

Purchases for: Indian Lake Elementary



Employee Signature _____ Supervisor Signature _____

Total by summar	\$	772.38
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Card Holder: Sarah Bacalia
Purchases for: Indian Lake Elementary

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
05/28/2025	Amazon	Candy Grams	29.99	64509	Y
06/02/2025	GFS	Popcorn	32.97	64509	Y
06/03/2025	Amazon	SIPD Books	22.12	11170	Y
06/04/2025	Amazon	SIPD Books	8.69	11170	Y
06/06/2025	Amazon	SIPD Books	32.09	11170	Y
06/06/2025	Amazon	Summer School prep	17.98	11170	Y
06/06/2025	Amazon	SIPD Books	44.24	11170	Y
Total Amount of Purchases \$			188.08		

[illegible]

Employee Signature _____

Supervisor Signature

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INFO ONLY

Total by summar \$ 188.08

Total above	\$	188.08
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Difference \$ -

Purchases for: June 2025

\$0.00

Supervisor Signature _____

7/29/25

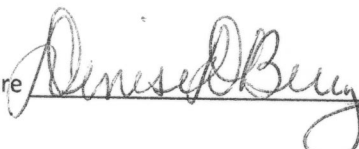
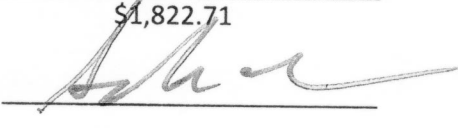
\$ (195.20)

Card Holder: Adam Brush
Purchases for: June, 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
5/27	Sam's Club	Girls Tennis banquet	\$66.73	64705	x
5/28	USITT	Auditorium supplies	\$121.00	33162	x
5/28	Jaspares	Girls Tennis banquet	\$371.64	64705	x
5/30	Olive Garden	Boys Track State Tournament	\$86.93	42161	x
6/4	MSU	FFA registration	\$25.00	64640	x
6/4	MSU	FFA registration	\$40.00	64640	x
6/5	Sam's Club	Summer School supplies	\$102.68	15292	x
6/6	Evergreen Resort	Tennis Conference	\$183.92	22135	x
6/12	Family Fare	Summer School supplies	\$30.30	15292	x
6/13	USPS	International postage	\$4.95	15165	x
6/18	Plainwell Ice Cream	Summer School supplies	\$50.90	15292	x
6/22	Clam Lake Beer	Adam Conference	\$33.00	24562	x
6/23	Starbucks	Adam Conference	\$12.13	24562	x
6/23	Jolly Pumpkin	Adam & Matt Conference	\$75.33	24562	x
6/24	North Peak	Adam Conference	\$34.00	24562	x
6/25	Grand Traverse Resort	Adam Conference	\$584.20	24562	x
Total Amount of Purchases			\$1,822.71		

Summary by ASN #	ASN #	Total	ASN #	Total
	15165	\$4.95	64705	\$438.37
	15292	\$183.88		\$0.00
	22135	\$183.92		\$0.00
	24562	\$738.66		\$0.00
	33162	\$121.00		\$0.00
	42161	\$86.93		\$0.00
	64640	\$65.00		\$0.00

\$1,822.71

Employee Signature  Supervisor Signature 

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Card Holder: Sarah Dyer
Purchases for: June

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
5/28/2025	Amazon	Food	\$ 25.92	46170	Yes
5/30/2025	Parts Town	Maint/Repairs	\$ 50.79	46140	Yes
6/3/2025	Amazon	Supplies	\$ 3.79	46173	Yes
6/5/2025	Hardings	Food	\$ 51.96	46170	Yes
6/13/2025	Lowe's	Maint/Repairs	\$ 321.82	46140	Yes
6/17/2025	The Railyard	Food while at Nutrition Training	\$ 65.83	46135	Yes
Total Amount of Purchases			\$ 520.11		RD

Summary by ASN #	ASN #	Total	ASN #	
	46170	\$ 77.88		
	46173	\$ 3.79		
	46140	\$372.61		
	46135	\$ 65.83	Added by Tamara Young RD	

Employee Signature _____

Supervisor Signature _____

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INFO ONLY

Total by summary	\$	520.11	RD
Total above	\$	520.11	
Difference	\$	-	

VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

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

Purchases for: June, 2025

	Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?	
1	5/29	Varsity Yearbook	Yearbook Balance	\$ 606.72	64567	Y	
2	5/30	Sam's Club	8th Grade Graduation Cupcakes	\$ 164.80	64764	Y	
3	6/03	Amazon	Staff Project	\$ 69.98	64764	Y	
4	6/03	DOLLAR GENERAL	Classroom Project	\$ 12.72	64764	Y	
5	6/04	Amazon	Staff Book	\$ 23.95	64764	Y	
6	6/05	DOLLAR GENERAL	HS Track and Field	\$ 25.18	64653	Y	
7	6/05	Hungry Howies	HS Track and Field	\$ 163.98	64653	Y	
8	5/23	Gill Porter	Track Starting Blocks	\$ 934.20	64566	Y	
9	6/6	Qdoba	Meal RD	\$ 794.74	64764	Y	
10	6/20	Amazon	Book-Collective Teacher Efficiency	\$ 41.49	64764	Y	RD
11	6/24	Canva	Printing job	\$ 86.00	64764	Y	RD
12	5/29	Cedar Point	Refund-duplicate payment error	\$ (7,066.18)	64572	Y	RD
13	5/29	Cedar Point	Refund-duplicate payment error	\$ (7,066.18)	64572	Y	RD
14	6/24	Costco	supplies	\$ 105.99	64764	Y	RD
15	6/24	MEMSPA	Principal membership	\$ 599.00	24462	Y	RD
16	6/9	Amazon	Refund	\$ (34.99)	64764	Y	RD
17							
18							
Total Amount of Purchases				-\$10,538.60			

Summary by ASN #	ASN #	Total	ASN #	Total
	64566	\$ 934.20		
	64567	\$ 606.72		
	64653	\$ 189.16		
	64764	\$ 1,264.68	RD	
	64572	(\$14,132.36)	RD	
	24462	\$599.00 RD		

Employee Signature Brenda Letts

Supervisor Signature [Signature]

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INFO ONLY

Total by summary \$ ~~2,796.27~~ (-\$10,538.60) RD
 Total above \$ ~~(10,538.60)~~
 Difference \$ ~~13,334.87~~

n RD

Card Holder: Matt Hawkins
Purchases for: June, 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
5/30	Personalization Mall	Dolislager funeral	\$104.39	64702	x
5/31	Amazon	Prom supplies	-\$8.05	64724	x
6/1	Amazon	Prom supplies	-\$12.71	64724	x
5/30	Patterson Vet Supply	Vet Science supplies	\$295.00	16685	x
6/3	USPS	Certified Mail	\$9.68	15165	x
6/3	Sam's Club	Senior Breakfast restock	\$36.00	64634	x
6/3	Gordons Food	Staff lunch	\$242.35	64700	x
"	"	"	\$242.35	64702	x
6/3	Gordons Food	Staff lunch	\$20.93	64700	x
"	"	"	\$20.93	64702	x
6/3	Sam's Club	Staff lunch	\$95.44	64700	x
"	"	"	\$95.44	64702	x
6/5	Popplers Music	ITS trip	\$162.88	64636	x
6/6	Stratford Festival	ITS trip	\$1,585.34	64636	x
6/12	Spotify	Band subscription	\$11.99	64584	no
6/14	Apple.com	AP Seminar subscription	\$2.99	64581	no
6/19	Stratford Festival	ITS trip	\$170.17	64636	x
6/23	Grand Traverse Resor	Matt Conference	\$21.02	24562	x
6/24	Amazon	Unknown disputed charge	\$21.19	20180	no
6/24	North Peak	Matt Conference	\$46.85	24562	x
6/26	Aunt Millie's	ITS trip	\$6.25	64636	x
6/25	Grand Traverse Resor	Matt Conference	\$11.55	24562	x
6/26	Aldi	ITS trip	\$103.53	64636	x
Total Amount of Purchases			\$3,285.51		

Summary by ASN #	ASN #	Total	ASN #	Total
	15165	\$9.68	64700	\$358.72
	16685	\$295.00	64702	\$463.11
	24562	\$79.42	64724	-\$20.76
	64581	\$2.99	20180	\$21.19
	64584	\$11.99		\$0.00
	64634	\$36.00		\$0.00
	64636	\$2,028.17		\$0.00

\$3,285.51

Employee Signature Anised Bey Supervisor Signature _____

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Purchases for: Vicksburg Pathways High School -June 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
5-30-25	Amazon	Supplies for graduation	\$ 84.50	18385	Y
5-30-25	Dollar General	Lunch for staff	\$ 3.20	18395	Y
5-30-25	Main Street	Lunch for staff	\$ 147.00	18395	Y
5-30-25	Main Street	Lunch for staff	\$ 7.73	18395	Y
6-02-25	Amazon	Student supplies	\$ 67.90	18395	Y
6-02-25	MASSP	renewal	\$ 450.00	18381	Y
6-04-25	Walmart	Supplies for graduation	\$ 9.36	18385	Y
6-05-25	Sams Club	Supplies for graduation	\$ 16.48	18385	Y
6-06-25	Shell	Supplies for graduation	\$ 2.99	18385	Y
6-06-25	Sams Club	Supplies for graduation	\$ 82.40	18385	Y
6/6/25	Amazon	Student supplies	\$ 75.75	18385	Y
6-06-25	Hungry Howies	Lunch for staff	\$ 65.00	18395	Y
6-18-25	Home Base	renewal for attendance pad	\$ 240.00	18395	Y
6-23-25	Sam's Club	renewal for district membership	\$ 110.00	23272	Y
6-10-25	Amazon	Summer School supplies	\$ 116.73	18401	Y
6-13-25	Amazon	Summer School supplies	\$ 522.23	18401	Y
6-16/25	Biggby	Summer School Food	\$ 99.85	18401	Y
6-16-25	Biggby	Summer School Food	\$ 6.03	18401	Y
6-17-25	Amazon	Summer School supplies	\$ 119.00	18401	Y
6-23-25	Biggby	Summer School Food	\$ 72.75	18401	Y
6-25-25	TPT	Summer Schools supplies	\$ 3.50	18401	Y
6-25-25	Amazon	Summer School supplies	\$ 67.97	18401	Y
6-25-25	Pitsco	Summer School supplies	\$ 120.32	18401	Y
Total Amount of Purchases			\$ 2,490.69		

Summary by ASN #	ASN #	Total	ASN #	Total
	18395	\$ 530.83	18381	\$ 450.00
	23272	\$ 110.00	18383	\$ -
	18401	\$ 1,128.38	18385	\$ 271.48
	\$ 2,490.69			

Employee Signature _____

Supervisor Signature _____

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INFO ONLY

Total by summary \$ 2,490.69

Total above
Difference

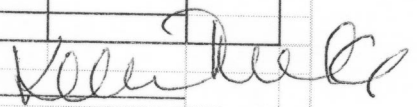
\$	2,490.69
\$	-

Purchases for: Vicksburg Pathways High School -June 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
5-30-25	Amazon	Supplies for graduation	\$ 84.50	18385	Y
5-30-25	Dollar General	Lunch for staff	\$ 3.20	18395	Y
5-30-25	Main Street	Lunch for staff	\$ 147.00	18395	Y
5-30-25	Main Street	Lunch for staff	\$ 7.73	18395	Y
6-02-25	Amazon	Student supplies	\$ 67.90	18395	Y
6-02-25	MASSP	renewal	\$ 450.00	18381	Y
6-04-25	Walmart	Supplies for graduation	\$ 9.36	18385	Y
6-05-25	Sams Club	Supplies for graduation	\$ 16.48	18385	Y
6-06-25	Shell	Supplies for graduation	\$ 2.99	18385	Y
6-06-25	Sams Club	Supplies for graduation	\$ 82.40	18385	Y
6/6/25	Amazon	Student supplies	\$ 75.75	18385	Y
6-06-25	Hungry Howies	Lunch for staff	\$ 65.00	18395	Y
6-23-25	Sam's Club	renewal for district membership	\$ 110.00	23272	Y
6-10-25	Amazon	Summer School supplies	\$ 116.73	18401	Y
6-13-25	Amazon	Summer School supplies	\$ 522.23	18401	Y
6-16/25	Biggby	Summer School Food	\$ 99.85	18401	Y
6-16-25	Biggby	Summer School Food	\$ 6.03	18401	Y
6-17-25	Amazon	Summer School supplies	\$ 119.00	18401	Y
6-23-25	Biggby	Summer School Food	\$ 72.75	18401	Y
6-25-25	Pasco	Summer School supplies	\$ 189.00	18401	Y
6-25-25	TPT	Summer Schools supplies	\$ 3.50	18401	Y
6-25-25	Amazon	Summer School supplies	\$ 67.97	18401	Y
6-25-25	Pitsco	Summer School supplies	\$ 130.32	18401	Y
6-29-25	Meijer	Summer School Food	\$ 82.73	18401	Y
6-30-25	Hungry Howies	Summer School Food	\$ 49.81	18401	Y
Total Amount of Purchases			\$ 2,582.23		

Summary by ASN #	ASN #	Total	ASN #	Total
	18395	\$ 290.83	18381	\$ 450.00
	23272	\$ 110.00	18383	\$ -
	18401	\$ 1,459.92	18385	\$ 271.48
	\$ 2,582.23			

Employee Signature 

Supervisor Signature 

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INFO ONLY
Total by summary \$ 2,582.23

VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Amie M McCaw

Purchases for: Sunset Lake- Master Card

Statement Date: June 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
29-May-25	Gordon Water		\$22.79	24279	Y
Total Amt. of Purchases			\$22.79		
Summary by ASN #		ASN #	Total	ASN #	Total

Employee Signature AMC Supervisors Signature _____

INFO ONLY

Total by summary	\$22.79
Total above	\$0.00
Difference	\$22.79

Card Holder: Karen McKinstry
Purchases for: JUNE 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
5/29/25	DOLLAR GENERAL	CLEANING SUPPLIE	\$9.02	27177	Y
6/4/25	GORDON FOODS	END OF YR MEETING/POTLUCK	\$58.97	27179	Y
6/6/25	STATE CHAMP ROADEO	MAPT	\$140.77	64204	Y
6/11/25	KZOO METRO TRANSIT	SPECIAL ED TRANSPORT	\$72.00	27182	Y
6/11/25	TRACTOR SUPPLY CO	EQ TRAILER	\$529.93	26672	Y
6/18/2025	DOLLAR GENERAL	CLEANING SUPPLIE	\$11.66	27177	Y
6/23/25	CAFE SANTE	CONFERENCE DINNER -KAREN	\$47.22	27162	Y
6/23/25	BOYNE MOUNTAIN	CONFERENCE LODGING	\$315.55	27162	Y
6/23/25	BOYNE MOUNTAIN	CONFERENCE LODGING	\$420.74	27162	Y
6/25/25	CAFE SANTE	CONFERENCE DINNER -KAREN/BUBBA	\$88.66	27162	Y
6/24/25	DAS CAFE	CONFERENCE BRKFST-KAREN	\$7.69	27162	Y
6/25/25	DAS CAFE	CONFERENCE BRKFST -KAREN	\$8.17	27162	Y
6/26/25	DAS CAFE	CONFERENCE BRKFS -KAREN	\$8.17	27162	Y
6/27/2025	STIGGS BREWERY	CONFERENCE LUNCH -KAREN	\$31.80	27162	Y
ASN #	TOTAL				
27177	\$20.68				
27179	\$58.97				
64204	\$140.77				
27182	\$72.00				
26672	\$529.93				
27162	\$928.00				
	\$1,750.35				
		TOTAL BY SUMMARY	\$1,750.35		

WITNESS Signature

Supervisor Signature

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ccreconciliation/rebecca

trans/forms/ccreconcil

VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Keevin O'Neill

Purchases for: June 2025

[illegible]

Summary by ASN #	ASN #	Total	ASN #	Total
	23262	\$ 956.79		
		\$ 956.79		

Employee Signature_____

Supervisor Signature _____

7-14-25

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INFO ONLY

Total by summary

Total above

Difference

VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Lourdes Puzevic

Purchases for: JUNE 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
5/29/2025	Amazon	Retirement Ribbons/Wrap	\$ 34.97	28370	Y
6/2/2025	Amazon	Additional Ribbon-Retirements	\$ 21.84	28370	Y
6/18/2025	Amazon	Office Supplies-pens	\$ 16.36	28370	Y
6/19/2025	Amazon	Office Supplies-new hire folders	\$ 62.11	28370	Y
6/23/2025	Amazon	Office Supplies-REFUND	\$ (11.33)	28370	Y
6/23/2025	Amazon	Office Supplies-new hire	\$ 27.12	28370	Y
Total Amount of Purchases			\$ 151.07		

Summary by ASN #	ASN #	Total	ASN #	Total
	25760	\$ -		
	28361	\$ -		
	28370	\$ 151.07		
		\$ 151.07		

Employee Signature

Supervisor Signature

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INFO ONLY

Total by summary

Total above

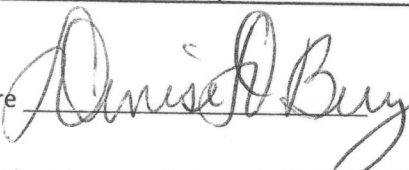
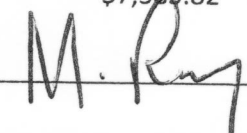
Difference

Card Holder: Mike Roy
Purchases for: June, 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
5/27	Jac's	Boys Soccer meal	\$120.70	64693	x
5/28	Athletic.Net	Boys Track meet	\$323.00	42161	x
5/30	Tim Horton's	Girls Tennis State Tournament	\$83.36	42161	x
5/30	Even Hotel	Girls Tennis State Tournament	\$100.75	42161	x
5/30	Even Hotel	Girls Tennis State Tournament	\$100.75	42161	x
5/30	Even Hotel	Girls Tennis State Tournament	\$100.75	42161	x
5/30	Even Hotel	Girls Tennis State Tournament	\$100.75	42161	x
5/30	Even Hotel	Girls Tennis State Tournament	\$100.75	42161	x
5/30	Buffalo Wild Wings	Girls Tennis State Tournament	\$205.32	42161	x
6/6	Texas Roadhouse	Boys Golf State Tournament	\$77.14	42161	x
6/6	Texas Roadhouse	Boys Golf State Tournament	\$210.97	42161	x
6/9	Webstaurant Store	Concessions supplies	\$3,566.22	64593	x
6/10	Main St Pub	DeVries luncheon	\$72.01	42144	x
6/13	Hungry Howie's	Volleyball camp lunch	\$104.19	64713	x
6/13	Total Effect	Cheer camp	\$1,000.00	64607	x
6/16	Family Fare	Summer School supplies	\$38.46	15292	x
6/19	Jaspares	Interview lunch	\$86.80	64702	x
6/24	MHSAA	Girls Tennis State Tournament	\$75.00	42161	x
6/26	Hungry Howie's	Summer School supplies	\$229.90	15292	x
6/26	Golf Team Products	Golf Balls	\$343.50	64649	x
"	"	"	\$343.50	64652	x
Total Amount of Purchases			\$7,383.82		

Summary by ASN #	ASN #	Total	ASN #	Total
	15292	\$268.36	64693	\$120.70
	42144	\$72.01	64702	\$86.80
	42161	\$1,478.54	64713	\$104.19
	64593	\$3,566.22		\$0.00
	64607	\$1,000.00		\$0.00
	64649	\$343.50		\$0.00
	64652	\$343.50		\$0.00

\$7,383.82

Employee Signature  Supervisor Signature 

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1

RD

\$1,336.27

Supervisor Signature

INFO ONLY

\$1,336.27

Difference

Gail VanDaff/Jennifer Teall, Curriculum

[illegible]

Supervisor Signature 7/8/25

7/14/25

**VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM**

Card Holder: Adam Wallace
Purchases June 27, 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
06/02/25	Amazon MKTPL	Merchandise Return	\$ (60.39)	28499	X
06/02/25	Amazon MKTPL	Knee Pads for HS Tech	\$ 13.49	28470	X
06/05/25	Adobe	Acobat Pro Subscription 7-Yearly Sub	\$ 1,427.16	28463	X
06/09/25	Comcast	OEC Internet	\$ 122.95	28474	X
06/19/25	Amazon MKTPL	MS Surface Laptop for Sup Assistant	\$ 1,298.99	28499	X
06/20/25	Amazon MKTPL	MS Surface Dock	\$ 153.80	28470	X
06/26/25	Amazon.com	MS Surface Laptop for Tobey Principal	\$ 1,318.99	28499	X
Total Amount of Purchases			\$ 4,274.99		

Summary by ASN #	ASN #	Total	ASN #	Total
			28474	\$ 122.95
			28499	\$ 2,557.59
			28470	\$ 167.29
			28463	\$ 1,427.16
			Total	\$ 4,274.99

Employee Signature Cherie L. Allen Supervisor Signature [Signature]

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VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM

Card Holder: Dewey Waterman

Purchases for: June 2025

[illegible]

Summary by ASN #	ASN #	Total	ASN #	Total
	26770	\$626.13		
	26771			
	26762			
	26772			
	26975	\$103.88		

Employee Signature [Signature]

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: **Joe Werkema**, Vicksburg Middle School
Purchases for: June, 2025

	Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
1	5/30	Family Fare	Track Team Snacks	\$ 117.84	64566	Y
2	6/2	12Hour Awards	HS Track Awards	\$ 178.66	*	Y
3	6/2	Olive Garden	HS Girls Track Meal for Meet	\$ 290.94	42161	Y
4	6/2	Tropical Smoothie	HS Girls Track Meal for Meet	\$ 92.03	42161	Y
5	6/2	Amazon	Social Studies Supplies	\$ 146.14	64555	Y
6	6/2	Qdoba	HS Girls Track Meal for Meet	\$ 138.38	42161	Y
7	6/6	Sam's Club	Cupcakes for Retirement	\$ 32.96	64764	Y
8	6/9	Cedar Point	Cedar Point Add On for Staff	\$ 36.28	64572	Y
9	6/11	Walgreens	Pictures for Hallway Frames	\$ 42.38	64764	Y
10	6/12	Amazon	Refund for Order	\$ (34.99)	64764	Y
11						
12						
13						
14						
15						
16						
17	HS Girls Track, 64653 \$144.76 / HS Boys Track, 64710 \$33.90					
				1075.61		
Total Amount of Purchases				\$1,040.62		

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7.22.2

Summary by ASN #	ASN #	Total	ASN #	Total	
	64764	\$75.34 RD	64555	\$146.14	RD
	64566	\$117.84 RD	64572	\$36.28	RD
	64653	\$144.76 RD			
	64710	\$33.90 RD			
	42161	\$521.35 RD			
				\$1075.61	RD

Employee Signature

Brenda Oster

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.

INFO ONLY

Total by summary	\$	\$1,075.61 RD
Total above	\$	1,040.62 \$1,075.61 RD
Difference	\$	(1,040.62) \$0 RD