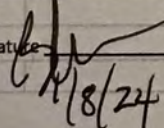



Card Holder: Sarah Bacalia
Purchases for: Indian Lake Elementary

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
11/28/23	USPS	CA mailing	\$13.20	11165	Y
11/28/23	Planbook	Renewal	\$15.00	11170	Y
11/28/23	Dollar General	Decoations	\$37.10	24170	Y
11/28/23	Amazon	Batteries/notebooks	\$46.16	11170	Y
11/28/23	Amazon	Cup	\$9.99	11170	Y
11/29/23	Amazon	Binders	\$24.99	11170	Y
11/29/23	Amazon	Timer	\$9.59	11170	Y
12/1/23	Amazon	Paper	\$5.79	11170	Y
12/4/23	USPS	CA Mailing	\$6.35	11165	Y
12/4/23	Amazon	Games	\$10.00	11170	Y
12/4/23	Amazon	Batteries	\$19.90	11170	Y
12/4/23	B&G	Lanterns	\$221.40	11170	Y
12/5/23	Amazon	Batteries	\$13.29	11170	Y
12/7/23	GBC	Laminating film	\$270.60	11170	Y
12/8/23	Amazon	Batteries	\$11.98	11170	Y
12/8/23	Amazon	Batteries	\$16.16	11170	Y
12/11/23	Grand Traverse	Conference	\$330.80	11264	Y
12/13/24	School Specialty	Manila folders	\$26.25	11170	Y
12/13/24	Amazon	Swifer	\$32.19	11170	Y
12/14/23	Amazon	Expo	\$9.79	11170	Y
12/14/23	GFS	Paper products	\$105.45	24187	Y
12/15/23	Dollar General	Decorations	\$12.61	24170	Y
12/18/23	Amazon	Keyboard	\$18.99	11170	Y
12/18/23	Gordon Water	Monthly rental	\$22.29	64511	Y
12/20/23	Crown Trophy	Plaque	\$11.00	64509	Y
12/20/23	Amazon	Radios	\$45.04	11170	Y
12/21/23	Amazon	Cart	\$47.03	11170	Y
Total Amount of Purchases			\$ 1,392.94		

Summary by ASN	ASN #	Total	ASN #	Total
	11165	\$19.55		
	24170	\$49.71		
	11170	\$854.14		
	11264	\$330.80		
	24187	\$105.45		
	64511	\$ 22.29		
	64509	\$ 11.00		

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 summar	\$ 1,392.94
Total above	\$ 1,392.94
Difference	\$ -

VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM


Card Holder: **Allison Dygert**, Vicksburg Middle School

Purchases for: December, 2023

	Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
1	12/3	Amazon	Stickers for Leadership Fundraiser	\$ 11.99	64764	Y
2	12/1	Lou's Market And Deli	Staff Lunch	\$ 31.60	64564	Y
3	12/2	Amazon	White Board for Gym	\$ 64.50	14170	Y
4	12/1	Amazon	Items for Track	\$ 83.91	64566	Y
5	11/30	Bud's Bar	Staff Christmas Party	\$ 207.64	64764	Y
6	12/6	Amazon	Coffee for Staff	\$ 14.49	24470	Y
7	12/5	Amazon	Band-aids for Students/Staff	\$ 56.87	14172	Y
8	12/8/06	Amazon	Items for Staff Supply Closet	\$ 252.09	14172	Y
9	12/7	Amazon	Coffee for Staff	\$ 19.99	24470	Y
10	12/7	Amazon	Coffee for Staff	\$ 28.99	24470	Y
11	12/6	Sam's Club	Office Items	\$ 42.54	24470	Y
12	12/8	Amazon	Items for Staff Supply Closet	\$ 73.44	14172	Y
13	12/8	School Specialty	Items for Staff Supply Closet	\$ 79.28	14172	Y
14	12/10	Quill	Items for Staff Supply Closet	\$ 81.60	14172	Y
15	12/9	Grand Traverse Resort	Allison Travel/Conference	\$ 201.40	24462	Y
16	12/12	Amazon	Art Items	\$ 41.94	14171	Y
17	12/12	Dollar General	Staff Food Items	\$ 98.09	64764	Y
18	12/13	Amazon	Book for Allison/Office	\$ 15.49	24470	Y
19	12/13	Hungry Howies	Staff Lunch	\$ 26.18	64764	Y
20	12/13	Papa John's	Staff Lunch	\$ 198.69	64764	Y
21	12/14	Target	Game Items for Students	\$ 5.97	64764	Y
22	12/15	Math Counts	Registrations	\$ 35.00	14170	Y
23	12/16	Quill	Items for Staff Supply Closet	\$ 153.60	14172	Y
24	12/16	Gopher	PE Items	\$ 259.06	14173	Y
25	12/18	Sam's Club	ELO Prizes	\$ 42.78	64557	Y
26	12/18	Sam's Club	Concession Items for Athletics	\$ 87.44	64553	Y
27	12/20	Dollar General	Game Items for Students/ Soap for Lounge	\$ 6.36	64764	Y
28	12/21	Hungry Howies	Boys Basketball Year End Party	\$ 63.59	64764	Y
29	12/22	SQ The Locker Room	Items for Athletics	\$ 95.00	64553	Y
30						
Total Amount of Purchases				\$2,379.52		

Summary by ASN #	ASN #	Total	ASN #	Total
	14170	\$ 99.50	64557	\$ 42.78
	14171	\$ 41.94	64564	\$ 31.60
	14172	\$ 696.88	64566	\$ 83.91
	14173	\$ 259.06	64764	\$ 618.51
	24462	\$ 201.40		
	24470	\$ 121.50		
	64553	\$ 182.44		

Employee Signature Brenda Tetus

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	\$	2,379.52
Total above	\$	2,379.52
Difference	\$	(0.00)

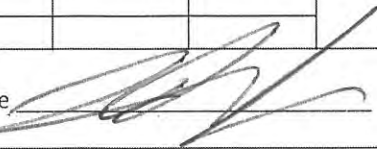
VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: **Joe Werkema**, Vicksburg Middle School
 Purchases for: December, 2023

	Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
1	11/29	Sam's Club	Student Council	\$ 250.84	64562	Y
2	12/4	Sam's Club	Student Council	\$ 41.94	64562	Y
3	12/8	Erffmeyer and Son's	Track items	\$ 84.00	64566	Y
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
Total Amount of Purchases				\$376.78		

Summary by ASN #	ASN #	Total	ASN #	Total
	64562	\$ 292.78		
	64566	\$ 84.00		

Employee Signature Brenda Lettis

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 \$ 376.78
 Total above \$ 376.78
 Difference \$ -

VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Don Puckett
Purchases December 27, 2023

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
11/28/23	BEST BUY	Staff HP Laptop	\$ 1,299.99	28499	X
12/07/23	Comcast Business	Internet service for OEC	\$ 79.95	28474	X
12/15/23	AMZN MKTP	Surface Pro for Tobey Café	\$ 636.17	28499	X
12/21/23	AMZN MKTP	MS Thunderbolt Docking Station	\$ 238.00	28499	X
12/26/23	ADOBE AFTER EFFECTS	Adobe add subscription	\$ 22.25	28472	X
12/27/23	AMZN MKTP	Staff HP Laptop	\$ 865.00	28499	X
Total Amount of Purchases			\$ 3,141.36		

Summary by ASN #	ASN #	Total	ASN #	Total
			28474	\$ 79.95
			28499	\$ 3,039.16
			28472	\$ 22.25
			Total	\$ 3,141.36

Employee Signature Cherie L 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

Card Holder: Gail Van Daff
Purchases for: Curriculum Office

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
11/28/23	Amazon	Tobey Classroom Library	\$ 9.99	13181	1
12/4/23	Holiday Inn GR	Tax for NAAEE Conference Hotel Room	\$ 11.34	14169	2 & 8
12/4/23	Amazon	MS Science Supplies - Seltzer Water	\$ 11.99	14181	3
12/4/23	Walmart	MS Science Supplies	\$ 42.66	14181	4
12/4/23	Samsclub.com	Curriculum PL Snacks	\$ 72.40	22187	5
12/5/23	Amazon	Sunset Classroom Library	\$ 96.90	12181	6
12/7/23	Michigan Music Conference	Michigan Music Conference	\$ 135.00	22135	7
12/7/23	Michigan Music Conference	Michigan Music Conference	\$ 190.00	22131	7
12/7/23	Michigan Music Conference	Michigan Music Conference	\$ 290.00	22132	7
12/15/23	Holiday Inn GR	Credit for NAAEE Conference Hotel Ro	\$ (11.34)	14169	2 & 8
12/15/23	Amazon	Milk IL ordered on our card by mistake	\$ 25.49	46170	9
12/20/23	MI Assoc Scho Adm	MASA Conference - Gail VanDaff	\$ 250.00	22148	10
12/27/23	Amazon	Indian Lake Classroom Library	\$ 10.55	11181	11
Total Amount of Purchases			\$ 1,134.98		

Summary by ASN #	ASN #	Total	ASN #	Total
		11181	\$ 10.55	22135
	12181	\$ 96.90	22148	\$ 250.00
	13181	\$ 9.99	46170	\$ 25.49
	14169	\$ -	22187	\$ 72.40
	14181	\$ 54.65		
	22131	\$ 190.00		
	22132	\$ 290.00		

Employee Signature Shelly Reynolds 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 \$ 1,134.98
Total above \$ 1,134.98
Difference \$ 0.00

VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Amie M McCaw

Purchases for: Sunset Lake- Master Card

Statement Date: 12-27-23

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
29-Nov-23	Fred's Pharmacy	Lice shampoo for students	\$12.55	64523	Y
29-Nov-23	Fred's Pharmacy	Lice shampoo for students	\$24.12	64523	Y
30-Nov-23	Flocabulary	Lewis- online subscription- 4th gd. Social Studies resource	\$138.00	12170	Y
8-Dec-24	Oopsy Daisy-Vicksburg	Kahler-flowers for music performance	\$31.80	64523	Y
11-Dec-24	Doodle.com	Amie's subscription	\$83.40	12170	Y
18-Dec-24	Jaspares Pizza Vicksburg	Staff christmas luncheon	\$197.62	64519	Y
20-Dec-24	Target	Christmas gifts for families using donations from Rev Tack	\$382.05	64519	Y
21-Dec-24	Walmart.com	Twite- order for family Christmas Gifts using community donations from Rev Track .	\$125.29	64519	Y
22-Dec-24	Family Fare Vicksburg	Lewis- student supplies...PTSO to reimburse	\$12.38	64523	Y
22-Dec-24	Dollar General	Lewis- supplies...PTSO to reimburse	\$47.85	64523	working on finding the receipt
26-Dec-24	Family Fare Vicksburg	Staff christmas luncheon	\$11.37	64519	Y
26-Dec-24	Jaspares Pizza Vicksburg	Staff christmas luncheon (needed more food)	\$63.80	64519	Y
26-Dec-24	Yoders Country Market	Staff Christmas luncheon	\$196.80	64519	Y
26-Dec-24	Walmart.com	MISTAKE- charged by Shannon Twite...accidently ordered her groceries with this card....forgot to change the card info before ordering....writing a check to reimburse us	\$242.60	64519	Y
Total Amt. of Purchases			\$1,569.63		
Summary by ASN #		ASN #	Total	ASN #	Total
		64523	128.70		
		12170	221.40		
		64519	1,219.53		

Employee Signature *Amie M McCaw* Supervisors Signature *B Auster*

INFO ONLY

Total by summary \$1,569.63

Total above \$1,569.63

Difference **(\$0.00)**

Card Holder: Mike Barwegen
Purchases for: December 2023

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
11/30	Meijer	Tobey Tiger Breakfast Supplies	\$154.51	64537	Y
12/1	B&G Discount	Cold Weather Gear	\$113.00	21273	Y
12/4	Amazon	Bulletin Board Supplies	\$12.99	13172	Y
12/4	School Specialty	Notebooks	\$18.00	13172	Y
12/4	Amazon	Suckers	\$39.95	64537	Y
12/4	B&G Discount	Snow Gear	\$220.69	64537	Y
12/5	Amazon	Safety Vests	\$50.68	64537	Y
12/06	Amazon	Double-Sided Tape	\$9.99	24370	Y
12/06	Amazon	Bar and Lock for Filing Cabinet	\$51.94	24370	Y
12/08	Amazon	Nose Clips for Nose Bleeds	19.98	24370	Y
12/11	Amazon	Left-Handed Scissors - Gebben	\$16.99	13172	Y
12/15	Amazon	Counselor Supplies	\$64.03	21273	Y
12/20	Meijer	Hot Cocoa Supplies	\$25.43	64546	Y
12/20	Crumbl	Cookies for Staff Lunch	\$38.25	64537	Y
12/20	Family Fare	Hot Cocoa Supplies	\$90.00	64546	Y
12/21	Meijer	Tobey Tiger Breakfast Supplies	\$105.83	64537	Y
12/22	Amazon	Binder Dividers	\$13.80	24370	Y
12/22	Sam's Club	Helping Hands Thank You Gifts	\$21.56	64537	Y
12/22	Lexia Learning	Lexia Learning System	\$2,310.00	13170	Y
12/26	GFS	Staff Lunch Supplies	\$91.32	64537	Y
12/26	Qdoba	Staff Lunch	\$851.55	64537	Y
12/27	Amazon	Prime Renewal	\$139.00	64537	Y
Total Amount of Purchases			\$4,459.49		
Summary by ASN #					
	ASN #	Total	ASN #	Total	
	64537	\$1,713.34		\$0.00	
	21273	\$177.03		\$0.00	
	13172	\$47.98		\$0.00	
	24370	\$95.71		\$0.00	
	13170	\$2,310.00		\$0.00	
	64546	\$115.43		\$0.00	

\$4,459.49

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	\$4,459.49
Total above	\$ 4,459.49
Difference	\$ -

Card Holder: Mike Roy
Purchases for: December, 2023

Date	Vendor	Description/Purpose	Amount	ASN #
11/29	MHSAA	Women in Sports Leadership Conf	\$630.00	42135
12/4	MHSBCA	Baseball conference & membership	\$155.28	42148
"	"	"	\$155.27	64664
12/4	Soaring Eagle	Baseball conference lodging	\$84.93	42148
"	"	"	\$84.93	64664
12/4	Soaring Eagle	Baseball conference lodging	\$84.93	42148
"	"	"	\$84.93	64664
12/4	Soaring Eagle	Baseball conference lodging	\$84.93	42148
"	"	"	\$84.93	64664
12/7	Hungry Howies	PT Conference Staff Meal	\$305.99	64702
12/15	Shell	Athletic ice	\$10.98	42144
12/20	Meijer	Fueling Station supplies	\$217.36	42144
12/21	MHSFCA	Football clinic	\$349.50	64635
"	"	"	\$349.50	64928
Total Amount of Purchases			\$2,683.46	

Summary by ASN #	ASN #	Total	ASN #	Total
		42135	\$630.00	
	42144	\$228.34		\$0.00
	42148	\$410.07		\$0.00
	64635	\$349.50		\$0.00
	64664	\$410.06		\$0.00
	64702	\$305.99		\$0.00
	64928	\$349.50		\$0.00

\$2,683.46

Employee Signature *Danise Berry* Supervisor Signature *M. Roy*

Instruction: Record purchases as they are made throughout the month. When you receive your credit card statement, check this reconciliation form. After checking, sign this form indicating you have balanced your account and have it signed by your s
Send this form, statement copy, and receipts for all purchases on this statement to the Accounting Office by the 18th of the

**VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM**

Card Holder: Keevin O'Neill
Purchases for: December 2023

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
12/14/2023	Chick-fil-A	SSAB Meeting	\$182.07	23273	Y
Total Amount of Purchases			\$182.07		

Summary by ASN #	ASN #	Total	ASN #	Total
				23273

Employee Signature *[Signature]* Supervisor Signature *[Signature]* 1/4/24

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: Sarah Dyer
Purchases for: December

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
11/29/2023	Dollar General	Supplies	\$ 4.40	46173	Yes
11/30/2023	Meijer	Supplies	\$ 3.84	46173	Yes
11/30/2023	Meijer	Food Supplies	\$ 25.86	46170	Yes
12/1/2023	USPS	Postage	\$ 10.95	46173	Yes
12/1/2023	WorkPlace Pro	Uniform Shirts	\$ 28.04	46173	Yes
12/1/2023	WorkPlace Pro	Uniform Shirts	\$ 206.10	46173	Yes
12/5/2023	WorkPlace Pro	Uniform Shirts	\$ (12.09)	46173	No
12/5/2023	Walmart	Food Supplies	\$ 10.72	46170	Yes
12/5/2023	Meijer	Food Supplies	\$ 16.83	46170	Yes
12/5/2023	Meijer	Supplies	\$ 22.02	46173	Yes
12/6/2023	Columbia	Uniform Shirts	\$ 111.27	46173	Yes
12/5/2023	WorkPlace Pro	Uniform Shirts	\$ 123.55	46173	Yes
12/6/2023	Columbia	Uniform Shirts	\$ 148.36	46173	Yes
12/5/2023	Jim Coleman Inc.	National School Breakfast	\$ 917.02	46173	Yes
12/5/2023	Aldi	Food Supplies	\$ 114.64	46170	Yes
12/8/2023	Columbia	Uniform Shirts	\$ 74.18	46173	Yes
12/8/2023	Meijer	Food Supplies	\$ 4.49	46170	Yes
12/9/2023	Columbia	Uniform Shirts	\$ 27.09	46173	Yes
12/8/2023	Amazon	Supplies	\$ 28.88	46173	Yes
12/10/2023	Amazon	Supplies	\$ 31.23	46173	Yes
12/9/2023	Columbia	Uniform Shirts	\$ 37.09	46173	Yes
12/11/2023	KalBlue Group	Supplies	\$ 170.37	46173	Yes
12/11/2023	Culinary Culivations	ServSafe	\$ 225.00	46173	Yes
12/14/2023	Amazon	Supplies	\$ 8.95	46173	Yes
12/12/2023	Hardings	Food Supplies	\$ 22.16	46170	Yes
12/13/2023	Webstaurant	Supplies	\$ 109.95	46173	Yes
12/15/2023	Amazon	Food Supplies	\$ 17.04	46170	Yes
12/14/2023	Walmart	Supplies	\$ 18.99	46173	Yes
12/14/2023	Magic Seasoning Blends	Food Supplies	\$ 75.95	46170	Yes
12/15/2023	Webstaurant	Supplies	\$ 38.46	46173	Yes
12/16/2023	Webstaurant	Supplies	\$ 74.49	46173	Yes
12/19/2023	Walmart	Food Supplies	\$ 8.96	46170	Yes
12/19/2023	Amazon	Food Supplies	\$ 178.65	46170	Yes
12/20/2023	Columbia	Uniform Shirts	\$ (27.09)	46173	Yes
12/20/2023	Amazon	Food Supplies	\$ 168.18	46170	Yes
12/23/2023	Webstaurant	Supplies	\$ 259.99	46173	Yes
12/26/2023	Amazon	Food Supplies	\$ 26.04	46170	Yes
Total Amount of Purchases			\$ 3,310.56		

Summary by ASN #	ASN #	Total	ASN #
		46170	\$ 669.52
	46173	\$ 2,641.04	

--	--	--	--	--

Employee Signature Deb Schmepp

Supervisor Signature Sarah Dym

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

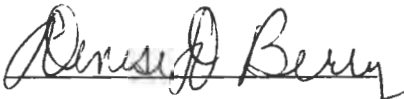

Total by summary	\$	3,310.56
Total above	\$	3,310.56
Difference	\$	-

Card Holder: Adam Brush
Purchases for: December, 2023

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
11/28	Sweetwaters Donut Mill	Strive breakfast	\$44.97	64702	x
12/4	MSBOA District 11	Solo & Ensemble fees	\$148.00	64584	x
12/15	UltimateReviewPacket.c	Chatel AP supplies	\$24.99	64581	x
12/15	Weebly	Chatel AP supplies	\$44.43	64581	x
12/18	Gimkit	World Lang Subscription renewa	\$59.88	64638	x
12/19	Dollar General	Senate supplies	\$3.50	64700	x
12/18	Sweetwaters Donut Mill	Staff treat	\$119.92	64702	x
12/19	Timber Ridge	Ski Passes	\$1,400.00	64692	x
12/20	USPS	Expulsion Certified letter	\$7.14	15165	x
12/21	Cardinal Buses	French field trip	\$568.70	64638	x
Total Amount of Purchases			\$2,421.53		

Summary by ASN #	ASN #	Total	ASN #	Total
	15165	\$7.14		\$0.00
	64581	\$69.42		\$0.00
	64584	\$148.00		\$0.00
	64638	\$628.58		\$0.00
	64692	\$1,400.00		\$0.00
	64700	\$3.50		\$0.00
	64702	\$164.89		\$0.00

\$2,421.53

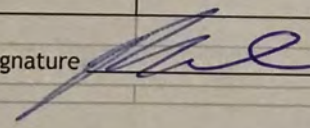
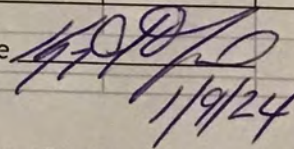
Employee Signature  Supervisor Signature 

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.

Purchases for: Vicksburg Pathways High School -December 2023

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
12/4	Homebased	Clock in System	\$ 24.95	18384	Y
12/04	Amazon	Lab Supplies	\$ 92.16	18384	Y
12-07-23	Amazon	Lab Supplies	\$ 480.05	18384	Y
12-08-23	Amazon	Lab Supplies	\$ 56.00	18384	Y
12/18/23	Amazon	Lab Supplies	\$ 65.56	18384	Y
12/20	Amazon	Lab Supplies	\$ 48.99	18384	Y
Total Amount of Purchases			\$ 767.71		

Summary by ASN #	ASN #	Total	ASN #	Total
	18395		18381	
	18397		18383	
	18384	\$ 767.71	18385	
	Total	\$ 767.71		

Employee Signature  Supervisor Signature  1/9/24

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	\$ 767.71
Total above	\$ 767.71
Difference	\$ -

Card Holder: Matt Hawkins
Purchases for: December, 2023

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
11/29	Bath & Body Works	12 Days prizes	\$15.64	64702	x
11/28	Jaspares	Speaker lunch	\$83.13	64702	x
12/2	Sams Club	12 Days prizes	\$13.96	64702	x
12/12	Spotify	Band subscription	\$10.99	64584	no
12/12	Target	Life skills supplies	\$23.73	64473	x
12/14	Apple.com	AP Seminar subscription	\$2.99	64581	no
12/14	Full Compass	Jr. Musical supplies	\$175.96	64578	x
12/18	Sams Club	Staff lunch	\$86.46	64702	x
12/19	Alliance Francaise	Field Trip deposit	\$150.00	64638	x
12/20	Gordon Foods	Cancelled order	\$187.59	64702	no
12/20	Gordon Foods	Cancelled order	-\$187.59	64702	no
12/22	Moe's	Staff lunch	\$121.00	64702	x
12/20	Gordons Food	Staff lunch	\$254.32	64702	x
12/26	Meijer	12 Days prizes	\$15.87	64702	x
12/26	Home Goods	12 Days prizes	\$25.41	64702	x
Total Amount of Purchases			\$979.46		

Summary by ASN #	ASN #	Total	ASN #	Total
	64473	\$23.73		\$0.00
	64578	\$175.96		\$0.00
	64581	\$2.99		\$0.00
	64584	\$10.99		\$0.00
	64638	\$150.00		\$0.00
	64702	\$615.79		\$0.00
		\$0.00		\$0.00

\$979.46

Employee Signature *Denise Berry* Supervisor Signature *Matt A. 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.

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												\$1,205.51
MIDWEST 006	MIDWEST ENERGY & COMMUNICATIONS	1837601DEC23	0000000000	RDCC	AP	MONTHLY BILLING 11/08/23 - 12/08/23	B		12/14/2023	01/26/2024	W	\$669.01
									23-24		202300571	\$669.01
1		MONTHLY BILLING 11/08/23 - 12/08/23						1.00				\$669.01
11E261	5520 00000 000 0000 0110	26866		ELECTRICITY								\$669.01
MIDWEST 006	MIDWEST ENERGY & COMMUNICATIONS	1837601NOV23	0000000000	RDCC	AP	MONTHLY BILLING 10/8/23 - 11/8/23	B		11/14/2023	01/26/2024	W	\$708.21
									23-24		202300571	\$708.21
1		MONTHLY BILLING 10/8/23 - 11/8/23						1.00				\$708.21
11E261	5520 00000 000 0000 0110	26866		ELECTRICITY								\$708.21
NUMBER OF INVOICES: 2												\$1,377.22
QUADIENT000	QUADIENT LEASING USA, INC.	Q1056797	0000000000	RDCC	AP	POSTAGE METER LEASE	B		11/04/2023	01/26/2024	W	\$807.45
									23-24		202300575	\$807.45
1		POSTAGE METER LEASE						1.00				\$807.45
11E231	3150 00000 000 0000 0000	23160		GF DISTRICT SERVICES								\$807.45
NUMBER OF INVOICES: 1												\$807.45
WASTE MA000	WASTE MANAGEMENT OF MICHIGAN	7880691-2529-2	0000000000	RDCC	AP	DUMPSTER SERVICE 12/1/23 - 12/31/23	B		11/29/2023	01/26/2024	W	\$4,296.13
									23-24		202300572	\$4,296.13
1		DUMPSTER SERVICE 12/1/23 - 12/31/23						1.00				\$4,296.13
11E261	3840 00000 000 0000 0175	26862		WASTE & TRASH DISP								\$4,296.13
NUMBER OF INVOICES: 1												\$4,296.13
TOTAL NUMBER OF BATCH INVOICES: 9												\$11,674.23
9 WIRE TRAN CHECK INVOICES												\$11,674.23

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 INVOICES: 9 \$11,674.23

BANK TOTALS:	BANK	BANK ACCOUNT #	INVOICE AMOUNT	NET AMOUNT
	AP	**A101 0002 00000 001 0000 1005	\$11,674.23	\$11,674.23

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 *****

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
A PARTS 000	A PARTS WAREHOUSE	180163	0000000000	SGCC	AP	PARTS	B	11/16/2023	01/24/2024	W		\$3,100.00
							23-24			202300562		\$3,100.00
	1	PARTS						1.00				\$3,100.00
	11E271 5790 00000 000 0000 0140	27177		TRANS MISC SUPPLY								\$3,100.00
NUMBER OF INVOICES: 1												
\$3,100.00												
AMAZONCO000	AMAZON.COM	114-6764450-3620265	0000000000	SGCC	AP	SUPPLIES	B	12/06/2023	01/24/2024	W		\$29.99
							23-24			202300556		\$29.99
	1	SUPPLIES						1.00				\$29.99
	61A431 4558 00000 000 0000 0000	64558		MS ROBOTICS CLUB								\$29.99
AMAZONCO000	AMAZON.COM	113-0707285-3053808	0000000000	SGCC	AP	ROBOTICS SUPPLIES	B	11/25/2023	01/24/2024	W		\$9.49
							23-24			202300556		\$9.49
	1	ROBOTICS SUPPLIES						1.00				\$9.49
	61A431 4558 00000 000 0000 0000	64558		MS ROBOTICS CLUB								\$9.49
AMAZONCO000	AMAZON.COM	113-6804968-1058622	0000000000	SGCC	AP	ROBOTICS SUPPLIES	B	11/25/2023	01/24/2024	W		\$40.19
							23-24			202300556		\$40.19
	1	ROBOTICS SUPPLIES						1.00				\$40.19
	61A431 4558 00000 000 0000 0000	64558		MS ROBOTICS CLUB								\$40.19
AMAZONCO000	AMAZON.COM	114-0109084-5917053	0000000000	SGCC	AP	SUPPLIES	B	12/14/2023	01/24/2024	W		\$57.61
							23-24			202300556		\$57.61
	1	SUPPLIES						1.00				\$57.61
	11E283 5910 00000 000 0000 0000	28370		HUMAN RESOURCE SUPPLY								\$57.61
AMAZONCO000	AMAZON.COM	CR113-0707285-305380	0000000000	SGCC	AP	CREDIT ON ORIGINAL ORDER 113-0707285-3053808	B	12/27/2023	01/24/2024	W		\$-9.49
							23-24			202300556		\$-9.49
	61A431 4558 00000 000 0000 0000	64558		MS ROBOTICS CLUB								\$-9.49
AMAZONCO000	AMAZON.COM	CR113-6804968-105682	0000000000	SGCC	AP	CREDIT ON ORIGINAL INVOICE 113-6804968-105682	B	12/27/2023	01/24/2024	W		\$-7.99

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	1408735	0000000000	SGCC	AP	SUPPLIES	B	11/02/2023	01/24/2024	W		\$2,485.78
	1	SUPPLIES					23-24			202300553		\$2,485.78
	11E261 5990 04104 000 0000 0140	26271		CUSTODIAL SUPPLY SL				1.00				\$2,485.78
ARNOLD S000	ARNOLD SALES	1408736	0000000000	SGCC	AP	SUPPLIES	B	11/02/2023	01/24/2024	W		\$1,746.76
	1	SUPPLIES					23-24			202300553		\$1,746.76
	11E261 5990 01836 000 0000 0140	26171		CUSTODIAL SUPPLY IL				1.00				\$1,746.76
ARNOLD S000	ARNOLD SALES	1408737	0000000000	SGCC	AP	SUPPLIES	B	11/02/2023	01/24/2024	W		\$1,524.41
	1	SUPPLIES					23-24			202300553		\$1,524.41
	11E261 5990 04185 000 0000 0140	26371		CUSTODIAL SUPPLY TY				1.00				\$1,524.41
ARNOLD S000	ARNOLD SALES	1408738	0000000000	SGCC	AP	SUPPLIES	B	11/02/2023	01/24/2024	W		\$1,548.76
	1	SUPPLIES					23-24			202300553		\$1,548.76
	11E261 5990 01031 000 0000 0140	26471		CUSTODIAL SUPPLY MS				1.00				\$1,548.76
ARNOLD S000	ARNOLD SALES	1408794	0000000000	SGCC	AP	SUPPLIES	B	11/02/2023	01/24/2024	W		\$113.75
	1	SUPPLIES					23-24			202300553		\$113.75
	11E261 5990 04299 000 0000 0140	26571		CUSOTIDAL SUPPLY HS				1.00				\$113.75
ARNOLD S000	ARNOLD SALES	1408795	0000000000	SGCC	AP	SUPPLIES	B	11/02/2023	01/24/2024	W		\$1,572.33
	1	SUPPLIES					23-24			202300553		\$1,572.33
	11E261 5990 04299 000 0000 0140	26571		CUSOTIDAL SUPPLY HS				1.00				\$1,572.33
ARNOLD S000	ARNOLD SALES	1410864	0000000000	SGCC	AP	SUPPLIES	B	12/07/2023	01/24/2024	W		\$1,647.18
	1	SUPPLIES					23-24			202300553		\$1,647.18
	11E261 5990 04299 000 0000 0140	26571		CUSOTIDAL SUPPLY HS				1.00				\$1,647.18

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	1410903	0000000000	SGCC	AP	SUPPLIES	B	12/07/2023	01/24/2024	W		\$409.80
	1	SUPPLIES					23-24		1.00	202300553		\$409.80
	11E261 5990 04299 000 0000 0140	26571	CUSOTIDAL	SUPPLY	HS							\$409.80
ARNOLD S000	ARNOLD SALES	1411657	0000000000	SGCC	AP	SUPPLIES	B	12/07/2023	01/24/2024	W		\$1,568.88
	1	SUPPLIES					23-24		1.00	202300553		\$1,568.88
	11E261 5990 04104 000 0000 0140	26271	CUSTODIAL	SUPPLY	SL							\$1,568.88
NUMBER OF INVOICES: 13												\$13,099.72
BEST WAY000	Best Way Disposal	436536	0000000000	SGCC	AP	RECYCLE CONTAINER 12/01/23 - 12/31/23	B	12/25/2023	01/24/2024	W		\$1,238.85
	1	RECYCLE CONTAINER 12/01/23 - 12/31/23					23-24		1.00	202300559		\$1,238.85
	11E261 3840 00000 000 0000 0175	26862	WASTE & TRASH	DISP								\$1,166.35
	61A431 4645 00000 000 0000 0000	64645	T&A	HS	RECYCLING							\$72.50
NUMBER OF INVOICES: 1												\$1,238.85
BESTAR U000	BESTAR USA	14585	0000000000	SGCC	AP	CREDIT MEMO FOR SALES TAX REFUND	B	12/20/2023	01/24/2024	W		\$-66.43
	11E261 6462 00000 000 0000 0000	26995	FURNITURE	C/O	<\$2500		23-24			202300550		\$-66.43
BESTAR U000	BESTAR USA	14585a	0000000000	SGCC	AP	payroll furniture	B	12/15/2023	01/24/2024	W		\$1,173.56
	1	payroll furniture					23-24		1.00	202300550		\$1,173.56
	11E261 6462 00000 000 0000 0000	26995	FURNITURE	C/O	<\$2500							\$1,173.56
NUMBER OF INVOICES: 2												\$1,107.13
CAMFIL U000	CAMFIL USA, INC	30435508	9012324003	SGCC	AP	Shipment of various filters	P B	12/19/2023	01/24/2024	W		\$3,721.35

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
CAMPIL U000	CAMPIL USA, INC	30435508		*****CONTINUED*****								
						along with est freight included						
	100	Shipment of various filters along with est freight included	23-24	1.00		202300552	\$3,721.35					
	11E261 5990 00000 000 0000 0000	26771		MAINTENANCE SUPPLY			\$3,721.35					
						NUMBER OF INVOICES: 1						\$3,721.35
CROWN TR000	CROWN TROPHY	43851	5002324171	SGCC	AP	PLATES	F B	11/10/2023	01/24/2024	W		\$33.27
	100	ENGRAVED PLATES	23-24	1.00		202300548	\$33.27					
	11E293 5990 00000 021 0000 0000	42141		ATHLETIC AWARDS			\$33.27					
CROWN TR000	CROWN TROPHY	43881	5002324169	SGCC	AP	PLAQUES	F B	11/15/2023	01/24/2024	W		\$410.10
	100	PLAQUES	23-24	1.00		202300548	\$410.10					
	61A431 4635 00000 000 0000 0000	64635		T&A HS FOOTBALL			\$410.10					
CROWN TR000	CROWN TROPHY	44042	5002324223	SGCC	AP	PLATES	F B	12/11/2023	01/24/2024	W		\$72.00
	100	GOLF REGIONALS TROPHY PLATES	23-24	1.00		202300548	\$72.00					
	11E293 5990 00000 028 0000 0000	42161		TOURNAMENT EXPENSE			\$72.00					
						NUMBER OF INVOICES: 3						\$515.37
DENOOPYER000	DENOOPYER	3221	0000000000	SGCC	AP	TRANS FILTERS- NEW BUSSES	B	10/19/2023	01/24/2024	W		\$253.17
	1	TRANS FILTERS- NEW BUSSES	23-24	1.00		202300569	\$253.17					
	11E271 5730 00000 000 0000 0130	27176		TRANS PARTS			\$253.17					
						NUMBER OF INVOICES: 1						\$253.17
DL GALLI000	DL GALLIVAN INC	IN139244	0000000000	SGCC	AP	TONER	B	09/19/2023	01/24/2024	W		\$180.00

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
HOLLAND 000	HOLLAND BUS COMPANY	196439	0000000000	SGCC	AP	PARTS	B	12/15/2023	01/24/2024	W		\$160.89
							23-24			202300555		\$160.89
	1	PARTS							1.00			\$160.89
	11E271 5730 00000 000 0000 0130	27176		TRANS PARTS								\$160.89
NUMBER OF INVOICES: 9												\$4,077.60
KALBLUE 000	KALBLUE	91484	0000000000	SGCC	AP	Foundation Christmas Cards	B	12/06/2023	01/24/2024	W		\$299.14
							23-24			202300563		\$299.14
	1	Foundation Christmas Cards							1.00			\$299.14
	11A121 0000 00000 000 0000 0000	20180		GF ACCOUNTS RECEIVABLE								\$299.14
KALBLUE 000	KALBLUE	91606	5002324179	SGCC	AP	SIGNS	F B	11/20/2023	01/24/2024	W		\$854.23
							23-24			202300563		\$854.23
	100	BASEBALL & SOFTBALL FIELD SIGN UPDATES							1.00			\$854.23
	11E293 5990 00000 021 0000 0000	42141		ATHLETIC AWARDS								\$854.23
NUMBER OF INVOICES: 2												\$1,153.37
LATITUDE000	LATITUDE 42	39	0000000000	SGCC	AP	BOARD DINNER	B	12/12/2023	01/24/2024	W		\$744.76
							23-24			202300567		\$744.76
	1	BOARD DINNER							1.00			\$744.76
	11E231 5990 00000 000 0000 0000	23170		BOARD MEETING EXP								\$744.76
NUMBER OF INVOICES: 1												\$744.76
MCMASER000	MCMASER-CARR	18677724	0000000000	SGCC	AP	ROBOTICS SUPPLY	B	12/06/2023	01/24/2024	W		\$74.58
							23-24			202300560		\$74.58
	1	ROBOTICS SUPPLY							1.00			\$74.58
	61A431 4558 00000 000 0000 0000	64558		MS ROBOTICS CLUB								\$74.58
NUMBER OF INVOICES: 1												\$74.58
ROSE PES000	ROSE PEST SOLUTIONS	232587C	0000000000	SGCC	AP	DISTRICT PEST CONTROL	B	12/27/2023	01/24/2024	W		\$311.00

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			
NUMBER OF INVOICES: 1												\$764.55			
UNITED W001	UNITED WHOLESALE -- KALAMAZOO	POS-167844	5002324210	SGCC	AP	CONCESSIONS	F	B	12/11/2023	01/24/2024	W	\$569.05			
							23-24			202300551		\$569.05			
	100	CONCESSIONS SUPPLIES							1.00			\$569.05			
	61A431 4593 00000 000 0000 0000		64593	T&A ATHLETIC BOOSTERS								\$569.05			
NUMBER OF INVOICES: 1												\$569.05			
WEISSMAN000	WEISSMAN DESIGNS FOR DANCE	0006712830	0000000000	SGCC	AP	DANCE COSTUMES	B		12/19/2023	01/24/2024	W	\$6,509.03			
							23-24			202300566		\$6,509.03			
	1	DANCE COSTUMES							1.00			\$6,509.03			
	61A431 4746 00000 000 0000 0000		64746	T&A COMM ED DANCE PROGRAM								\$6,509.03			
NUMBER OF INVOICES: 1												\$6,509.03			
TOTAL NUMBER OF BATCH INVOICES:												59	\$70,746.84		
59 WIRE TRAN CHECK INVOICES												\$70,746.84			
TOTAL INVOICES:												59	\$70,746.84		
BANK TOTALS:												BANK	BANK ACCOUNT #	INVOICE AMOUNT	NET AMOUNT
												AP	**A101 0002 00000 001 0000 1005	\$70,746.84	\$70,746.84

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 *****