

VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Gail Van Daff
Purchases for: Curriculum Office

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
5/6/20	MAS / FPS	Gail Van Daff - Membership	\$ 85.00	22166	Y
5/6/20	Michigan Tech	MI STAR Memberships - MS Science	\$ 1,250.00	14181	Y
5/15/20	Coaching for Results	Jen Teall- Conference	\$ 925.00	32361	Y
Total Amount of Purchases			\$ 2,260.00		

Summary by ASN #	ASN #	Total	ASN #	Total
		14181	\$ 1,250.00	
	22166	\$ 85.00		
	32361	\$ 925.00		

Employee Signature Sandra Cwiakala Supervisor Signature Gail Van Daff

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 \$ 2,260.00
Total above \$ 2,260.00
Difference \$ -

VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM

Card Holder: Michael Barwegen – Tobey- 5/3 Bank 5-27-20 Statement

PURCHASES

DATE	VENDOR	DESCRIPTION/PURPOSE	AMOUNT	ASN #	RECEIPT?
5/5	USPS	Stamps for Teachers	200.00	13165	Yes
5/7	Office Max	Protective File Folders	91.17	64537	Yes
Total Amount of Purchases			\$		

should be
220.00
RD

Summary By ASN #	ASN	13165	\$ 200.00	220.00	ASN		\$
	ASN	64537	\$ 91.17		ASN		\$
	ASN		\$		ASN		\$
	ASN		\$		ASN		\$
			TOTAL \$	311.17			

Employee Signature Michelle Felto Supervisor Signature [Signature]

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Card Holder: Adam Brush
Purchases for: May, 2020

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
5/1	USPS	Packet mailings	\$44.75	15165	x
5/3	Paper Direct	Senior Honors supplies	\$69.97	64672	x
5/5	YouCustomizelt	Senior Honors supplies	\$172.12	64672	x
5/7	USPS	Packet mailings	\$106.25	15165	x
5/14	USPS	Packet mailings	\$61.45	15165	x
5/21	USPS	Packet mailings	\$46.80	15165	x
5/22	Adobe	Band software	\$21.19	64584	no
Total Amount of Purchases			\$522.53		

Summary by ASN #	ASN #	Total	ASN #	Total
		15165	\$259.25	
	64584	\$21.19		\$0.00
	64672	\$242.09		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00

\$522.53

Employee Signature _____ Supervisor Signature _____

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INFO ONLY

Total by summary		\$522.53
Total above	\$	522.53
Difference	\$	-

May 2020

There was no balance due on May 2020 credit cards for:

Alyssa Thompson

Karen McKinstry

Mike Roy

Rebecca 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					LQ		QTY			LINE AMOUNT
ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099							ACCT AMOUNT
CONSUMER001	CONSUMERS ENERGY	206879393687	0000000000	RDCC	AP	APRIL BILLING	B	05/04/2020	06/26/2020	W		\$776.87
							19-20			201900821		\$776.87
1		APRIL BILLING							1.00			\$776.87
11E261 5510 00000 000 0000 0120		26865		NATURAL GAS								\$776.87
NUMBER OF INVOICES: 2												\$1,131.00
CONSUMER001	CONSUMERS ENERGY	207145814380	0000000000	RDCC	AP	APRIL BILLING	B	04/29/2020	06/26/2020	W		\$354.13
							19-20			201900821		\$354.13
1		APRIL BILLING							1.00			\$354.13
11E261 5510 00000 000 0000 0120		26865		NATURAL GAS								\$354.13
NUMBER OF INVOICES: 1												\$74.03
MIDWEST 006	MIDWEST ENERGY & COMMUNICATIONS	1837601-APRIL	0000000000	RDCC	AP	APRIL BILLING	B	04/14/2020	06/26/2020	W		\$74.03
							19-20			201900822		\$74.03
1		APRIL BILLING							1.00			\$74.03
11E261 5520 00000 000 0000 0110		26866		ELECTRICITY								\$74.03
NUMBER OF INVOICES: 1												\$74.03
VANGUARD000	VANGUARD PUBLIC AFFAIRS	1772	0000000000	RDCC	AP	CONSULTING	B	04/30/2020	06/26/2020	W		\$2,750.00
							19-20			201900823		\$2,750.00
1		CONSULTING							1.00			\$2,750.00
11E282 3150 00000 000 0000 0000		28259		DISTRICT COMMUNICATION P/S								\$2,750.00
NUMBER OF INVOICES: 1												\$2,750.00
WASTE MA000	WASTE MANAGEMENT OF MICHIGAN	7674331-2529-5	0000000000	RDCC	AP	TRASH	B	04/29/2020	06/26/2020	W		\$110.16
							19-20			201900824		\$110.16
1		TRASH							1.00			\$110.16
11E261 3840 00000 000 0000 0175		26862		WASTE & TRASH DISP								\$110.16
NUMBER OF INVOICES: 1												\$110.16

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	LQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	ACCT AMOUNT								

TOTAL NUMBER OF BATCH INVOICES: 5 \$4,065.19
 5 WIRE TRAN CHECK INVOICES \$4,065.19
 TOTAL INVOICES: 5 \$4,065.19

BANK TOTALS:	BANK	BANK ACCOUNT #	INVOICE AMOUNT	NET AMOUNT
	AP	**A101 0002 00000 001 0000 1005	\$4,065.19	\$4,065.19

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 *****

Steve Goss-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		LQ	QTY		LINE AMOUNT					
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099		ACCT AMOUNT						
ARNOLD S000	ARNOLD SALES	1311695	0000000000	SGCC	AP	JANITORIAL SUPPLIES	B	04/16/2020	06/26/2020	W		\$445.95
							19-20		201900829			\$445.95
1		JANITORIAL SUPPLIES						1.00				\$445.95
11E261 5995 00000 000 0000 0000		26977	COVID-19 SUPPLIES									\$445.95
ARNOLD S000	ARNOLD SALES	1312503	0000000000	SGCC	AP	JANITORIAL SUPPLIES	B	04/30/2020	06/26/2020	W		\$304.43
							19-20		201900829			\$304.43
1		JANITORIAL SUPPLIES						1.00				\$304.43
11E261 5995 00000 000 0000 0000		26977	COVID-19 SUPPLIES									\$304.43
NUMBER OF INVOICES: 2											\$750.38	
CLIMAX T000	CLIMAX TELEPHONE COMPANY	10125320	0000000000	SGCC	AP	APRIL BILLING	B	05/01/2020	06/26/2020	W		\$1,126.17
							19-20		201900830			\$1,126.17
1		APRIL BILLING						1.00				\$1,126.17
11E261 3410 00000 000 0000 0180		26860	TELEPHONE SERVICE									\$1,126.17
NUMBER OF INVOICES: 1											\$1,126.17	
DL GALLI000	DL GALLIVAN INC	IN82832	0000000000	SGCC	AP	COPIES	B	04/03/2020	06/26/2020	W		\$329.71
							19-20		201900831			\$329.71
1		COPIES						1.00				\$329.71
11E241 4120 04104 000 0000 0000		24263	SL COPIER SERVICE									\$329.71
DL GALLI000	DL GALLIVAN INC	IN82879	0000000000	SGCC	AP	COPIES	B	04/06/2020	06/26/2020	W		\$51.26
							19-20		201900831			\$51.26
1		COPIES						1.00				\$51.26
11E231 3150 00000 000 0000 0000		23160	GF DISTRICT SERVICES									\$51.26
NUMBER OF INVOICES: 2											\$380.97	
MICHIGAN003	MICHIGAN OFFICE SOLUTIONS	IN1670767	0000000000	SGCC	AP	COPIES	B	04/09/2020	06/26/2020	W		\$1,578.41
							19-20		201900828			\$1,578.41
1		COPIES						1.00				\$1,578.41

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				LQ	QTY		LINE AMOUNT			
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099						ACCT AMOUNT			

NUMBER OF INVOICES: 1 \$1,075.00

ZEPHYR 000	ZEPHYR	638947-33	5001920423	SGCC	AP	SOCKS	F B	03/03/2020	06/26/2020	W		\$400.00
							19-20		201900827			\$400.00
100		BASEBALL SOCKS						1.00				\$400.00
61A431 4664 00000 000 0000 0000			64664	T&A HS		BASEBALL SUPPLIES						\$400.00

NUMBER OF INVOICES: 1 \$400.00

TOTAL NUMBER OF BATCH INVOICES: 12 \$10,269.68

12 WIRE TRAN CHECK INVOICES \$10,269.68

TOTAL INVOICES: 12 \$10,269.68

BANK TOTALS:	BANK	BANK ACCOUNT #	INVOICE AMOUNT	NET AMOUNT
	AP	**A101 0002 00000 001 0000 1005	\$10,269.68	\$10,269.68

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