14
4/21/25	Candlewood Suites	Amy Stoffer - FAME	\$ 117.70	22136	15
4/21/25	Candlewood Suites	Megan Lynn - FAME	\$ 124.30	22136	16
4/28/25	Crowne Plaza Lansing	G VanDaff Lodging MASFPS PL	\$ 144.16	22148	17
4/28/25	Crowne Plaza Lansing	J Teall Lodging MASFPS PL	\$ 138.84	22148	18
4/28/25	Crowne Plaza Lansing	J Teall Lodging MASFPS PL	\$ 72.10	22166	18
		Total	\$ 3,117.88		

ASN #	SUM of Amount
	\$ -
12181	\$ 96.10
13182	\$ 147.49
14169	\$ 2,846.74
22136	\$ (340.30)
22148	\$ 283.00
22166	\$ 72.10
28470	\$ 12.75
Grand Total	\$ 3,117.88

Employee Signature

Supervisor Signature

VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM

Card Holder: Adam Wallace
Purchases April 27, 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
04/07/25	Comcast	OEC Internet	\$ 122.95	28474	X
04/10/25	Amazon	100 ft Cat 6 Ethernet Cable	\$ 18.90	28470	X
04/17/25	Batteries Plus +	2-UPS unit battery service for Indian La	\$ 658.50	28464	X
04/25/25	Amazon	Mic Stand for Music Teacher	\$ 31.59	28470	X
4//25/25	Amazon	3- 65W Surface Pro Laptop Charger	\$ 71.26	28470	X
04/28/25	Amazon	Inovation Grant Collapsible Storage Bins	\$ 79.99	64210	X
04/26/25	SeyMac	Inovation Grant 13-lpad cases	\$ 385.98	64210	X
Total Amount of Purchases			\$ 1,369.17		

Summary by ASN #	ASN #	Total	ASN #	Total
			28474	\$ 122.95
			28464	\$ 658.50
			28470	\$ 121.75
			64210	\$ 465.97

Employee Signature Cheryl Allen 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.

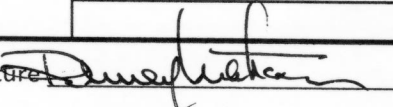
VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM

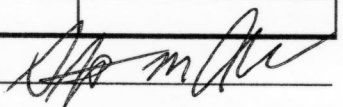
VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM

Card Holder: Dewey Waterman
Purchases for: April 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
3/24/2025	Amazon	Plant growth regulator, 1 gal.	\$127.83	26770	
3/28/2025	Amazon	3/4" PVC union	\$20.58	26770	
3/27/2025	Amazon	Heavy duty door closers, qty:2	\$309.90	26770	
3/31/2025	Amazon	Sargent key blanks, qty: 10	\$39.01	26770	
2/19/2025	Michigan Security & Lock	Work on an electrical strike	\$190.00	26762	
4/1/2025	Amazon	5'x8' American flag	\$59.30	26770	
3/25/2025	Amazon	Athletic field striping machine	\$179.46	26770	
4/4/2025	Amazon	Broken pipe extractor tool	\$18.77	26770	
4/2/2025	Amazon	4'x6' American flags, qty:6	\$186.65	26770	
4/4/2025	Amazon	175A battery connector	\$27.85	26770	
3/17/2025	Amazon	Horizontal mini blinds	\$54.22	26770	
4/4/2025	Amazon	Bosons blank keys, LA, qty: 2 packages of 10	\$79.16	26770	
4/9/2025	Amazon	400' open reel measuring tape, qty: 2	\$84.85	26770	
4/16/2025	Amazon	**CREDIT**	-\$21.52	26770	
4/15/2025	Amazon	Motor oil, padlock, HD security cable	\$87.58	26770	
4/15/2025	Amazon	Battery box, 600V, 175A battery connector	\$37.03	26770	
4/21/2025	Amazon	Right passenger mirror	\$324.98	26772	
4/22/2025	Amazon	Elkay 51300C, NSF/ANSI filters	\$782.88	26770	
4/23/2025	Amazon	Graco throat seal liquid, qty: 1oz bottle	\$19.57	26770	
			\$2,608.10		

Summary by ASN #	ASN #	Total	ASN #	Total
	26770	\$2,093.12		
	26762	\$190.00		
	26772	\$324.98		

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.

Card Holder: **Joe Werkema**, Vicksburg Middle School
Purchases for: April, 2025

	Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
1	3/27	Amazon	Locks for Chromebook Cart in Classroom	\$ 6.33	14170	Y
2	3/27	Amazon	Bulk Order Items for Staff Supply Closet	\$ 21.31	14172	Y
3	3/27	Amazon	Bulk Order Items for Staff Supply Closet	\$ 55.00	14172	Y
4	3/27	Amazon	Megaphone & Batteries for Track Team	\$ 155.98	64566	Y
5	3/26	Jones School Supply	Medals for 8th Grade Awards	\$ 269.27	14172	Y
6	3/26	Grand Traverse Resort	Deposit for Principal MASSP Conference	\$ 299.00	24462	Y
7	3/29	Amazon	Chair for Classroom	\$ 53.99	14170	Y
8	3/28	Amazon	Bulk Order Items for Staff Supply Closet	\$ 169.76	14172	Y
9	3/28	School Specialty	Bulk Order Items for Staff Supply Closet	\$ 483.01	14172	Y
10	3/31	Amazon	Magnetic/ Dry Erase Board for Classroom	\$ 68.80	14170	Y
11	3/31	Amazon	Refund for Items that Didn't Get Delivered	\$ (65.15)	14172	Y
12	4/7	Amazon	Refund for Items that Didn't Get Delivered	\$ (68.80)	14172	Y
13	4/25	Rise-N-Dine	Admin Assistant Appreciation Breakfast	\$ 65.46	64764	Y
14						
15						
16						
17						
	Total Amount of Purchases			\$1,513.96		

Summary by ASN #	ASN #	Total	ASN #	Total
	14170	\$ 129.12		
	14172	\$ 864.40		
	24462	\$ 299.00		
	64566	\$ 155.98		
	64764	\$ 65.46		

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	\$	1,513.96
Total above	\$	1,513.96
Difference	\$	0.00