

Card Holder: Mike Roy
Purchases for: Jan/Feb, 2015

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
1/13	Bistro 120	AD Lunch Meeting	\$167.21	42144	x
1/17	Hyatt Place	Competitive Cheer Tourney Lodging	\$651.55	64600	x
Total Amount of Purchases			\$818.76		

RB

Summary by ASN #	ASN #	Total	ASN #	Total
	42144	\$167.21		\$0.00
	64600	\$651.55		\$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

\$818.76

Employee Signature *Dennis Berg* Supervisor Signature *Mike Roy*

VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM

Card Holder: Ruth Hook
Purchases for: Indian Lake Elementary

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
12/30/2014	Amazonprime	Ruth Hook-membership - charged to wrong acct. (Ruth's debit)	\$99.00	Q	no
1/7/2015	Amazon.com	Ruth Hook - charged to wrong acct (should have been Ruth's debit)	\$25.68	Q	no
8-Jan	Amazon.com	Ruth Hook - calendar for office	\$31.98	24170	yes
9-Jan	Cig Jan Products LTD	Sue Haines- replacement cork for white board	\$15.00	11170	yes
13-Jan	Amazon.com	Sue Haines - 1 calendar returned for credit	(\$15.99)	24170	yes
1/19/2015	Verizon wireless	Ruth Hook - iPad	\$20.00	24170	yes
1/19/2015	Walmart.com	Sue Haines - Maxell headphones for computer lab (from PTSO tech funds)	\$86.70	64522	yes
1/19/2015	OfficeMax	Linda Tompkins-ink cartridges, paper, markers, etc (from PNC donation)	\$394.20	64667	yes
1/19/2015	Target	Linda Tompkins- Electrolux sweeper, paper products (from PNC donation)	\$134.74	64667	yes
1/23/2015	Meijer	Linda Tompkins-3M hooks (from PNC donation)	\$21.45	64667	yes
1/27/2015	Amazon.com	Ruth Hook - Fostering Literacy in the Elem. Grades	\$136.80	11170	yes
Total Amount of Purchases			\$ 949.56		

Summary by ASN #	ASN #	Total	ASN #	Total
	11170	\$ 151.80		
	64667	\$ 550.39		
	64522	\$ 86.70		
	24170	\$ 35.70	35.99	
	20180	124.68	10	

Employee Signature Sue Haines Supervisor Signature Ruth Hook

Instruction: Record purchases as they are made throughout the month. When you receive your credit card statement, check it against this reconcilial 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.

Q - Ruth had Amazon remove these charges from this Master card and charge to her debit card. Credits should come through on next month's statement.

VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: L. Kuhlman
Purchases for: January 2015

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?	
1	7-Jan	Isokentics	MS Office Chairs	\$ 151.01	64564	yes
2	7-Jan	IXL	On Line Math program	\$ 1,122.00 *		yes
3	8-Jan	Sam's Club	Wireless Keyboard - VanDussen	\$ 39.74	64564	yes
4	8-Jan	Sam's Club	Vending Machine Items	\$ 103.20 **		yes
5	8-Jan	Gordon Foods	Vending Machine Items	\$ 145.46 **		yes
6	13-Jan	Verizon	Data Plan - Kuhlman	\$ 20.00	14170	no
7	13-Jan	Verizon	Data Plan - VanDussen	\$ 20.00	14170	no
8	15-Jan	Staples	Digital Bill Counter	\$ 149.99	64564	yes
9	20-Jan	Gordon Foods	Athletic Concession Stand	\$ 67.45	64553	yes
#	20-Jan	Sam's Club	Athletic Concessions/Vending Machine	\$ 240.73 *		yes
* 14170 = \$650.00 and 64764 = \$472.00 = 1,122.00						
** 64553 = \$51.60 + \$72.73 + \$166.43 = \$ 290.76						
** 64562 = \$51.60 + \$72.73 + \$74.30 = \$198.63						
Total Amount of Purchases			\$ 2,059.58			

Summary by ASN #	ASN #	Total	ASN #	Total
	64564	340.74		
	14170	690.00		
	64553	358.21		
	64764	472.00		
	64562	198.63		

Employee Signature Molly Cousins Supervisor Signature Laura Kuhlman

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INFO ONLY

Total by summary	\$ 2,059.58
Total above	\$ 2,059.58
Difference	\$ -

Card Holder: Steve Fryling

Purchases for: WAY Program

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
12-29-14	Walgreens	Lab Supplies	\$ 55.66	18384	Y ✓
12-30-14	Dollar General	Lab Supplies	\$ 16.43	18384	Y ✓
1/8/15	Amazon	Lab Supplies	\$ 17.24	18384	Y ✓
01/08/15	Amazon	Lab Supplies	\$ 30.12	18384	Y ✓
01/16/15	Amazon	Lab Supplies	\$ 4.38	18384	Y ✓
01/15/15	Amazon	Computer Equipment	\$ 74.07	18384	Y ✓
01/17/15	Amazon	Lab Supplies	\$ 12.10	18384	Y ✓
01/16/15	Amazon	Lab Supplies	\$ 12.89	18384	Y ✓
01/17/15	Amazon	Lab Supplies	\$ 12.98	18384	Y ✓
01/16/15	Amazon	Computer Equipment	\$ 139.59	18384	Y ✓
01/17/15	Amazon	Computer Equipment	\$ 196.04	18384	Y ✓
01/16/15	Amazon	Computer Equipment	\$ 369.98	18384	Y ✓
01/20/15	Dollar General	Lab Supplies	\$ 22.26	18384	Y ✓
01/21/15	Itunes	Computer software	\$ 10.59	18384	Y ✓
Total Amount of Purchases			\$ 974.33		

RD

Summary by ASN #	ASN #	Total	ASN #	Total
	18384	\$ 974.33		

Employee Signature Kristen Hovink Supervisor Signature [Signature]

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INFO ONLY					
Total by summary	\$	974.33			
Total above	\$	974.33			
Difference	\$	-00			

VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM

Card Holder: Stephen Miller
Purchases for: January 2015

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
1.06.15	Verizon	O'Toole's IPAD	\$ 20.00	22150	yes
01.14.15	HP Home Store	HP Stream Notebook	\$ 635.97	28499	yes
01.14.15	Microsoft	Surface Pro 3	\$ 1,058.94	28499	yes
1.16.15	Microsoft	Credit	\$ (63.54)	28499	yes
Total Amount of Purchases			\$ 1,651.37		

Summary by ASN #	ASN #	Total	ASN #	Total
	22150	\$ 20.00		
	28499	\$ 1,631.37		

Employee Signature *Steph Wong* Supervisor Signature *St Miller*

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VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM

Card Holder: Fifth Third Bank
Purchases for: Tobey Elementary

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
1/16/15	Gams Club	Water for Sunset staff	7.96	64537	yes
1/13/15	Genesis, Inc.	Barn Owl pellets - Science	89.75	13177	yes
1/16/15	The Vault	Sunset Lake Staff Lunch	483.00	64537	yes
1/24/15	Stantons	Pirate Music - Play	18.00	64515	yes
1/23/15	GIA Publications	BOOK OF SONGS	27.90	64515	yes
1/24/15	Stantons	Art & Elephants Music	54.39	64515	yes
1/23/15	West Music	Music	59.92	64515	yes
1/23/15	Latitude 42	Apetizers & Meal Retirement	123.88	64526	yes
Total Amount of Purchases			\$864.80		

Summary by ASN #	ASN #	Total	ASN #	Total
	64537	7.96		
	13177	89.75		
	64537	483.00		
	64526	123.88		
	64515	160.21		

Employee Signature Michelle Bomer Supervisor Signature [Signature]

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VICKSBURG COMMUNITY SCHOOLS
 CREDIT CARD RECONCILIATION FORM
 Statement Date: January, 2015

Card Holder: Maureen Ouvry

Month of: January, 2015

PURCHASES

DATE	VENDOR	DESCRIPTION/PURPOSE	AMOUNT	ASN #	RECEIPT?
1-06	Family Fare	Food	\$13.79	46170	Yes
1-06	United-Travel	Conf. Washington D.C.	\$19.25	46135	Yes
1-07	Family Fare	Food	\$21.01	46170	Yes
1-07	United-Travel	Conf. Washington D.C.	\$265.20	46135	Yes
1-21	Corporate Colors	Staff -Shirts	\$100.00	46173	Yes
Total Amount of Purchases			\$419.25		

RD

Summary by ASN #				
ASN	46170	Food		\$ 34.80
ASN	46173	Supplies		\$ 100.00
ASN	46135	Travel/Con		\$ 284.45
ASN				\$
ASN				\$
ASN				\$
ASN				\$
TOTAL				\$ 419.25

Employee Signature *Maureen Ouvry* Supervisor Signature *[Signature]*

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**VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM**

Card Holder: Pat Moreno					
Purchases for: Sunset Lake Elem. Master Card					
Statement Date: 1/27/15					
Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
5-Jan	Vicksbrug Hardward	Lee- math & science supplies- painters tape	\$12.98	12177	Y
6-Jan	Hills Pharmacy	Simmons- batteries for insulin device (Liby)	\$19.68	64523	Y
13-Jan	NCS Pearson	Masco- reimbursement for Dial-4-Speedial Kit for kdg. Testing: CR of \$289.70	(289.70)	12170	Y
13-Jan	Family Fare	Moreno- office supplies & staff luncheon supplies	\$23.57	24270 \$9.49 #64519 \$14.08	Y
13-Jan	Precision Printer	Austin- blue toner for lab color pirnter	\$109.95	24279	Y
15-Jan	Office Depot	Heintzelman- music DVD's for program	\$34.78	64458	Y
16-Jan	Baker & Taylor	Young/Library- for Battle of the Books- reimbursment of \$100.41 (charged Tobey books to Sunset's card)	(100.41)	64519	Y
17-Jan	Verizon Wireless	Moreno- IPAD wireless service	\$20.00	24270	Y
17-Jan	Five Below	Masco- Math Night supplies-dice, monopoly money, etc- O'Toole	\$86.00	22184 See John O'Toole	Y
21-Jan	Bureau of Ed & Research	Kirk/Hammond- conference in GR- Effective Strategies working w/ students	\$229.00	22132	Y
21-Jan	Bureau of Ed & Research	Kirk/Hammond- conference in GR- Effective Strategies working w/ students	\$229.00	22132	Y
24-Jan	West Music Catalog	Heintzelman- music supplies	\$16.65	12174	Y
24-Jan	GIA Publications INC	Heintzelman- music book songs- convention	\$17.95	12174	Y
24-Jan	West Music Catalog	Heintzelman- music supplies	\$52.35	12174	Y
24-Jan	Stanton's Sheet Music	Heintzelman- music supplies	\$59.94	12174	Y
23-Jan	Jaspere's Pizza	Moreno- staff luncheon	\$97.40	64519	Y
26-Jan	Precision Printer	Austin- toner for lab color pirnter	\$119.95	24279	Y
Total Amount of Purchases			\$1,129.20		
Summary by ASN #					
	ASN #	Total	ASN #	Total	
	12177	12.98	22132	\$458.00	
	64523	19.68	12174	\$146.89	
	12170	(289.70)	O'Toole	\$86.00	
	24270	29.49	22184		
	64519	11.07			positive
	24279	229.90			
	64458	34.78			
Employee Signature <i>B. Austin</i>			Supervisors Signature <i>Pat Moreno</i>		
INFO ONLY					
Total by summary		\$739.09			
Total above	\$	1,129.20	739.09		
Difference	\$	(390.11)	credits		

Card Holder: Keevin O'Neill
Purchases for: Jan/Feb, 2015

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
12/31	Amazon.com	Classroom supplies	\$32.43	64651	x
1/4	Spotify	Band monthly subscription	\$9.99	64584	no
1/5	School World	Classroom domain access	\$20.00	16170	x
1/5	School World	Classroom domain access	\$20.00	16770	x
1/13	Amazon.com	Library Chromebook chargers	\$53.67	64702	x
1/15	New Age Entertainment	Prom DJ Deposit	\$300.00	64631	x
1/17	Harbor Freight	Classroom supplies	\$190.53	64651	x
1/20	Meijer	Classroom supplies	\$83.19	16170	x
1/21	Meijer	Classroom supplies	\$40.98	16770	x
1/23	BMI	Musical supplies	\$425.64	64637	x
Total Amount of Purchases			\$1,176.43		

RD

Summary by ASN #	ASN #	Total	ASN #	Total
	16170	\$103.19		\$0.00
	16770	\$60.98		\$0.00
	64584	\$9.99		\$0.00
	64631	\$300.00		\$0.00
	64637	\$425.64		\$0.00
	64651	\$222.96		\$0.00
	64702	\$53.67		\$0.00
		\$0.00		\$0.00

\$1,176.43

Employee Signature  Supervisor Signature 

VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Robert Collins
Purchases for: January

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
1.7.15	WindowwandDoor Parts	Latches	\$ 65.55	26771	yes ✓
1.7.15	Home Depot	Black out Blinds for GRSP	\$ 239.76	26771	yes ✓
1.10.15	Menards	Misc. Parts for Ag Science Room	\$ 191.47	26771	yes ✓
1.13.15	Vac World	Case of Vacuum bags	\$ 397.30	26975	yes ✓
1.16.15	Amazon	Rug Doctors/All Buildings	\$ 779.64	26998	yes ✓
1.16.15	Scott Tissue	Floor Scrubber parts	\$ 53.33	26968	yes ✓
1.17.15	Best Tire	2 Tires for Maintenance Vehicle	\$ 310.00	26772	yes ✓
1.23.15	Crystal Flash	Gas for Snow Blowers	\$ 13.74	26772	yes ✓
Total Amount of Purchases			\$ 2,050.79		

KD

Summary by ASN #	ASN #	Total	ASN #	Total
	26771	\$ 496.78		
	26975	\$ 397.30		
	26998	\$ 779.64		
	26968	\$ 53.33		
	26772	\$ 323.74		

Employee Signature

Supervisor Signature

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Trans Date	Invoice/Comment	0	9	UAAAL	Vendor	Misc #	ASN SE	Account Description	Amount	Check ACH #	Ck/ACH Date
12/30/2014	IN261514/Contract				24463	MS COPIER SERVICE			214.50		PRE
12/30/2014	IN261514/Contract				24563	HS COPIER SERVICE			214.50		PRE
12/30/2014	3505-480196/Fluorescent Lamp				26771	MAINTENANCE SUPPLY			1,844.40		PRE
12/30/2014	31327/Parts/Service/Repairs				00360	ALL PHASE ELECTRIC COMPANY			1,844.40	791	002/23/2015
12/30/2014	47635K/Parts				27173	TRANS CONTRACT SERVICE			1,600.50		PRE
12/30/2014	46960K/Parts				27176	TRANS PARTS			1,458.33		PRE
12/30/2014	46817K/Parts				27176	TRANS PARTS			156.10		PRE
12/30/2014	46454K/Parts				27176	TRANS PARTS			12.72		PRE
12/30/2014	47546K/Parts				27176	TRANS PARTS			636.66		PRE
12/30/2014	31340 WEST MICHIGAN INTERNATIONAL				27176	TRANS PARTS			64.08		PRE
12/30/2014	27154/Newsletter				28265	R&W POSTAGE			45.56		PRE
12/30/2014	27154/Newsletter				28267	RED & WHITE PURCH SVC			3,973.95	792	002/23/2015
12/30/2014	27154/Newsletter				28267	RED & WHITE PURCH SVC			962.19		PRE
12/30/2014	27154/Newsletter				28267	RED & WHITE PURCH SVC			1,750.00		PRE
12/30/2014	27154/Newsletter				28267	RED & WHITE PURCH SVC			302.40		PRE
12/30/2014	27154/Newsletter				28267	RED & WHITE PURCH SVC			350.00		PRE
12/30/2014	27154/Newsletter				28267	RED & WHITE PURCH SVC			300.00		PRE
12/30/2014	44306/Parts				28270	MKTG/RW SUPPLIES			585.00		PRE
01/05/2015	58817/Teacher Appreciation Shir				20123	PRINTING SERVICES			4,249.59	793	002/23/2015
01/05/2015	58817/Teacher Appreciation Shir				27175	TRANS TIRE & BATTERY			1,074.76		PRE
01/05/2015	58817/Teacher Appreciation Shir				31776	BELLEROC TIRE SERVICES			1,074.76	794	002/23/2015
01/05/2015	58817/Teacher Appreciation Shir				64640	T&A FFA 1			1,321.00		PRE
01/05/2015	58817/Teacher Appreciation Shir				33810	BAREFOOT ATHLETICS			1,321.00	795	002/23/2015
01/23/2015	6504625/Eureka Math				12181	SL ELEM CURRICULUM			196.08		PRE
01/15/2015	4910647/Math Supplies				15181	HS CURRICULUM			31.63		PRE
01/19/2015	341261758/12/9 Pest Control				33987	WILEY PUBLISHING			227.71	796	002/23/2015
01/19/2015	341265464/12/12 Pest Control				26660	GROUND PURCH SVC			88.00		PRE
01/19/2015	341269610/12/17 Pest Control				26660	GROUND PURCH SVC			91.00		PRE
01/19/2015	341274714/12/23 Pest Control				26660	GROUND PURCH SVC			43.00		PRE
01/19/2015	341274714/12/23 Pest Control				26660	GROUND PURCH SVC			45.00		PRE

Steve Goss - MC

Trans Date	Invoice/Comment	9 Num	Misc #	ASN SE	Account Description	Amount	Check ACH	#Ck/ACH	Date
9 UAAAL Vendor	Vendor Name	UAAAL Vendor	UAAAL Vendor	UAAAL Vendor	Vendor Name	UAAAL Vendor	UAAAL Vendor	UAAAL Vendor	UAAAL Vendor
01/19/2015	4005293010/Waste Removal	27913	26862		WASTE & TRASH DISP	298.04	797	002/23/2015	PRE
01/19/2015		21913			STERICYCLE INC	298.04	798	002/23/2015	PRE
01/19/2015	118913/Toner	027598	24470		MS OFFICE SUPPLY	239.90			PRE
01/19/2015	119008/Toner	027612	42144		ATHLETIC MISC	449.65			PRE
01/19/2015		04470			PRECISION PRINTER SERVICES,	689.55	799	002/23/2015	PRE
01/19/2015	170690/Boys Locker Room	26762			MAINT PURCH SVC	1,725.00			PRE
01/19/2015		33254			BOSKER BRICK COMPANY	1,725.00	800	002/23/2015	PRE
01/19/2015	48417/MS Basketball Shirts	027624	64553		T&A MS ATHLETICS	1,232.00			PRE
01/19/2015	48910/Basketball Score Book	027729	64553		T&A MS ATHLETICS	28.00			PRE
01/19/2015	48824/Basketball Supplies	027679	64590		T&A HS BOYS B-BALL	6,170.00			PRE
01/19/2015	48879/Cheer Apparel	027737	64600		T&A HS CHEERLEADERS SUPP	280.00			PRE
01/19/2015	48771/Women Basketball Shirts	027696	64654		T&A HS GIRLS BBALL	351.00			PRE
01/19/2015	48800/Basketball Nets	027698	64736		T&A HS ATH MISC SUPPLIES	56.00			PRE
01/19/2015	48874/Athletic Apparel	027712	64736		T&A HS ATH MISC SUPPLIES	1,167.50			PRE
01/19/2015	48862/Athletic Apparel	027706	64736		T&A HS ATH MISC SUPPLIES	3,091.00			PRE
01/19/2015	48967/Athletic Apparel	027731	64736		T&A HS ATH MISC SUPPLIES	81.00			PRE
01/19/2015		16920			T SHIRT PRINTING	12,456.50	801	002/23/2015	PRE
01/19/2015	7379626-2529-6/December 2014 Se	26862			WASTE & TRASH DISP	564.67			PRE
01/19/2015	7379292-2529-7/Partial Pmnt Jan	26862			WASTE & TRASH DISP	1,337.76			PRE
01/19/2015		31620			WASTE MANAGEMENT OF MICHIGAN	1,902.43	802	002/23/2015	PRE
01/19/2015	1126015/Janitorial Supplies	26171			CUSTODIAL SUPPLY IL	482.74			PRE
01/19/2015	1126249/Janitorial Supplies	26171			CUSTODIAL SUPPLY IL	37.13			PRE
01/19/2015	1125511/Janitorial Supplies	26271			CUSTODIAL SUPPLY SL	617.65			PRE
01/19/2015	1125511-1/Janitorial Supplies	26271			CUSTODIAL SUPPLY SL	171.39			PRE
01/19/2015	1128284/Janitorial Supplies	26271			CUSTODIAL SUPPLY SL	644.27			PRE
01/19/2015	1126022/Janitorial Supplies	26371			CUSTODIAL SUPPLY TY	1,066.84			PRE
01/19/2015	1126043/Janitorial Supplies	26371			CUSTODIAL SUPPLY TY	22.92			PRE
01/19/2015	1125656/Janitorial Supplies	26471			CUSTODIAL SUPPLY MS	714.09			PRE
01/19/2015	1125656-1/Janitorial Supplies	26471			CUSTODIAL SUPPLY MS	97.06			PRE
01/19/2015	1125702/Janitorial Supplies	26571			CUSOTTIDAL SUPPLY HS	1,606.54			PRE

