Card Holder: Ruth Hook
Purchases for: Indian Lake Elementary

| Date                                    | Vendor                | Description/Purpose                 |    | Amount | ASN #    | Receipt? |
|---|-----------------------|-------------------------------------|----|--------|----------|----------|
| 4/29/20                                 | Teachers Pay Teachers | Google Slides for math during COVID | \$ | 4.50   | 11170    | Y        |
| 5/8/20                                  | Amazon                | Replacement for damaged books       | \$ | 14.94  | 11170    | Y        |
| 5/8/20                                  | Amazon                | Replacement for damaged books       | \$ | 5.27   | 11170    | Y        |
| 5/8/20                                  | Amazon                | Replacement for damaged books       | \$ | 6.28   | 11170    | Y        |
| 5/8/20                                  | Amazon                | Replacement for damaged books       | \$ | 6.98   | 11170    | Y        |
| 5/8/20                                  | Amazon                | Replacement for damaged books       | \$ | 7.40   | 11170    | Y        |
| 5/8/20                                  | Amazon                | Replacement for damaged books       | \$ | 51.33  | 11170    | Y        |
| 5/12/20                                 | Amazon                | Replacement for damaged books       | \$ | 9.77   | 11170    | Y        |
|   |                       |                                     |    |        |          |          |
|   |                       |                                     |    |        |          |          |
|   |                       |                                     |    |        |          |          |
|   |                       |                                     |    |        |          |          |
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|   |                       |                                     |    |        |          |          |
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|   |                       |                                     |    |        | •••••••• |          |
|   |                       |                                     |    |        |          |          |
|   |                       |                                     |    |        |          |          |
|   |                       |                                     |    |        |          |          |
|   |                       | Total Amount of Purchases           | _  | 106.47 |          |          |

| ASN # | Total    | ASN # | . Total                                  |  |
|-------|----------|-------|--|--|
| 11170 | \$106.47 |       |  |  |
|       |          |       |  |  |
|       |          |       |  |  |
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Employee Signature

Principal 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.

| IN | FO | 0 | NI | _Y |
|----|----|---|----|----|
|    |    |   |    |    |

Total by summar \$ 106.47 Total above \$ 106.47 Difference \$ 0.00

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 | Υ        |
| 5/6/20  | Michigan Tech        | MI STAR Memberships - MS Science | \$ | 1,250.00 | 14181 | Υ        |
| 5/15/20 | Coaching for Results | Jen Teall- Conference            | \$ | 925.00   | 32361 | Υ        |
|         |                      |                                  |    |          |       |          |
|         |                      |                                  |    |          |       |          |
|         |                      |                                  | _  |          |       |          |
|         |                      |                                  |    |          |       | -        |
|         |                      |                                  |    |          |       |          |
|         |                      |                                  |    |          |       |          |
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|         |                      |                                  |    |          |       |          |
|         |                      |                                  |    |          |       |          |
|         |                      |                                  |    |          |       |          |
|         |                      |                                  |    |          |       |          |
|         |                      |                                  |    |          |       |          |
|         |                      |                                  |    |          | 4     |          |
|         |                      |                                  | _  |          |       | <b>_</b> |
|         |                      |                                  |    |          |       |          |
|         |                      | Total Amount of Purchases        | ė  | 2 260 00 |       |          |
|         |                      | Total Amount of Purchases        | \$ | 2,260.00 |       |          |

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

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 | \$<br>2,260.00 |
|------------------|----------------|
| Total above      | \$<br>2,260.00 |
| Difference       | \$<br>-        |

Card Holder: Matt VanDussen, Vicksburg Middle School

Purchases for: May, 2020

| Date  | Vendor            | Description/Purpose                      |    | mount    | ASN # | Receipt?                                |
|---|-------------------|--|----|----------|-------|---|
| 5/8   | Indian Trails Inc | Cedar Point 8th gr trip/Cedar Point Trip | \$ | (628.00) | 64572 | Х                                       |
|   |                   |  |    |          |       |   |
|   |                   |  |    |          |       |   |
|   |                   |  |    |          |       |   |
|   |                   |  |    |          |       |   |
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|   |                   |  |    |          |       |   |
| <del>-</del>                                |                   |  |    |          |       |   |
|   |                   | Total Amount of Purchases                | ۲. | (628.00) |       |   |

| Summary by ASN # | ASN # |    | Total    | ASN #                                  | Total |  |
|------------------|-------|----|----------|--|-------|--|
|                  | 64572 | \$ | (628.00) |  |       |  |
| _                |       |    |          |  |       |  |
| ļ.               |       |    |          |  |       |  |
| -                |       | _  |          | ······································ | -     |  |
| -                |       | _  |          |  |       |  |
| -                |       |    |          |  |       |  |
|                  |       | _  |          |  |       |  |

Employee Signature Holly Cassive 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: Matt Hawkins Purchases for: May, 2020

| Date | Vendor  | Description/Purpose     | Amount     | ASN#      | Receipt? |
|------|---------|-------------------------|------------|-----------|----------|
| 5/12 | Spotify | Band Subscription       | \$9.99     | 64584     | no       |
|      |         |                         |            |           |          |
|      |         |                         |            |           | -        |
|      |         |                         |            |           |          |
|      |         |                         |            |           |          |
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|      |         |                         |            |           |          |
|      |         |                         |            |           |          |
|      |         |                         |            |           |          |
|      | -       |                         |            |           | 1        |
|      |         | Total Amount of Purchas | ses \$9.99 | 21.015-2- | 1        |

| Summary by ASN # | ASN#  | Total  | ASN # | Total  |  |
|------------------|-------|--------|-------|--------|--|
|                  | 64584 | \$9.99 |       | \$0.00 |  |
|                  |       | \$0.00 |       | \$0.00 |  |
|                  |       | \$0.00 |       | \$0.00 |  |
|                  |       | \$0.00 |       | \$0.00 |  |
|                  |       | \$0.00 |       | \$0.00 |  |
|                  |       | \$0.00 |       | \$0.00 |  |
|                  |       | \$0.00 |       | \$0.00 |  |

\$9.99

| 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 | \$<br>9.99 |
|------------------|------------|
| Total above      | \$<br>9.99 |
| Difference       | \$<br>-    |

Card Holder: Sarah Dyer Purchases for: May

| Date      | Vendor      | Description/Purpose | Amount            | ASN #   | Receipt? |
|-----------|-------------|---------------------|-------------------|---------|----------|
| 4/29/2020 | Meijer      | Food                | \$ 5.9            | 5 46164 | Yes      |
| 4/29/2020 | Dollar Tree | Promotional Items   | \$ 51.7           | 4 46173 | Yes      |
| 4/30/2020 | Amazon      | Ink Cartridge       | \$ 19.4           | 9 46176 | Yes      |
| 5/4/2020  | Webstaurant | Insulated Coolers   | \$ 451.6          | 2 46165 | Yes      |
| 5/8/2020  | Webstaurant | Insulated Coolers   | \$ 263.8          | 2 46165 | Yes      |
| 5/11/2020 | Amazon      | hand Tally Counter  | \$ 6.8            | 9 46165 | Yes      |
| 5/11/2020 | Amazon      | Food Storage bags   | \$ 156.7          | 0 46164 | Yes      |
| 5/15/2020 | Amazon      | Food Storage bags   | \$ 313.4          | 0 46164 | Yes      |
| 5/19/2020 | Amazon      | Food Storage bags   | \$ 129.9          | 0 46164 | Yes      |
|           |             |                     |                   |         |          |
|           |             |                     |                   |         |          |
|           |             |                     |                   |         |          |
|           |             |                     |                   |         |          |
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|           |             |                     |                   |         |          |
|           |             |                     |                   |         |          |
|           |             |                     |                   |         |          |
|           |             |                     |                   |         |          |
|           |             | Total Amount of Pur | chases \$ 1,399.5 |         |          |

| Summary by ASN # | ASN # | Total  | ASN # |  |
|------------------|-------|--------|-------|--|
|                  | 46164 | \$ 605 | .95   |  |
|                  | 46173 | \$ 51  | .74   |  |
|                  | 46176 | \$ 19  | .49   |  |
|                  | 46165 | \$ 722 | .33   |  |
|                  |       |        |       |  |
|                  |       |        |       |  |
|                  | _     |        |       |  |

| Employee Signature     | Supervisor Signature |
|------------------------|----------------------|
| LIIIDIOVEE SIRIIALUI E | Subcivisti Signature |
|                        |                      |

*Instruction:* Record pruchases 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      | \$ |

\$ 1,399.51 \$ 1,399.51

Difference \$

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

### **PURCHASES**

| DATE      | VENDO    | OR   | DESCRIPTION/PURPOSE       | AMOUNT       | ASN#      | RECEIPT? | ງ should be |
|-----------|----------|------|---------------------------|--------------|-----------|----------|-------------|
| 5/5       | USPS     | S    | Stamps for Teachers       | 200.00       | 13165     | Yes      | 220.00      |
| 5/7       | Office N | Лах  | Protective File Folders   | 91.17        | 64537     | Yes      | RD          |
|           |          |      |                           |              |           |          |             |
|           |          |      |                           |              |           |          | 1           |
|           |          |      |                           |              |           |          | 1           |
|           |          |      |                           |              |           |          |             |
|           |          | ·    |                           |              |           |          |             |
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|           |          |      |                           |              |           |          |             |
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|           |          |      |                           |              |           |          |             |
|           |          |      |                           |              |           |          |             |
|           |          |      |                           |              |           |          |             |
|           |          |      |                           |              |           |          |             |
|           |          |      |                           | 1            |           |          |             |
|           |          |      |                           | -            |           |          |             |
|           | ·        |      | Total Amount of Purchases | S            |           |          |             |
|           |          |      | Total Amount of Furchases | φ            |           |          |             |
| Summary B | v ASN #  | ASN  | 13165 \$_200.00 220.Q     | ON1          | \$        |          |             |
|           | ,        | ASN_ | 64537_ \$ 91.17 AS        | N \$         |           |          |             |
|           |          | ASN  | \$AS                      | SN           | \$        | _        |             |
|           |          | ASN  | \$AS                      |              | \$        |          |             |
|           |          |      | 10                        | OTAL\$311.17 | / <u></u> |          |             |

<u>Instruction:</u> 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 18<sup>th</sup> of the month.

Employee Signature Medulle Helle Supervisor Signature

## Rick Place

| Date    | Vendor           | Description/P | urpose  |            | Α  | mount   | AS | N #  | Receip |
|---------|------------------|---------------|---------|------------|----|---------|----|------|--------|
| 4-30-20 | Comcast          | VPHS Lab Inte |         |            | \$ | 144.73  |    | 397  | Y      |
| 5-15-20 | ID Creator       | Student ID    |         |            | \$ | 15.74   | 18 | 384  | Y      |
|         |                  |               |         |            |    |         |    |      |        |
|         |                  |               |         |            |    |         |    |      |        |
|         |                  |               |         |            |    |         |    |      |        |
|         |                  |               |         |            |    |         |    |      |        |
|         |                  |               |         |            |    |         |    |      |        |
|         |                  |               |         |            |    |         |    |      |        |
|         |                  |               |         |            |    |         |    |      |        |
|         |                  |               |         |            |    |         |    |      |        |
|         |                  |               |         |            |    | × 07-00 |    |      |        |
|         |                  |               |         |            |    |         |    |      |        |
|         |                  |               |         |            |    |         |    |      |        |
|         |                  |               |         |            |    |         |    |      |        |
|         |                  | Total Am      | ount of | Purchases  | ¢  | 160.47  |    |      |        |
|         |                  | Total Am      | ount of | ruicilases | ٠  | 100.47  |    |      |        |
|         | Summary by ASN # | ASN #         |         | Total      |    | ASN #   | To | otal |        |
|         |                  | 18395         | \$      |            |    | 18381   | \$ | •    |        |
|         |                  | 18397         | \$      | 144.73     |    | 18383   | \$ | •    |        |
|         |                  | 18384         | \$      | 15.74      |    | 18385   | \$ | -    |        |
|         |                  | Total         | \$      | 160.47     |    |         |    |      |        |
|         |                  |               |         |            |    |         |    |      |        |
|         |                  |               |         |            |    |         |    |      |        |

Card Holder: Don Puckett Purchases May2020

| Date           | Vendor   | Description/Purpose                    |    | Amount   | ASN # | Receipt |
|----------------|----------|--|----|----------|-------|---------|
| 6-May          | Best Buy | Surface Laptop for Transportation Dir. | \$ | 1,274.99 | 47769 | Х       |
| 13-May         | Comcast  | Internet Service for OEC               | \$ | 88.40    | 28474 | Х       |
|                |          |  |    |          |       |         |
|                |          |  | -  |          |       |         |
|                |          |  | _  |          |       |         |
| and the second |          |  | +  |          |       |         |
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|                |          |  | -  |          |       |         |
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|                |          |  |    |          |       |         |
|                |          |  |    |          |       |         |
|                |          | Total Amount of Purchases              | \$ | 1,363.39 |       |         |

| Summary by ASN # | ASN # | Total | ASN # | Total          |  |
|------------------|-------|-------|-------|----------------|--|
|                  |       |       | 28474 | \$<br>88.40    |  |
|                  |       |       | 47769 | \$<br>1,274.99 |  |
|                  |       |       |       |                |  |
|                  | 1     |       |       |                |  |
|                  |       |       |       |                |  |
|                  |       |       |       |                |  |
|                  |       |       | Total | \$<br>1,363.39 |  |

| Employee Signature | Supervisor Signature |  |
|--------------------|----------------------|--|
|                    |                      |  |
|                    |                      |  |

Instruction: Record pruchases 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 May 2020

| Date      | Vendor            | Description/Purpose     | Amount      | ASN#  | Receipt? |
|-----------|-------------------|-------------------------|-------------|-------|----------|
| 5/22/2020 | Printing Services | Senior Class Banners    | \$370.00    | 23270 | Y        |
|           |                   |                         |             |       |          |
|           |                   |                         |             |       |          |
|           |                   |                         |             |       |          |
|           |                   |                         |             |       |          |
|           |                   |                         |             |       |          |
|           |                   |                         |             |       |          |
|           |                   |                         |             |       |          |
|           |                   |                         |             |       |          |
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|           |                   |                         |             |       |          |
|           |                   |                         |             |       |          |
|           |                   |                         |             | _     |          |
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|           |                   |                         |             |       |          |
|           |                   |                         |             |       |          |
|           |                   |                         |             |       |          |
|           | L                 | Total Amount of Purchas | es \$370.00 |       | L        |

| Summary by ASN #   | ASN #  |       | Total   |            | ASN # | Total |    |
|--------------------|--------|-------|---------|------------|-------|-------|----|
|                    |        | 23270 | \$      | 370.00     |       |       |    |
|                    |        |       |         |            |       |       |    |
|                    |        |       |         |            |       | a ni  | 10 |
|                    |        | ,     |         |            | 15    | MA    |    |
| Employee Signature | Markes | 5     | Supervi | sor Signat | We T  | 1. 77 |    |

Instruction: Record pruchases 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: An       |  |                          |       |          |     |   |  |
|-------------------|--------------------------------------|-----------------------|--|--------------------------|-------|----------|-----|---|--|
| -                 |                                      | Purchases for: Sunset |  | ırd                      |       |          |     |   |  |
| antiver, resident | Market Market And Sanday Description | Statement Dat         | protestate to a return a result.               | occupación de la company |       |          |     |   |  |
| Date              | Vendor                               |                       | on/Purpose                                     | Amount                   | ASN # | Receipt? |     |   |  |
| 18-May-20         | O USPO                               | for student le        | amps and postage<br>arning materials<br>ed out | \$84.60                  | 12165 | Y        |     |   |  |
|                   |                                      |                       |  |                          |       |          |     |   |  |
|                   |                                      |                       |  |                          |       |          |     |   |  |
|                   |                                      |                       |  |                          |       |          |     |   |  |
|                   |                                      |                       |  |                          |       | 1        |     |   |  |
|                   |                                      |                       |  |                          |       |          |     | - |  |
|                   |                                      |                       |  |                          |       |          |     |   |  |
|                   |                                      |                       |  |                          |       |          |     |   |  |
|                   |                                      |                       |  |                          |       |          |     |   |  |
|                   |                                      |                       |  |                          |       |          |     |   |  |
|                   |                                      |                       |  |                          |       |          |     |   |  |
|                   |                                      |                       |  |                          |       |          | 100 |   |  |
|                   |                                      |                       |  |                          |       |          |     |   |  |
|                   |                                      |                       |  |                          |       |          |     |   |  |
|                   |                                      | Total Amt.            | of Purchases                                   | \$84.60                  |       |          |     |   |  |
|                   | Summary by ASN #                     | ASN #                 | Total  | ASN #                    | Total |          |     |   |  |
|                   |                                      | 12165                 | 84.60  |                          | _     |          |     |   |  |
|                   |                                      |                       |  |                          |       |          |     |   |  |
|                   |                                      |                       |  |                          |       |          |     |   |  |
| -                 |                                      |                       | -  |                          | ļ     |          |     |   |  |
|                   |                                      |                       |  |                          |       | -        |     |   |  |
| -                 | - 14 M                               |                       | -  |                          |       |          |     |   |  |
|                   |                                      | 1                     |  |                          |       |          |     |   |  |
|                   | Employee Signature                   | Supervisors           | Signature                                      |                          |       |          |     |   |  |
|                   | INFO ONLY                            |                       |  |                          |       |          |     |   |  |
|                   | Total by summary                     | \$84.60               |  |                          |       |          |     |   |  |
|                   | Total above                          | \$84.60               |  |                          |       |          |     |   |  |
|                   | Difference                           | \$0.00                |  |                          |       |          |     |   |  |

Card Holder: A dam Brush Purchases for: May, 2020

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

| Summary by ASN # | ASN # | Total    | ASN # | Total  |
|------------------|-------|----------|-------|--------|
|                  | 15165 | \$259.25 |       | \$0.00 |
|                  | 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 |  |
|--------------------|----------------------|--|
| 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 \$522.53 Total above \$ 522.53

Difference

Ś

#### Card Holder: Nancy Spicketts Purchases for: May 2020

| Date   | Vendor      | Description/Purpose                         | Amount    | ASN # | Receipt? |
|--------|-------------|---|-----------|-------|----------|
| 5.4.20 | MSBO        | Memebership Dues                            | \$ 150.00 | 26764 | yes      |
|        |             |   |           |       |          |
|        |             |   |           |       |          |
|        |             |   |           |       |          |
|        |             |   |           |       |          |
|        |             |   |           |       |          |
|        |             |   |           |       |          |
|        |             | 11.4 10 10 10 10 10 10 10 10 10 10 10 10 10 |           |       |          |
|        |             |   |           |       |          |
|        |             |   |           |       |          |
|        | _           |   |           |       |          |
|        | -           |   |           |       |          |
|        | <del></del> |   |           |       |          |
|        |             |   |           |       |          |
|        |             |   |           |       |          |
|        |             |   |           |       |          |
|        |             |   |           |       |          |
|        |             |   |           |       |          |
|        |             |   |           |       |          |
|        |             |   |           |       |          |
|        |             |   |           |       |          |
|        |             | Total Amount of Purchases                   | \$ 150.00 |       |          |

|                  |       |           |       | Total |   |
|------------------|-------|-----------|-------|-------|---|
| Summary by ASN # | ASN # | Total     | ASN # |       |   |
|                  | 26764 | \$ 150.00 | 26764 |       | ] |
|                  |       |           |       |       | ] |
|                  |       |           | _     |       | ] |
|                  |       |           |       |       | ] |
|                  |       | 1         |       |       |   |
|                  |       |           |       |       | ] |
|                  |       |           |       |       |   |

| Employee Signature: Nancy Spicketts | Supervisor Signature |  |
|-------------------------------------|----------------------|--|
|                                     |                      |  |

Ilistruction.

INFO ONLY

 Total by summary
 \$ 150.00

 Total above
 \$ 150.00

 Difference
 \$

## May 2020

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

Alyssa Thompson

Karen McKinstry

Mike Roy

## 9:32 AM

06/15/20

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\$110.16

# Rebecca Durant-credit card

|             |                                 |                | Rebecca Di   |   |                        |           |                             |             |
|-------------|---------------------------------|----------------|--------------|---|------------------------|-----------|-----------------------------|-------------|
| VEN-KEY     | VENDOR NAME                     | INVOICE #      | PO NUMBER    |   | DESCRIPTION            |           | INV DATE DUE DATE C         |             |
|             | ACH VOID DOWNLOAD               | DISCOUNT DESCR | IPTION       | DISC AMT                                | ADJUSTMENT DESCRIPTION | <u>FY</u> | ADJ AMT CHECK NBR           |             |
|             | REF CATALOG                     | DESCRIPTION    |              | 80 000000000000000000000000000000000000 |                        | TŌ _      | QTY                         | LINE AMOUNT |
|             | ACCOUNT NUMBER(S)               |                | QUICK KEY AC | COUNT LEVEL DES                         | SCRIPTION 1099         |           |                             | ACCT AMOUNT |
|             |                                 |                | ******       |   |                        |           | 05 10 1 10000 05 10 10000 0 | ATT 6 AT    |
| CONSUMERUUI | CONSUMERS ENERGY                | 206879393687   | 0000000000   | RDCC AP                                 | APRIL BILLING          |           | 05/04/2020 06/26/2020 W     | \$776.87    |
|             | 1                               | ADDIT DILLING  |              |   |                        | 19-20     |                             | \$776.87    |
|             | 1                               | APRIL BILLING  | 00000        | munat 030                               |                        |           | 1.00                        | \$776.87    |
|             | 11E261 5510 00000 000 0000 0120 |                | 26865 NA     | TURAL GAS                               |                        |           |                             | \$776.87    |
| CONCUMEDAA  | CONCUMENC ENERGY                | 207145014200   | 000000000    | DDCC AD                                 | ADDII DILIING          | D         | 04/29/2020 06/26/2020 W     | \$354.13    |
| CONSUMERUUI | CONSUMERS ENERGY                | 207145814380   | 0000000000   | RDCC AP                                 | APRIL BILLING          | 19-20     |                             | \$354.13    |
|             | 1                               | ADDII DILLING  |              |   |                        | 19-20     | 201900821                   | \$354.13    |
|             | 1                               | APRIL BILLING  | 26865 NA     | TUDAL CAC                               |                        |           | 1.00                        | \$354.13    |
|             | 11E261 5510 00000 000 0000 0120 |                | 20000 NA.    | TURAL GAS                               |                        |           |                             | 3374.13     |
|             |                                 |                |              |   | NUMBER OF INVOICES: 2  |           |                             | \$1,131.00  |
|             |                                 |                |              |   | NOMBER OF INVOICES. 2  |           |                             | Ÿ1,131.00   |
| MIDWEST 006 | MIDWEST ENERGY & COMMUNICATIONS | 1837601-APRIL  | 000000000    | RDCC AP                                 | APRIL BILLING          | В         | 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 ELI    | ECTRICITY                               |                        |           |                             | \$74.03     |
|             |                                 |                |              |   |                        |           |                             |             |
|             |                                 |                |              | 1                                       | NUMBER OF INVOICES: 1  |           |                             | \$74.03     |
|             |                                 |                |              |   |                        |           |                             |             |
| VANGUARD000 | VANGUARD PUBLIC AFFAIRS         | 1772           | 0000000000   | RDCC AP                                 | CONSULTING             | В         | 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 DIS    | STRICT COMMUNIC                         | ATION P/S              |           |                             | \$2,750.00  |
|             |                                 |                |              |   |                        |           |                             |             |
|             |                                 |                |              | 1                                       | NUMBER OF INVOICES: 1  |           |                             | \$2,750.00  |
|             |                                 |                |              |   |                        |           |                             |             |
| WASTE MA000 | WASTE MANAGEMENT OF MICHIGAN    | 7674331-2529-5 | 0000000000   | RDCC AP                                 | TRASH                  | В         | 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 WAS    | STE & TRASH DIS                         | P                      |           |                             | \$110.16    |
|             |                                 |                |              |   |                        |           |                             |             |

NUMBER OF INVOICES: 1

3aprpt01.p 05.20.02.00.00-010068 Vicksburg Community School District, MI

AP Invoice Listing Report

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\$4,065.19

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\$4,065.19

| VEN-KEY | VENDOR NAME       | INVOICE #            | PO NUMBER BA     | TCH BANK      | DESCRIPTION         | LQ S        | INV DATE DUE DATE | C NET AMOUNT       |
|---------|-------------------|----------------------|------------------|---------------|---------------------|-------------|-------------------|--------------------|
|         | ACH VOID DOWNLOAD | DISCOUNT DESCRIPTION | ON               | DISC AMT      | ADJUSTMENT DESCRIPT | ION FY      | ADJ AMT CHECK     | NBR INVOICE AMOUNT |
|         | REF CATALOG       | DESCRIPTION          |                  |               |                     | <u>LQ</u> _ | QTY               | LINE AMOUNT        |
|         | ACCOUNT NUMBER(S) | QUI                  | CK KEY ACCOU     | NT LEVEL DESC | RIPTION 1099        |             | _                 | ACCT AMOUNT        |
|         |                   |                      |                  |               |                     |             |                   |                    |
|         |                   | TO                   | OTAL NUMBER OF B | ATCH INVOICES | <b>3:</b>           | 5           |                   | \$4,065.19         |
|         |                   |                      |                  |               |                     | 5 WIRE TRAI | N CHECK INVOICES  | \$4,065.19         |
|         |                   |                      |                  |               |                     |             |                   |                    |
|         |                   |                      |                  | TOTAL INVO    | CES:                | 5           |                   | \$4,065.19         |
|         |                   |                      |                  |               |                     |             |                   |                    |
|         |                   | BANK TO              | OTALS: BANK      | BANK ACCOU    | NT #                |             | INVOICE AM        | MOUNT NET AMOUNT   |

\*\*A101 0002 00000 001 0000 1005

AP

### LIQUIDATION STATUS (LQ) CODE LEGEND:

L = LIQUIDATION PENDING C = CLOSED PO/NOT RECEIVING

 ${\tt P} \; = \; {\tt PARTIAL} \; \; {\tt LIQUIDATION} \quad {\tt F} \; = \; {\tt FULL} \; \; {\tt LIQUIDATION}$ 

BLANK = NO LIQUIDATION

# AP Invoice Listing Report

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## Steve Goss-credit card

| VEN-KEY     | VENDOR NAME                     | INVOICE #       | PO NUMB   | ER BATCH   | BANK    | DESCRIPTION         | LQ S      | INV DATE DUE DATE C         | NET AMOUNT     |
|-------------|---------------------------------|-----------------|-----------|------------|---------|---------------------|-----------|-----------------------------|----------------|
|             | ACH VOID DOWNLOAD               | DISCOUNT DESCR  | IPTION    | D1         | SC AMT  | ADJUSTMENT DESCRIPT | ION FY    | ADJ AMT CHECK NBR           | INVOICE AMOUNT |
|             | REF CATALOG                     | DESCRIPTION     |           |            | _       |                     | <u>LQ</u> | QTY                         | LINE AMOUNT    |
|             | ACCOUNT NUMBER(S)               |                 | QUICK KEY | ACCOUNT LE | VEL DES | SCRIPTION 1099      |           | A                           | CCT AMOUNT     |
|             |                                 |                 |           |            |         |                     |           |                             |                |
| ARNOLD S00  | O ARNOLD SALES                  | 1311695         | 00000000  | 000 SGCC   | AP      | JANITORIAL SUPPLIES | В         | 04/16/2020 06/26/2020 W     | \$445.95       |
|             |                                 |                 |           |            |         |                     | 19-20     | 201900829                   | \$445.95       |
|             | 1                               | JANITORIAL SUP  | PLIES     |            |         |                     |           | 1.00                        | \$445.95       |
|             | 11E261 5995 00000 000 0000 0000 |                 | 26977     | COVID-19 S | UPPLIES |                     |           |                             | \$445.95       |
|             |                                 |                 |           |            |         |                     |           |                             |                |
| ARNOLD S00  | 0 ARNOLD SALES                  | 1312503         | 00000000  | 000 SGCC   | AP      | JANITORIAL SUPPLIES | В         | 04/30/2020 06/26/2020 W     | \$304.43       |
|             |                                 |                 |           |            |         |                     | 19-20     | 201900829                   | \$304.43       |
|             | 1                               | JANITORIAL SUPP | PLIES     |            |         |                     |           | 1.00                        | \$304.43       |
|             | 11E261 5995 00000 000 0000 0000 |                 | 26977     | COVID-19 S | UPPLIES |                     |           |                             | \$304.43       |
|             |                                 |                 |           |            |         |                     |           |                             |                |
|             |                                 |                 |           |            |         | NUMBER OF INVOICES: | 2         |                             | \$750.38       |
| or Turn maa | A 0271111                       | 10105000        |           |            |         |                     |           | 05 (04 (0000 05 (05 (0000 0 | ** ***         |
| CLIMAX TOO  | O CLIMAX TELEPHONE COMPANY      | 10125320        | 00000000  | 000 SGCC   | AP      | APRIL BILLING       |           | 05/01/2020 06/26/2020 W     |                |
|             | 1                               | 10077 0777700   |           |            |         |                     | 19-20     |                             | 0.5            |
|             | 1                               | APRIL BILLING   | 0.00.00   |            |         |                     |           |                             | \$1,126.17     |
|             | 11E261 3410 00000 000 0000 0180 |                 | 26860     | TELEPHONE  | SERVICE |                     |           |                             | \$1,126.17     |
|             |                                 |                 |           |            | ,       | NUMBER OF INVOICES: | 1         |                             | \$1,126.17     |
|             |                                 |                 |           |            | ,       |                     | -         |                             | <del>\</del>   |
| DL GALLIOO  | 0 DL GALLIVAN INC               | IN82832         | 00000000  | 000 SGCC   | AP      | COPIES              | В         | 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 GALLIOO  | O DL GALLIVAN INC               | IN82879         | 00000000  | 00 SGCC    | AP      | COPIES              | В         | 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 DISTRIC | T SERVI | CES                 |           |                             | \$51.26        |
|             |                                 |                 |           |            |         |                     |           |                             |                |
|             |                                 |                 |           |            | 1       | NUMBER OF INVOICES: | 2         |                             | \$380.97       |
|             |                                 |                 |           |            |         |                     |           |                             |                |
| MICHIGAN003 | 3 MICHIGAN OFFICE SOLUTIONS     | IN1670767       | 00000000  | 00 SGCC    | AP      | COPIES              | В         | 04/09/2020 06/26/2020 W     | \$1,578.41     |
|             |                                 |                 |           |            |         |                     | 19-20     | 201900828                   | \$1,578.41     |
|             | 1                               | COPIES          |           |            |         |                     |           | 1.00                        | \$1,578.41     |

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2

| VEN-KEY     | VENDOR NAME                     | INVOICE #       | PO NUME    | BER BATCH   | BANK        | M DESCRIPTION            | LQ S  | INV DATE DUE DATE C     | NET AMOUNT     |
|-------------|---------------------------------|-----------------|------------|-------------|-------------|--------------------------|-------|-------------------------|----------------|
|             | ACH VOID DOWNLOAD               | DISCOUNT DESCR  | IPTION     | D1          | ISC AMI     | ADJUSTMENT DESCRIPTION   | FY    | ADJ AMT CHECK NBR       | INVOICE AMOUNT |
|             | REF CATALOG                     | DESCRIPTION     |            |             | _           |                          | LQ _  | QTY                     | LINE AMOUNT    |
|             | ACCOUNT NUMBER (S)              |                 | QUICK KEY  | ACCOUNT LE  | EVEL DE     | SCRIPTION 1099           |       |                         | ACCT AMOUNT    |
|             |                                 |                 |            |             |             |                          |       |                         |                |
| MICHIGAN003 | MICHIGAN OFFICE SOLUTIONS       | IN1670767       | *****      | CONTINUED** | <b>**</b> * |                          |       |                         |                |
|             | 11E284 4910 00000 000 0000 0000 |                 | 28460      | TECH CONTE  | RACT SV     | <i>I</i> C               |       |                         | \$1,578.41     |
|             |                                 |                 |            |             |             |                          |       |                         |                |
| MICHIGAN003 | MICHIGAN OFFICE SOLUTIONS       | IN1673662       | 0000000    | 0000 SGCC   | AP          | COPIES                   | В     | 04/16/2020 06/26/2020 W | \$967.00       |
|             |                                 |                 |            |             |             |                          | 19-20 | 201900828               | \$967.00       |
|             | 1                               | COPIES          |            |             |             |                          |       | 1.00                    | \$967.00       |
|             | 11E284 4910 00000 000 0000 0000 |                 | 28460      | TECH CONTE  | RACT SV     | 7C                       |       |                         | \$967.00       |
|             |                                 |                 |            |             |             |                          |       |                         |                |
|             |                                 |                 |            |             |             | NUMBER OF INVOICES: 2    |       |                         | \$2,545.41     |
|             |                                 |                 |            |             |             |                          |       |                         |                |
| PRINTING000 | PRINTING SERVICES               | 41609           | 5001920    | 419 SGCC    | AP          | BANNER                   | F B   | 03/30/2020 06/26/2020 W | \$235.00       |
|             |                                 |                 |            |             |             |                          | 19-20 | 201900826               | \$235.00       |
|             | 100                             | GILMORE BANNER  |            |             |             |                          |       | 1.00                    | \$235.00       |
|             | 11E331 3510 00000 000 0000 0000 |                 | 43538      | AUDITORIUM  | ADVER       | TISING                   |       |                         | \$235.00       |
|             |                                 |                 |            |             |             |                          |       |                         |                |
| PRINTING000 | PRINTING SERVICES               | 41880           | 0000000    | 1000 SGCC   | AP          | POSTCARDS                | В     | 04/14/2020 06/26/2020 W | \$3,449.85     |
|             |                                 |                 |            |             |             |                          | 19-20 | 201900826               | \$3,449.85     |
|             | 1                               | POSTCARDS       |            |             |             |                          |       | 1.00                    | \$3,449.85     |
|             | 11E231 4910 00000 000 0000 0000 |                 | 23165      | BOARD ELEC  | TION E      | XP                       |       |                         | \$3,449.85     |
|             |                                 |                 |            |             |             |                          |       |                         |                |
|             |                                 |                 |            |             |             | NUMBER OF INVOICES: 2    |       |                         | \$3,684.85     |
|             |                                 |                 |            |             |             |                          |       |                         |                |
| SIGNUP 000  | SIGNUP                          | REFUNDS         | 0000000    | 000 SGCC    | AP          | REFUNDS FOR PARTICIPANTS | В     | 06/08/2020 06/26/2020 W | \$306.90       |
|             |                                 |                 |            |             |             |                          | 19-20 | 201900832               | \$306.90       |
|             | 1                               | REFUNDS FOR PAR | RTICIPANTS |             |             |                          |       | 1.00                    | \$306.90       |
|             | 61L402 0000 00000 000 0000 0000 |                 | 62142      | T& A Accou  | nts pa      | yable                    |       |                         | \$306.90       |
|             |                                 |                 |            |             |             |                          |       |                         |                |
|             |                                 |                 |            |             |             | NUMBER OF INVOICES: 1    |       |                         | \$306.90       |
|             |                                 |                 |            |             | 2000        |                          |       |                         | 30%            |
| WWW.WALT000 | www.Walton                      | AP RESEARCH     | 0000000    | 000 SGCC    | AP          | AP RESEARCH              |       | 05/22/2020 06/26/2020 W | 5350           |
|             |                                 |                 |            |             |             |                          | 19-20 | 201900833               | \$1,075.00     |
|             | 1                               | AP RESEARCH     |            |             |             |                          |       | 1.00                    | \$1,075.00     |
|             | 11A121 0000 00000 000 0000 0000 |                 | 20180      | GF ACCOUNT  | S RECE      | IVABLE                   |       |                         | \$1,075.00     |

| 3aprpt01.p            |
|-----------------------|
| 05.20.02.00.00-010068 |

Vicksburg Community School District, MI AP Invoice Listing Report

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| VEN-KEY    | VENDOR NAME  ACH VOID DOWNLOAD  REF CATALOG  ACCOUNT NUMBER(S) | DISCOUNT DESCRIPTION  DESCRIPTION  QUICK KEY | MBER BATCH BANK DESCRIPTION  DISC ANT ADJUSTMENT DESCRIPTION  ACCOUNT LEVEL DESCRIPTION 1099 | <u>LQ</u> <u>Q</u> TY                       | NET AMOUNT INVOICE AMOUNT LINE AMOUNT CCT AMOUNT |
|------------|--|--|--|---|--|
|            |  |  | NUMBER OF INVOICES:  | : 1   | \$1,075.00                                       |
| ZEPHYR 000 | O ZEPHYR   | 638947-33 50019                              | 20423 SGCC AP SOCKS  | F B 03/03/2020 06/26/2020 W 19-20 201900827 | \$400.00<br>\$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 NUM                                    | BER OF BATCH INVOICES:   | 12  | \$10,269.68                                      |
|            |  |  |  | 12 WIRE TRAN CHECK INVOICES                 | \$10,269.68                                      |
|            |  |  | TOTAL INVOICES:  | 12  | \$10,269.68                                      |
|            |  | BANK TOTALS:                                 | BANK ACCOUNT #   | INVOICE AMOUNT                              | NET AMOUNT                                       |
|            |  |  | AP **A101 0002 00000 001 0000 1  | \$10,269.68                                 | \$10,269.68                                      |

### LIQUIDATION STATUS (LQ) CODE LEGEND:

L = LIQUIDATION PENDING C = CLOSED PO/NOT RECEIVING

 ${\tt P} \; = \; {\tt PARTIAL} \; \; {\tt LIQUIDATION} \quad {\tt F} \; = \; {\tt FULL} \; \; {\tt LIQUIDATION}$ 

BLANK = NO LIQUIDATION