

Card Holder: Ruth Hook  
 Purchases for: Indian Lake Elementary

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
7/6/20	Amazon	Book for Wendy Rice - Rtn fee \$2.00	\$ (9.39)	11170	N
Total Amount of Purchases			\$ (9.39)		

Summary by ASN	ASN #	Total	ASN #	Total
	11170			

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.*

INFO ONLY

Total by summar	\$	-
Total above	\$	(9.39)
Difference	\$	9.39

VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Gail Van Daff  
Purchases for: Curriculum Office

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
7/2/20	MASA	Gail Van Daff - Conference	\$ 125.00	22148	Y
7/2/20	MAS / FPS	Gail Van Daff - Conference	\$ 500.00	22148	Y
7/20/20	Blick	Fine Arts Supplies	\$ 282.97	15181	Y
Total Amount of Purchases			\$ 907.97		

Summary by ASN #	ASN #	Total	ASN #	Total
		15181	\$ 282.97	
	22148	\$ 625.00		

Employee Signature Sandra Cwiakala Supervisor Signature Gail Van Daff

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INFO ONLY

Total by summary	\$	907.97
Total above	\$	907.97
Difference	\$	-

### VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Karen McKinstry  
Purchases for:

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
7/10/20	POWER EQUIP DIRECT	AIR COMPRESSOR	\$2,878.99	27176	X
7/15/20	HARBOR FREIGHT	MASKS & GLOVES	\$67.73	27177	X

	27176	\$2,878.99		
	27177	\$67.73		

Employee Signature Kunda Vanderstraaten Supervisor Signature Km

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Card Holder: Matt Hawkins  
Purchases for: July, 2020

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
7/12	Spotify	Band Subscription	\$9.99	64584	no
7/16	Geek Genius	Bench Fee	\$35.00	64584	x
7/16	Taco Bob's	Band Meal	\$41.43	64584	x
7/17	Shell	Band drinks	\$6.28	64584	x
7/17	Main St. Pub	Band Meal	\$58.46	64584	x
<b>Total Amount of Purchases</b>			<b>\$151.16</b>		

Summary by ASN #	ASN #	Total	ASN #	Total
		64584	\$151.16	
		\$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		\$0.00
				<b>\$151.16</b>

Employee Signature \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

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<b>INFO ONLY</b>	
Total by summary	\$ 151.16
Total above	\$ 151.16
Difference	\$ -

Card Holder: Sarah Dyer  
Purchases for: July

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
7/15/2020	B&G Discount	PPE	\$ 238.29	46173	Yes
7/17/2020	Amazon	Textbooks - HS English	\$ 105.90	15180	Yes
7/21/2020	Amazon	Supplies	\$ 32.95	46173	Yes
7/22/2020	Amazon	Supplies	\$ 50.00	46173	Yes
Total Amount of Purchases			\$ 427.14		

Summary by ASN #	ASN #	Total	ASN #
	46173	\$ 321.24	
	15180	\$ 105.90	

Employee Signature *Debra Schmepp* Supervisor Signature *Sarah Dyer*

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INFO ONLY

Total by summary	\$	427.14
Total above	\$	427.14
Difference	\$	-

**Purchases for: Vicksburg Pathways High School - July 2020**

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
6-30-20	Comcast	VPHS lab internet	\$ 144.73	18397	Y
7-01-20	Facebook	Advertising	\$ 226.24	18384	Y
7-09-20	OfficeMax	Graduation Printing	\$ 89.84	18384	Y
7-17-20	Facebook	Advertising	\$ 500.00	18384	Y
7-22-20	BestBuy	Computer Cables	\$ 48.74	18383	Y
Total Amount of Purchases			\$ 1,009.55		

Summary by ASN #	ASN #	Total	ASN #	Total
	18395	\$ -	18381	\$ -
	18397	\$ 144.73	18383	\$ 48.74
	18384	\$ 816.08	18385	\$ -
	Total	\$ 1,009.55		

Employee Signature  Supervisor Signature 

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INFO ONLY	
Total by summary	\$ 1,009.55
Total above	\$ 1,009.55
Difference	\$ -

VICKSBURG COMMUNITY SCHOOLS  
CREDIT CARD RECONCILIATION FORM

Card Holder: Don Puckett  
Purchases July 2020

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
13-Jul	Comcast	Internet Service for OEC	\$ 88.40	28474	X
8-Jul	McDonalds	Food	\$ 6.14	Don Puckett/Cash	X
Total Amount of Purchases			\$ 94.54		

Summary by ASN #	ASN #	Total	ASN #	Total
			28474	\$ 88.40
			Don Puckett/Cash	\$ 6.14
			Total	\$ 94.54

Employee Signature \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

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Card Holder: Adam Brush  
Purchases for: July, 2020

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
7/2	USPS	Mail	\$2.40	15165	x
7/6	That's Great News	AP Plaque	\$179.00	24570	x
7/22	Adobe	Band software	\$21.19	64584	no
Total Amount of Purchases			\$202.59		

Summary by ASN #	ASN #	Total	ASN #	Total
		64584	\$21.19	
	15165	\$2.40		\$0.00
	24570	\$179.00		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00
		\$0.00		\$0.00

\$202.59

Employee Signature \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

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INFO ONLY

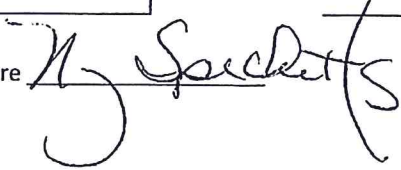
Total by summary		\$202.59
Total above	\$	202.59
Difference	\$	-



Card Holder: Nancy Spicketts  
Purchases for: July 2020

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
7.1.20	Amazon	Ball Valve for irrigation	\$ 103.99	26770	yes
7.10.20	Amazon	Face Masks	\$ 199.98	26978	yes
7.13.20	Amazon	Irrigation tool	\$ 12.98	26770	yes
7.23.20	Iron Circle Services	Irrigation Control	\$ 362.74	26770	yes
<b>Total Amount of Purchases</b>			<b>\$ 679.69</b>		
<b>Summary by ASN #</b>		<b>ASN #</b>	<b>Total</b>		
		26770	\$ 479.71		
		26978	\$ 199.98		

Employee Signature: Nancy Spicketts

Supervisor Signature 

Instruction:

INFO ONLY		
Total by summary	\$	679.69
Total above	\$	679.69
Difference	\$	(0.00)

**July 2020**

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

Alyssa Thompson

Mike Roy

Mike Barwegen

Amie McCaw

Keevin O'Neill

Matt VanDussen

**Durant credit card**

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	IQ	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					IQ	QTY		LINE AMOUNT		
ACCOUNT NUMBER(S)		QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099				ACCT AMOUNT			
ARIZENT 000	ARIZENT	ADV0303464	0000000000	RDCC	AP	LEGAL AD	B	06/08/2020	08/26/2020	W		\$1,705.00
							20-21			202000055		\$1,705.00
1		LEGAL AD						1.00				\$1,705.00
48E511	7310 00000 000 0000 0000		48726	2020		Bond Issuance costs						\$1,705.00
NUMBER OF INVOICES: 1											\$1,705.00	
CONSUMER001	CONSUMERS ENERGY	204921996883	0000000000	RDCC	AP	JUNE BILLING	B	06/30/2020	08/26/2020	W		\$118.79
							20-21			202000056		\$118.79
1		JUNE BILLING						1.00				\$118.79
11E261	5510 00000 000 0000 0120		26865			NATURAL GAS						\$118.79
NUMBER OF INVOICES: 2											\$236.48	
CONSUMER001	CONSUMERS ENERGY	207145910470	0000000000	RDCC	AP	JUNE BILLING	B	07/09/2020	08/26/2020	W		\$117.69
							20-21			202000056		\$117.69
1		JUNE BILLING						1.00				\$117.69
11E261	5510 00000 000 0000 0120		26865			NATURAL GAS						\$117.69
NUMBER OF INVOICES: 1											\$5,044.65	
GOCODES 000	GOCODES, INC	INV-010589	0000000000	RDCC	AP	ANNUAL PAYMENT OPTION	B	07/11/2020	08/26/2020	W		\$5,044.65
							20-21			202000057		\$5,044.65
1		ANNUAL PAYMENT OPTION						1.00				\$5,044.65
11E284	3450 00000 000 0000 0000		28463			SOFTWARE LICENSES						\$5,044.65
NUMBER OF INVOICES: 1											\$5,044.65	
HERFF J0000	HERFF JONES INC	148662002020	0000000000	RDCC	AP	YEARBOOKS	B	06/09/2020	08/26/2020	W		\$3,024.60
							20-21			202000058		\$3,024.60
1		YEARBOOKS						1.00				\$3,024.60
61A431	4567 00000 000 0000 0000		64567			T&A MS YEARBOOK SUPPLIES						\$3,024.60
NUMBER OF INVOICES: 1											\$3,024.60	
VANGUARD000	VANGUARD PUBLIC AFFAIRS	1802	0000000000	RDCC	AP	CONSULTING	B	06/30/2020	08/26/2020	W		\$2,750.00

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						

VANGUARD000	VANGUARD PUBLIC AFFAIRS	1802										
*****CONTINUED*****												
							20-21		202000059			\$2,750.00
1		CONSULTING							1.00			\$2,750.00
11E282	3150 00000 000 0000 0000		28259			DISTRICT COMMUNICATION P/S						\$2,750.00

NUMBER OF INVOICES: 1 \$2,750.00

WASTE MA000	WASTE MANAGEMENT OF MICHIGAN	7684353-2529-7	0000000000	RDC	AP	TRASH	B	06/29/2020	08/26/2020	W		\$2,520.50
							20-21		202000060			\$2,520.50
1		TRASH							1.00			\$2,520.50
11E261	3840 00000 000 0000 0175		26862			WASTE & TRASH DISP						\$2,520.50

NUMBER OF INVOICES: 1 \$2,520.50

TOTAL NUMBER OF BATCH INVOICES: 7 \$15,281.23

7 WIRE TRAN CHECK INVOICES \$15,281.23

TOTAL INVOICES: 7 \$15,281.23

BANK TOTALS:	BANK	BANK ACCOUNT #	INVOICE AMOUNT	NET AMOUNT
	AP	**A101 0002 00000 001 0000 1005	\$15,281.23	\$15,281.23

LIQUIDATION STATUS (LQ) CODE LEGEND:

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

**Goss credit card**

VEN-KEY	VENDOR NAME	INVOICE #	PO NUMBER	BATCH	BANK	DESCRIPTION	IQ	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	IQ	QTY	LINE AMOUNT							
ACCOUNT NUMBER(S)	QUICK KEY	ACCOUNT LEVEL	DESCRIPTION	1099	ACCT AMOUNT							
AMAZONCO000	AMAZON.COM	11188127093277022	0000000000	SGCC	AP	OFFICE SUPPLIES	B		07/13/2020	08/26/2020	W	\$31.89
							20-21			202000061		\$31.89
1		OFFICE SUPPLIES						1.00				\$31.89
11A121	0000 00000 000 0000 0000		20180		GF	ACCOUNTS RECEIVABLE						\$31.89
											NUMBER OF INVOICES: 1	\$31.89
APPROVED000	APPROVED PROTECTION SYSTEMS	7051636	0000000000	SGCC	AP	ANNUAL INSPECTION	B		06/26/2020	08/26/2020	W	\$11,273.50
							20-21			202000062		\$11,273.50
1		ANNUAL INSPECTION						1.00				\$11,273.50
11E261	3451 00000 000 0000 0000		26963			ENERGY ED SOFTWARE						\$11,273.50
											NUMBER OF INVOICES: 1	\$11,273.50
CLIMAX T000	CLIMAX TELEPHONE COMPANY	10129872	0000000000	SGCC	AP	JUNE BILLING	B		07/01/2020	08/26/2020	W	\$1,148.34
							20-21			202000063		\$1,148.34
1		JUNE BILLING						1.00				\$1,148.34
11E261	3410 00000 000 0000 0180		26860			TELEPHONE SERVICE						\$1,148.34
											NUMBER OF INVOICES: 1	\$1,148.34
DAVE'S S000	DAVE'S SECURITY	33049	0000000000	SGCC	AP	YEARLY MONITORING	B		06/07/2020	08/26/2020	W	\$275.00
							20-21			202000064		\$275.00
1		YEARLY MONITORING						1.00				\$275.00
11E266	3190 00000 000 0000 0000		26959			SCHOOL SECURITY P/S						\$275.00
											NUMBER OF INVOICES: 1	\$275.00
DAVE'S S000	DAVE'S SECURITY	33051	0000000000	SGCC	AP	YEARLY MONITORING	B		06/07/2020	08/26/2020	W	\$275.00
							20-21			202000064		\$275.00
1		YEARLY MONITORING						1.00				\$275.00
11E266	3190 00000 000 0000 0000		26959			SCHOOL SECURITY P/S						\$275.00
											NUMBER OF INVOICES: 1	\$275.00
DAVE'S S000	DAVE'S SECURITY	33060	0000000000	SGCC	AP	YEARLY MONITORING	B		06/07/2020	08/26/2020	W	\$395.00
							20-21			202000064		\$395.00
1		YEARLY MONITORING						1.00				\$395.00











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						
RW LAPIN000	RW LAPINE INC	22176	0000000000	SGCC	AP	SERVICE	B	06/25/2020	08/26/2020	W		\$5,500.00
							20-21			202000069		\$5,500.00
1		SERVICE						1.00				\$5,500.00
11E261 4911 00000 000 0000 0160		26762		MAINT PURCH SVC								\$5,500.00
RW LAPIN000	RW LAPINE INC	22177	0000000000	SGCC	AP	SERVICE	B	06/25/2020	08/26/2020	W		\$4,500.00
							20-21			202000069		\$4,500.00
1		SERVICE						1.00				\$4,500.00
11E261 4911 00000 000 0000 0160		26762		MAINT PURCH SVC								\$4,500.00
RW LAPIN000	RW LAPINE INC	22178	0000000000	SGCC	AP	BOILER SERVICE	B	06/25/2020	08/26/2020	W		\$3,500.00
							20-21			202000069		\$3,500.00
1		BOILER SERVICE						1.00				\$3,500.00
11E261 4911 00000 000 0000 0160		26762		MAINT PURCH SVC								\$3,500.00
RW LAPIN000	RW LAPINE INC	22179	0000000000	SGCC	AP	SERVICE	B	06/25/2020	08/26/2020	W		\$3,000.00
							20-21			202000069		\$3,000.00
1		SERVICE						1.00				\$3,000.00
11E261 4911 00000 000 0000 0160		26762		MAINT PURCH SVC								\$3,000.00
RW LAPIN000	RW LAPINE INC	22180	0000000000	SGCC	AP	SERVICE	B	06/25/2020	08/26/2020	W		\$3,000.00
							20-21			202000069		\$3,000.00
1		SERVICE						1.00				\$3,000.00
11E261 4911 00000 000 0000 0160		26762		MAINT PURCH SVC								\$3,000.00
RW LAPIN000	RW LAPINE INC	22181	0000000000	SGCC	AP	COOLER REPAIRS	B	06/25/2020	08/26/2020	W		\$762.58
							20-21			202000069		\$762.58
1		COOLER REPAIRS						1.00				\$762.58
25E297 4120 00000 000 0000 0000		46140		REPAIRS & MAINTENANCE								\$762.58

NUMBER OF INVOICES: 8

\$26,937.58

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

TOTAL NUMBER OF BATCH INVOICES: 37 \$52,826.74  
37 WIRE TRAN CHECK INVOICES \$52,826.74

TOTAL INVOICES: 37 \$52,826.74

BANK TOTALS: BANK BANK ACCOUNT # INVOICE AMOUNT NET AMOUNT  
AP \*\*A101 0002 00000 001 0000 1005 \$52,826.74 \$52,826.74

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