

Card Holder: Sarah Bacalia
Purchases for: Indian Lake Elementary

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
2/28/25	Amazon	Candy grams	\$76.98	64509	Y
2/28/25	Amazon	March is Reading	\$82.94	64522	Y
2/28/25	Amazon	Reading room update	\$ 375.32	64509	Y
3/5/25	Amazon	Candy	\$40.49	24170	Y
3/14/25	Amazon	March is Reading	\$167.94	64522	Y
3/17/25	Amazon	Refund for duplicate plexiglass	(\$99.00)	24170	Y
3/18/25	Amazon	Jump rope	\$ 34.86	64522	Y
3/18/25	Amazon	Student desk Innovation Grant	\$223.96	64210	Y
3/19/25	Gordon Water	Monthly rental	\$ 22.29	64511	Y
3/19/25	Hungry Howies	Staff lunch	\$308.00	24817	Y
3/20/25	Amazon	Candy	\$36.64	24170	Y
3/20/25	Crown Trophy	Plaque	\$48.00	64522	Y
3/21/25	Amazon	Recess equipment	\$ 49.72	64522	Y
3/21/25	Walmart	Student rewards	\$ 31.63	64522	Y
3/26/25	Walmart	PE Canopy	\$158.90	64522	Y
3/26/25	Dollar Tree	Student Attendance Incentives	\$ 13.03	64522	Y
3/26/25	Five Below	Student Attendance Incentives	\$15.75	64522	Y
3/26/25	Amazon	Student Attendance Incentives	\$ 49.86	64522	Y
3/27/25	Amazon	Snacks	\$ 100.85	64457	Y
Total Amount of Purchases			\$ 1,738.16		

Summary by ASN	ASN #	Total	ASN #	Total
	64509	\$452.30		
	24170	(\$21.87)		
	64522	\$652.63		
	64457	\$100.85		
	24817	\$308.00		
	64511	\$ 22.29		
	64210	\$ 223.96		

Employee Signature

Supervisor Signature

4/18/25

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 \$ 1,738.16
Total above \$ 1,738.16
Difference \$ (0.00)

Card Holder: Mike Barwegen

Purchases for: March 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
3/1	Sam's Club	Tootsie Rolls for Reading	\$28.84	13170	Y
3/5	Hungry Howie's	Pizza for Sch. of Character Kids	\$23.70	24362	Y
3/8	Amazon	Suckers/Nose Bleed Clips	\$81.97	24370	Y
3/8	Air Zoo	Library Space Program	\$608.31	64210	Y
3/8	Amazon	Thermometer	\$13.59	24370	Y
3/8	Amazon	Magnet Dots for behavior progr.	\$13.97	13170	Y
3/10	Amazon	Math Fluency Tools	\$27.62	13170	Y
03/10	Canney's Water	Water for Staff Lounge	\$191.42	64537	Y
03/11	Fitness Finders	Reading Wristbands - Space Prg	\$354.18	64210	Y
3/12	Amazon	Netting and ties for recess balls	\$35.98	13170	Y
03/12	Amazon	Dry Erase Markers/Laminating	\$47.76	64469	Y
03/12	Hungry Howie's	Pizza for Gebben's class	\$48.96	13170	Y
3/13	Amazon	Radio Batteries	\$37.99	24370	Y
3/17	Amazon	Art Supplies	\$112.82	13171	Y
3/14	Amazon	Space Program Supplies	\$364.11	64210	Y
3/17	Amazon	Art Supplies	\$206.42	13171	Y
3/18	Amazon	Dodgeball set for PE	\$36.12	13173	Y
3/18	Amazon	Air Pump for PE	\$58.79	13173	Y
3/19	Amazon	Tether ball set for PE	\$15.98	13173	Y
3/19	Hungry Howie's	Pizza for Instructional Rounds	\$62.98	24362	Y
3/19	Amazon	PE Supplies	\$313.40	13173	Y
3/19	Kzoo Growlers	PTO Student Day	\$1,575.00	64527	Y
3/22	Amazon	Labels	\$11.57	24370	Y
3/24	Family Fare	Ice Cream - Library Space Event	\$61.04	64545	Y
3/26	Amazon	Laminating Pouches	\$23.33	24370	Y
Total Amount of Purchases			\$4,355.85		
	Summary by ASN #	ASN #	Total	ASN #	Total
		13170	\$155.37	13171	\$319.24
		24362	\$86.68	13173	\$424.29
		24370	\$168.45	64527	\$1,575.00
		64210	\$1,326.60	64545	\$61.04
		64537	\$191.42		\$0.00
		64469	\$47.76		\$0.00

\$4,355.85

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

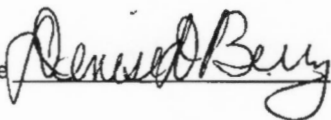
Total by summary	\$4,355.85
Total above	\$ 4,355.85
Difference	\$ -

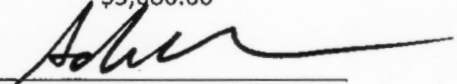
Card Holder: Adam Brush
Purchases for: March, 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
2/26	Grand Traverse Resort	Adam Conference	\$199.00	24562	x
3/5	MSU	FFA Conference	\$41.34	64640	x
3/6	MSU	FFA Conference	\$13.78	64640	x
3/5	Home Depot	Guidance supplies	\$223.54	21274	x
3/6	Hungry Howies	PT Conference staff meal	\$356.93	64702	x
3/7	Culver's	FFA Conference	\$11.42	64640	x
3/5	BJ's	FFA Conference	\$29.37	64640	x
3/6	Boston's Pizza	FFA Conference	\$41.86	64640	x
3/7	Homewood Suites	FFA Conference	\$248.00	64640	x
3/7	Homewood Suites	FFA Conference	\$248.00	64640	x
3/7	Homewood Suites	FFA Conference	\$288.00	64640	x
3/7	Homewood Suites	FFA Conference	\$288.00	64640	x
3/7	Homewood Suites	FFA Conference	\$295.68	64640	x
3/11	Home Depot	Musical supplies	\$41.88	64637	x
3/15	Gordon Food	Musical supplies	\$63.92	64637	x
3/14	Hungry Howies	Musical supplies	\$250.86	64637	x
3/18	NSCA	Phelps SIPD	\$105.00	22135	x
3/20	Batteries Plus	Musical supplies	\$12.39	64637	x
3/20	USPS	Stamps	\$586.55	15165	x
3/20	Gordon Food	Musical supplies	\$140.97	64637	x
3/21	Grosh Scenic Rentals	Musical supplies	\$2,127.50	64637	x
3/26	Thriftbooks	English supplies	\$66.67	15147	x
Total Amount of Purchases			\$5,680.66		

Summary by ASN #	ASN #	Total	ASN #	Total
	15147	\$66.67	24562	\$199.00
	15165	\$586.55	64637	\$2,637.52
	21274	\$223.54	64640	\$1,505.45
	22135	\$105.00	64702	\$356.93
		\$0.00		\$0.00

\$5,680.66

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.

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	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	QTY		LINE AMOUNT					
ACCOUNT NUMBER(S)							ACCT AMOUNT					
PROPIO L000	PROPIO LANGUAGE SERVICES	0179620225	*****CONTINUED*****									
1	TELEPHONE INTERPRETATION	24-25	1.00				\$14.95					\$14.95
11E111 5211 04104 000 0000 0000	12181	SL ELEM CURRICULUM					\$14.95					\$14.95
			NUMBER OF INVOICES: 1				\$14.95					
			TOTAL NUMBER OF BATCH INVOICES: 19				\$16,302.28					
			7 COMPUTER CHECK INVOICES				\$3,791.76					
			12 WIRE TRAN CHECK INVOICES				\$12,510.52					
			TOTAL INVOICES: 19				\$16,302.28					
			BANK TOTALS: BANK	BANK ACCOUNT #			INVOICE AMOUNT					NET AMOUNT
			AP	**A101 0002 00000 001 0000 1005			\$16,302.28					\$16,302.28

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 *****

Card Holder: Sarah Dyer

Purchases for: March

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
2/27/2025	Webstaurant	Supplies	\$ 130.14	46173	Yes
2/27/2025	Webstaurant	Supplies	\$ 130.14	46173	Yes
2/27/2025	Webstaurant	Supplies	\$ 186.13	46173	Yes
3/2/2025	Amazon	Supplies	\$ 12.98	46170	Yes
3/1/2025	Amazon	Supplies	\$ 18.78	46173	Yes
2/28/2025	Amazon	Supplies	\$ 31.96	46173	Yes
3/3/2025	Amazon	Supplies	\$ 11.68	46173	Yes
3/6/2025	Amazon	Food	\$ 208.25	46170	Yes
3/6/2025	Amazon	Food	\$ 255.81	46170	Yes
3/18/2025	Jim Coleman Cupplies	Staff T-Shirts for Hero Day	\$ 54.92	46135	Yes
3/19/2025	Jim Coleman Cupplies	Staff T-Shirts for Hero Day	\$ 76.46	46135	Yes
3/21/2025	Amazon	Worktable	\$ 124.95	46195	Yes
3/24/2025	Amazon	Food	\$ 238.09	46170	Yes
Total Amount of Purchases			\$ 1,480.29		

Summary by ASN #	ASN #	Total	ASN #	
	46173	\$ 521.81		
	46170	\$ 702.15		
	46135	\$131.38		
	46195	\$ 124.95		

Employee Signature

Deb Schmepp

Supervisor Signature

Sarah Dyer

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	\$	1,480.29
Total above	\$	1,480.29
Difference	\$	0.00

VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: **Allison Dygert**, Vicksburg Middle School
Purchases for: March, 2025

	Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
1	2/28	Amazon	Item for Library	\$ 49.90	64550	Y
2	3/5	Amazon	Art Supplies	\$ 31.94	14171	Y
3	3/5	Amazon	Student incentives	\$ 40.29	64475	Y
4	3/6	Amazon	Staff Supply Closet Items	\$ 106.97	14172	Y
5	3/6	Amazon	Art Supplies	\$ 176.01	14171	Y
6	3/8	Amazon	Art Supplies	\$ 3.18	14171	Y
7	3/9	Amazon	Staff Supply Closet Items	\$ 17.99	14172	Y
8	3/7	Dollar General	Soda for staff	\$ 31.16	64764	Y
9	3/6	Sam's Club	Candy for Student Incentives	\$ 86.66	*	Y
10	3/7	Amazon	Physical Education Items	\$ 99.98	14173	Y
11	3/9	Amazon	Staff Items for Classroom/ Teaching Materials	\$ 368.12	14170	Y
12	3/9	Amazon	Desk for a Classroom	\$ 714.94	14170	Y
13	3/10	Amazon	Clock for Classroom	\$ 23.92	24470	Y
14	3/10	Amazon	Staff Office Chair	\$ 99.99	24470	Y
15	3/10	Amazon	Physical Education Items	\$ 113.97	14173	Y
16	3/10	Amazon	Classroom set of books	\$ 153.51	14170	Y
17	3/11	Amazon	Office Desk Chairs	\$ 351.98	24470	Y
18	3/11	Bulk Office Supply	Bulk Order Binders for Band	\$ 669.00	14170	Y
19	3/11	Amazon	Staff Supply Closet Items	\$ 17.99	14172	Y
20	3/12	Amazon	Office Desk Chair	\$ 119.98	24470	Y
21	3/11	Amazon	Classroom set of headphones	\$ 142.99	14170	Y
22	3/12	Amazon	Ink for printer used for Athletics	\$ 48.89	64553	Y
23	3/13	School Specialty	Staff Supply Closet Items	\$ 97.10	14172	Y
24	3/13	Walmart	Student Incentives	\$ 99.43	64764	Y
25	3/16	Amazon	Fidget toys for Classroom	\$ 19.98	14170	Y
26	3/15	Amazon	Keyboard and Mouse for Office Staff	\$ 67.98	24470	Y
27	3/14	Amazon	Bulk Order Items for Staff / Classrooms	\$ 654.16	14172	Y
28	3/17	Amazon	Bulk Order Items for Staff / Classrooms	\$ 24.95	14172	Y
29	3/18	Amazon	Mouse Pads for Staff	\$ 10.82	24470	Y
30	3/18	School Specialty	Bulk Order Items for Staff / Classrooms	\$ 511.84	14172	Y
31	3/19	Amazon	Girls Soccer Supplies	\$ 159.23	64570	Y
32	3/19	Amazon	Track Items	\$ 226.95	64566	Y
33	3/19	Runyan Pottery Supply	Art Supplies	\$ 314.78	14171	Y
34	3/20	Amazon	Staff Supply Closet Items	\$ 20.64	14172	Y
35	3/20	Amazon	Art Supplies	\$ 37.98	14171	Y
36	3/20	Amazon	Art Supplies	\$ 81.00	14171	Y
37	3/22	Amazon	Art Supplies	\$ 29.39	14171	Y
38	3/23	Amazon	Student Dance Supplies	\$ 295.01	64764	Y
39	3/21	MSVMA	VMS Choir Registration	\$ 585.00	64764	Y
40	3/25	Amazon	Tables for Student Use	\$ 233.88	14170	Y
41	* School Improvement, 64764 \$70.70 / WMU Stipend - Briggs, 64475 \$15.96					
Total Amount of Purchases				\$6,939.48		

Summary by ASN #	ASN #	Total	ASN #	Total
	14170	\$ 2,302.42	64553	\$ 48.89
	14171	\$ 674.28	64566	\$ 226.95
	14172	\$ 1,451.64	64570	\$ 159.23
	14173	\$ 213.95	64764	\$ 1,081.30
	24470	\$ 674.67		
	64475	\$ 56.25		
	64450	\$ 49.90		

Employee Signature Bunda Petos 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 \$ 6,939.48
Total above \$ 6,939.48
Difference \$

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										
	ACCOUNT NUMBER(S)	DESCRIPTION	QUICK KEY	ACCOUNT LEVEL DESCRIPTION				LINE AMOUNT				ACCT AMOUNT
AMAZONCO000	AMAZON.COM	113-0256346-3680236	0000000000	SGCC	AP	SUPPLIES	B 03/18/2025 04/26/2025 W	\$21.99				\$21.99
	1	SUPPLIES					24-25 202400786	\$21.99				\$21.99
	11E232 5610 00000 000 0000 0000		23272	VAB STAFF MEETINGS		1.00		\$21.99				\$21.99
AMAZONCO000	AMAZON.COM	113-0349109-7919429	0000000000	SGCC	AP	SUPPLIES	B 03/06/2025 04/26/2025 W	\$19.90				\$19.90
	1	SUPPLIES					24-25 202400786	\$19.90				\$19.90
	11E232 5910 00000 000 0000 0000		23270	EXEC ADM OFFICE SUPPLY		1.00		\$19.90				\$19.90
AMAZONCO000	AMAZON.COM	113-3481743-5061061	0000000000	SGCC	AP	SUPPLIES	B 03/11/2025 04/26/2025 W	\$37.99				\$37.99
	1	SUPPLIES					24-25 202400786	\$37.99				\$37.99
	61A431 4307 00000 000 0000 0000		64307	T&A BARDEEN		1.00		\$37.99				\$37.99
AMAZONCO000	AMAZON.COM	113-3953500-7511432	0000000000	SGCC	AP	SUPPLIES	B 03/11/2025 04/26/2025 W	\$42.99				\$42.99
	1	SUPPLIES					24-25 202400786	\$42.99				\$42.99
	61A431 4307 00000 000 0000 0000		64307	T&A BARDEEN		1.00		\$42.99				\$42.99
AMAZONCO000	AMAZON.COM	113-9139669-6420242	0000000000	SGCC	AP	SUPPLIES	B 03/20/2025 04/26/2025 W	\$110.97				\$110.97
	1	SUPPLIES					24-25 202400786	\$110.97				\$110.97
	61A431 4207 00000 000 0000 0000		64207	T&A CURIOSITY GRANT		1.00		\$110.97				\$110.97
BEST WAY000	Best Way Disposal	1242089	0000000000	SGCC	AP	RECYCLE BILLING	B 02/28/2025 04/26/2025 W	\$1,262.16				\$1,262.16
	1	RECYCLE BILLING					24-25 202400789	\$1,262.16				\$1,262.16
	11E261 3840 00000 000 0000 0175		26862	WASTE & TRASH DISP		1.00		\$1,262.16				\$1,262.16
	61A431 4645 00000 000 0000 0000		64645	T&A HS RECYCLING				\$1,189.66				\$1,189.66
								\$72.50				\$72.50

NUMBER OF INVOICES: 5

\$233.84

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	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	LQ	QTY	LINE AMOUNT					
ACCOUNT NUMBER(S)		ACCT AMOUNT											
*****CONTINUED*****													
HOLLAND 000	HOLLAND BUS COMPANY	210017	27176	TRANS PARTS									\$3,682.26
NUMBER OF INVOICES: 6													
KINDFUL 000	Kindful	INV00231836	0000000000	SGCC	AP	SUBSCRIPTION FEE	B 03/08/2025	04/26/2025	W				\$1,284.00
							24-25	202400787					\$1,284.00
1		SUBSCRIPTION FEE					1.00						\$1,284.00
11A121	0000 00000 001 0000 1001	20183		AR from VCS Foundation									\$1,284.00
NUMBER OF INVOICES: 1													
MIDWEST 000	MIDWEST ELECTRIC MOTOR	0142029-IN	0000000000	SGCC	AP	PARTS AND LABOR	B 01/03/2025	04/26/2025	W				\$630.24
							24-25	202400795					\$630.24
1		PARTS AND LABOR					1.00						\$630.24
11E261	4911 00000 000 0000 0160	26762		MAINT PURCH SVC									\$630.24
MIDWEST 000	MIDWEST ELECTRIC MOTOR	0142202-IN	0000000000	SGCC	AP	PARTS	B 01/29/2025	04/26/2025	W				\$227.16
							24-25	202400795					\$227.16
1		PARTS					1.00						\$227.16
11E261	5990 00000 000 0000 0000	26771		MAINTENANCE SUPPLY									\$227.16
MIDWEST 000	MIDWEST ELECTRIC MOTOR	0142231-IN	0000000000	SGCC	AP	PARTS	B 01/16/2025	04/26/2025	W				\$370.14
							24-25	202400795					\$370.14
1		PARTS					1.00						\$370.14
11E261	5990 00000 000 0000 0000	26771		MAINTENANCE SUPPLY									\$370.14
NUMBER OF INVOICES: 3													
MPAAA 000	MPAAA	27984	0000000000	SGCC	AP	2025 SPRING CONFERENCE REGISTRATION	B 03/04/2025	04/26/2025	W				\$445.00
1		2025 SPRING CONFERENCE REGISTRATION					24-25	202400785					\$445.00
11E285	3220 00000 000 0000 0000	28560		PUPIL ACCOUNTING T/C/IS			1.00						\$445.00
NUMBER OF INVOICES: 1													
TOTAL													

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									ACCT AMOUNT
NUMBER OF INVOICES: 1												
NOODLES 000	NOODLES CATERING PORTAGE	33830740455047168	0000000000	SGCC	AP	FOOD - CATERING	B	03/14/2025	04/26/2025	W		\$284.61
1		FOOD - CATERING					24-25			202400791		\$284.61
11E232 5990 00000 000 0000 0000			23273	EXEC ADM TEAM MTG EXP				1.00				\$284.61
NOODLES 000	NOODLES CATERING PORTAGE	33830740455047168CR	0000000000	SGCC	AP	CREDIT MEMO FOR SALES TAX	B	03/20/2025	04/26/2025	W		\$-16.11
11E232 5610 00000 000 0000 0000			23272	VAB STAFF MEETINGS			24-25			202400791		\$-16.11
												\$-16.11
NUMBER OF INVOICES: 2												
REVROBOT000	REVROBOTICS	197813	0000000000	SGCC	AP	ROBOTICS SUPPLIES	B	03/03/2025	04/26/2025	W		\$193.47
1		ROBOTICS SUPPLIES					24-25			202400784		\$193.47
61A431 4558 00000 000 0000 0000			64558	MS ROBOTICS CLUB				1.00				\$193.47
REVROBOT000	REVROBOTICS	198599	0000000000	SGCC	AP	ROBOTICS SUPPLIES	B	03/07/2025	04/26/2025	W		\$336.52
1		ROBOTICS SUPPLIES					24-25			202400784		\$336.52
61A431 4558 00000 000 0000 0000			64558	MS ROBOTICS CLUB				1.00				\$336.52
NUMBER OF INVOICES: 2												
ROAD EQU000	ROAD EQUIP PARTS CENTER	2500562589	0000000000	SGCC	AP	PARTS	B	02/26/2025	04/26/2025	W		\$965.05
1		PARTS					24-25			202400796		\$965.05
11E271 5730 00000 000 0000 0130			27176	TRANS PARTS				1.00				\$965.05
ROAD EQU000	ROAD EQUIP PARTS CENTER	2500562939	0000000000	SGCC	AP	PARTS	B	02/28/2025	04/26/2025	W		\$188.58
1		PARTS					24-25			202400796		\$188.58
11E271 5790 00000 000 0000 0140			27177	TRANS MISC SUPPLY				1.00				\$188.58

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	ADJ AMT	CHECK NBR	INVOICE AMOUNT						
REF	CATALOG	DESCRIPTION					LINE AMOUNT						
ACCOUNT NUMBER(S)			QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099		ACCT AMOUNT						
ROSE PES000 ROSE PEST SOLUTIONS													
		252617C	0000000000	SGCC	AP	COMMERCIAL PEST CONTROL CONTRACT			B	02/28/2025	04/26/2025	W	\$329.00
COMMERCIAL PEST CONTROL CONTRACT													
1									24-25		202400788		\$329.00
	11E261	4912 00000 000 0000 0170				GROUND PURCH SVC				1.00			\$329.00
NUMBER OF INVOICES: 2													
\$1,153.63													
STATE CH000 STATE CHEMICAL SOLUTIONS													
		903657675	0000000000	SGCC	AP	SUPPLIES			B	02/11/2025	04/26/2025	W	\$901.39
SUPPLIES													
1									24-25		202400797		\$901.39
	11E271	5790 00000 000 0000 0140				TRANS MISC SUPPLY				1.00			\$901.39
NUMBER OF INVOICES: 1													
\$329.00													
STATE CH000 STATE CHEMICAL SOLUTIONS													
		903661502	0000000000	SGCC	AP	SUPPLIES			B	02/04/2025	04/26/2025	W	\$1.01
SUPPLIES													
1									24-25		202400797		\$1.01
	11E271	5790 00000 000 0000 0140				TRANS MISC SUPPLY				1.00			\$1.01
NUMBER OF INVOICES: 2													
\$902.40													
STATE SY000 STATE SYSTEMS-RADIO INC													
		160725	0000000000	SGCC	AP	LABOR AND MATERIALS			B	03/03/2025	04/26/2025	W	\$578.70
LABOR AND MATERIALS													
1									24-25		202400798		\$578.70
	11E266	5991 00000 000 0000 0000				SCHOOL SAFETY/SECURITY SUP				1.00			\$578.70
STATE SY000 STATE SYSTEMS-RADIO INC													
		161346	0000000000	SGCC	AP	LABOR AND MATERIALS			B	01/15/2025	04/26/2025	W	\$118.00
LABOR AND MATERIALS													
1									24-25		202400798		\$118.00
	11E266	5991 00000 000 0000 0000				SCHOOL SAFETY/SECURITY SUP				1.00			\$118.00
NUMBER OF INVOICES: 2													
\$696.70													
STERICYC000 STERICYCLE INC													
		8009922670	0000000000	SGCC	AP	STERI-SAFE OSHA COMPLIANCE			B	02/18/2025	04/26/2025	W	\$842.92

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	CHECK NBR							INVOICE AMOUNT
	REF	CATALOG	ACCOUNT NUMBER(S)	DESCRIPTION											
*****CONTINUED*****															
STERICYC000 STERICYCLE INC															
SUBSCRIPTION															
1	11E261	3840	0000 000 0000 0175	STERI-SAFE OSHA COMPLIANCE SUBSCRIPTION	26862		WASTE & TRASH DISP		24-25		1.00	202400783		\$842.92	
														\$842.92	
														\$842.92	
										NUMBER OF INVOICES: 1					\$842.92
TECHNICA001 TECHNICAL TRUCK & TRAILER															
1	11E271	3913	00000 000 0000 0130	PARTS/SERVICE	27171		TRANS INS DEDUCTIBLE		B	02/19/2025	04/26/2025	W		\$3,574.01	
														\$3,574.01	
														\$3,574.01	
										NUMBER OF INVOICES: 1					\$3,574.01
THE FANA000 THE FANATIC GROUP															
1	61A431	4736	00000 000 0000 0000	SUPPLIES	64736		T&A HS ATH MISC SUPPLIES		B	03/22/2025	04/26/2025	W		\$312.18	
														\$312.18	
														\$312.18	
										NUMBER OF INVOICES: 1					\$312.18
UNITED W001 UNITED WHOLESALE -- KALAMAZOO															
110	61A431	4593	00000 000 0000 0000	CONCESSIONS SUPPLIES	64593		T&A ATHLETIC BOOSTERS		F	01/21/2025	04/26/2025	W		\$195.14	
														\$195.14	
														\$195.14	
										NUMBER OF INVOICES: 1					\$195.14
UNITED W001 UNITED WHOLESALE -- KALAMAZOO															
100	61A431	4593	00000 000 0000 0000	CONCESSIONS SUPPLIES	64593		T&A ATHLETIC BOOSTERS		F	02/17/2025	04/26/2025	W		\$389.84	
														\$389.84	
														\$389.84	
										NUMBER OF INVOICES: 2					\$584.98
WEISSMAN000 WEISSMAN DESIGNS FOR DANCE															
	0007524388			DANCE OUTFITS	0000000000	SGCC	AP		B	03/21/2025	04/26/2025	W		\$65.18	

Vicksburg Community School District, MI
AP Invoice Listing 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	QUICK KEY	ACCOUNT LEVEL DESCRIPTION	1099	LQ	QTY	LINE AMOUNT				
ACCOUNT NUMBER(S)								ACCT AMOUNT				
WEISSMAN000	WEISSMAN DESIGNS FOR DANCE	0007524388	*****CONTINUED*****									
1	DANCE OUTFITS					24-25	1.00			202400801		\$65.18
61A431	4746 00000 000 0000 0000			T&A COMM ED DANCE PROGRAM								\$65.18
												\$65.18
					NUMBER OF INVOICES:	1						\$65.18
					TOTAL NUMBER OF BATCH INVOICES:	43						\$32,497.85
						43	WIRE TRANS CHECK INVOICES					\$32,497.85
					TOTAL INVOICES:	43						\$32,497.85
					BANK TOTALS:	BANK	ACCOUNT #			INVOICE AMOUNT		NET AMOUNT
			AP	**A101	0002 000000 001 0000 1005					\$32,497.85		\$32,497.85

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

Card Holder: Matt Hawkins
Purchases for: March, 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
2/27	Royal Oak Parking	Wrestling State	\$4.50	42161	x
2/27	Bigalora	Wrestling State	\$153.32	42161	x
2/26	Grand Traverse Reso	Matt Hawkins conference	\$199.00	24562	x
3/1	Marriott Detroit	Wrestling State	\$5.24	42161	x
3/1	Ford Field	Wrestling State	\$13.24	42161	x
2/28	Ford Field	Wrestling State	\$13.55	42161	x
2/28	Ford Field	Wrestling State	\$16.41	42161	x
2/28	Ford Field	Wrestling State	\$18.87	42161	x
2/28	Ford Field	Wrestling State	\$28.06	42161	x
3/1	EA Graphics	Wrestling State	\$65.00	42161	x
2/28	Applebees	Wrestling State	\$75.51	42161	x
3/3	Weebly	Yearbook renewal	\$216.00	64587	x
3/2	Marriott Detroit	Wrestling State	\$686.70	42161	x
3/2	Marriott Detroit	Wrestling State	\$894.25	42161	x
3/5	Vista Print	Academic Awards supplies	\$69.73	24582	x
3/6	Even Hotels	Sales Tax credit	-\$75.00	64683	x
3/10	Science of Curiosity	Science Supplies	\$26.40	15172	x
3/10	Cine Circle	EFA supplies	\$97.00	15370	x
3/12	Spotify	Band subscription	\$11.99	64584	no
3/12	Hispanic Flamenco	AP Spanish trip	\$613.60	64696	x
3/13	Otter.ai	Matt subscription renewal	\$99.99	24570	x
3/13	Greenhouse Mega St	Ag Science supplies	\$276.78	16170	x
"	"	"	\$276.78	16776	x
3/14	Apple.com	AP Seminar subscription	\$2.99	64581	no
3/14	Remarkable Oslo Dub	Yearbook renewal	\$29.00	64587	x
3/15	Meijer	School Store supplies	\$41.16	64599	x
3/14	TPT	Science Supplies	\$183.75	15172	x
3/16	Sams Club	School Store supplies	\$337.38	64599	x
3/17	Synergy Sounds	EFA supplies	\$4.99	15370	x
3/17	Synergy Sounds	EFA supplies	\$49.95	15370	x
3/17	Yeti	Band supplies	\$688.40	64584	x
3/17	Sam's Club	Ag Science supplies	\$648.41	16170	x
3/20	Weebly	Band renewal	\$240.00	64584	x
3/22	Batteries Plus	Athletic iPad battery	\$105.99	42144	x
3/24	TPT	Social Studies supplies	\$323.82	15182	x
3/24	TPT	Social Studies supplies	\$340.01	15182	x
Total Amount of Purchases			\$6,782.77		

Summary by ASN #	ASN #	Total	ASN #	Total
	15172	\$210.15	42144	\$105.99
	15182	\$663.83	42161	\$1,974.65
	15370	\$151.94	64581	\$2.99
	16170	\$925.19	64584	\$940.39
	16776	\$276.78	64587	\$245.00
	24562	\$199.00	64599	\$378.54
	24570	\$99.99	64683	-\$75.00
	24582	\$69.73	64696	\$613.60

Employee Signature

Denise B. Bury

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.

Purchases for: Vicksburg Pathways High School - March 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
3-05-25	Dollar General	batteries for calculators	\$ 9.81	18384	Y
3-05-25	Amazon	Student Incentives	\$ 39.99	18385	Y
3-06-25	School Booking	Conference Sign up	\$ 150.00	18384	Y
3-07-25	Amazon	Student Incentives	\$ 9.99	18384	Y
3-07-25	Amazon	Student Supplies-Testing	\$ 50.04	18383	Y
3-07-25	Amazon	Student Supplies	\$ 90.98	18384	Y
3-10-25	Amazon	Student Incentives	\$ 39.98	18385	Y
3-10-25	Amazon	Student Supplies	\$ 23.78	18384	Y
3-10-25	Amazon	Student Supplies	\$ 47.79	18384	Y
3-13-25	Amazon	Student Supplies	\$ 54.98	18384	Y
3-20-25	Amazon	Student Supplies	\$ 71.74	18384	Y
3-24-25	Cricut	For Bullentin	\$ 0.99	18384	Y
3-26-25	Hungry Howies	Food for Teachers	\$ 50.00	18395	Y
Total Amount of Purchases			\$ 640.07		

Summary by ASN #	ASN #	Total	ASN #	Total
	18395	\$ 50.00	18381	\$ -
	18397	-	18383	\$ -
	18384	\$ 500.11	18385	\$ 89.96
	Total	\$ 640.07		

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	\$	640.07
Total above	\$	640.07
Difference	\$	-

VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: Amie M McCaw

Purchases for: Sunset Lake- Master Card

Statement Date: 3/27/25

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
28-Feb-25	Gordon Water Systems	Staff water cooler in lounge	\$22.79	24270	Y
13-Mar-25	Air Zoo	Field Trip-1st gd. collected most of the \$\$ from students/ balance from yearbook account	\$969.00	#64519 \$668/ #64508 \$301	Y
21-Mar-25	TST Lattitude 42	Library- Author visit- lunch provided by Kristin	\$20.99	64520	Y
24-Mar-25	Lou's Market and Deli	Library- Author visit- dinner provided by Kristin	\$8.68	64520	Y
25-Mar-25	Family Fare	Library- MIRM supplies	\$78.07	64520	Y
25-Mar-25	Kalamazoo Growlers-Kalamazoo	Field Trip 3rd grade- deposit due before game- collecting from students	\$455.00	64519	Y
26-Mar-25	J.W. Pepper	Kahler- music material	\$49.99	12174	Y
26-Mar-25	J.W. Pepper	Kahler- music material	\$89.98	12174	Y
Total Amt. of Purchases			\$1,694.50		
Summary by ASN #		ASN #	Total	ASN #	Total
		24270	22.79		
		64519	1,123.00		
		64508	301.00		
		64520	107.74		
		12174	139.97		

Employee Signature

B. Austin

Supervisors Signature

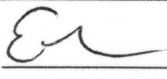
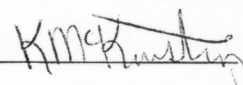
Amie M McCaw

INFO ONLY

Total by summary	\$1,694.50
Total above	\$1,694.50
Difference	\$0.00

Card Holder: Karen McKinstry
Purchases for: MARCH 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
8/28/25	AMAZON	OFFICE SUPPLIES	\$ 27.95	27179	Y
8/28/25	HOME DEPOT	TRAINING SUPPLIES	\$ 41.10	27177	Y
2/28/25	AMAZON	OFFICE SUPPLIES	\$ 154.87	27179	Y
2/28/25	HOME DEPOT	TRAINING SUPPLIES	\$ 266.79	27177	Y
3/3/25	HOME DEPOT	TRAINING SUPPLIES	\$ 23.84	27177	Y
3/7/2025	METRO CONNECT	SPED TRANSPORT	\$ 288.00	27182	Y
3/10/25	AMAZON	OFFICE SUPPLIES	\$ 40.58	27179	Y
3/13/25	MAPT	CONFERENCE REGISTRATION	\$ 615.24	27162	Y
3/14/25	BOYNE MOUNTAIN	CONFERENCE LODGING-KAREN	\$ 420.74	27162	Y
3/19/25	BOYNE MOUNTAIN	CONFERENCE LODGING-BUBBA	\$ 315.56	27162	Y
3/19/25	MAPT	CONFERENCE REGISTRATION-BUBBA	\$ 809.97	27162	Y
3/25/25	AMAZON	SHOP SUPPLIES	\$ 25.49	27177	Y
3/26/25	AMAZON	OFFICE SUPPLIES	\$ 37.13	27179	Y
ASN #	TOTAL				
27177	357.22				
27182	288.00				
27179	260.53				
27162	2,161.51				
	3,067.26				
		TOTAL	\$ 3,067.26		

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.

Total by summary
ccreconciliation/rebecca

trans/forms/ccreconcil

March 2025

There was no balance due on credit cards for:

Keevin O'Neill

**VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM**

Card Holder: Don Puckett

Purchases March 27, 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
03/03/25	AMZN RETA	Classroom Library	\$ 89.94	12466	X
03/07/25	Comcast	Internet Service for OEC	\$ 122.95	28474	X
02/10/25	AMZN MARK	Refund Blackout laptop screen	\$ (27.99)	28470	X
03/19/25	AMAZON MARK	Tech supplies for Director	\$ 149.61	28470	X
03/20/25	EPSON	Replacement Bulb for Classroom Proje	\$ 217.30	28499	X
03/25/25	AMAZON MKTPL	Wall Shelving for IL Tech	\$ 89.98	28470	X
03/25/25	AMAZON RETA	MS Laptop for Tech Director	\$ 1,389.99	28499	X
Total Amount of Purchases			\$ 2,031.78		

Summary by ASN #	ASN #	Total	ASN #	Total
			12466	\$ 89.94
			28474	\$ 122.95
			28470	\$ 211.60
			28499	\$ 1,607.29
			Total	\$ 2,031.78

Employee Signature

Chris 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.

Card Holder: Lourdes Puzevic
Purchases for: MARCH 2025

Summary by ASN #	ASN #	Total	ASN #	Total
	25760	\$ 60.00		
	28361	\$ 590.00		
	28370	\$ 81.65		
		\$ 731.65		

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.

Difference

Card Holder: Mike Roy
Purchases for: March, 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
2/27	Playmaker	Volleyball supplies	\$59.00	42148	x
"	"	"	\$59.00	64713	x
2/28	Century Bowl	Bowling State	\$15.00	42161	x
3/1	McDonald's	Bowling State	\$37.64	42161	x
2/28	Culvers	Bowling State	\$62.17	42161	x
3/1	Holiday Inn Express	Bowling State	\$159.10	42161	x
3/1	Holiday Inn Express	Bowling State	\$159.10	42161	x
3/1	Lions Den	Bowling State	\$187.80	42161	x
3/4	Me-QR.com	Subscription renewal	\$148.50	42144	x
3/7	American AED CPR	Softball CPR	\$14.95	42139	x
3/6	Golf Team Products	Boys Golf supplies	\$222.00	64649	x
3/9	Wings Etc	Bowling Banquet	\$519.55	64719	x
3/12	Go Fan	Girls Bball Regionals tickets	\$45.00	64736	x
3/16	Jimmy Johns	Mike Conference	\$25.18	42135	x
3/14	Dreloco Taco	Mike Conference	\$39.90	42135	x
3/13	Grand Traverse Taproom	Mike Conference	\$93.44	42135	x
3/17	Paypal MHSTeCA	Tennis dues	\$30.00	64705	x
3/18	Golf Team Products	Boys Golf apparel	\$181.50	64649	x
Total Amount of Purchases			\$2,058.83		

Summary by ASN #	ASN #	Total	ASN #	Total
	42135	\$158.52	64713	\$59.00
	42139	\$14.95	64719	\$519.55
	42144	\$148.50	64736	\$45.00
	42148	\$59.00		\$0.00
	42161	\$620.81		\$0.00
	64649	\$403.50		\$0.00
	64705	\$30.00		\$0.00

\$2,058.83

Employee Signature

Denise Berry

Supervisor Signature

Mike Roy

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: Alyssa Thompson
Purchases for March 2025

[illegible]

Summary by ASN #	ASN #	Total	ASN #	Total
	64746	\$21.98		
	11490	\$65.00		
	11475	\$351.81		

\$438.79

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

\$438.79

Total above

Difference

March 2025
Gail VanDaff, Curriculum

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
2/28/25	Amazon	Classroom Supplies SL 35J	\$ 10.99	12466	1
2/28/25	Michigan Reading Associ	Registration: Sterzick, Huyck, Balling	\$ 1,050.00	22136	2
2/28/25	Solution Tree	PLC At Work, Josh Ray 8/25	\$ 1,420.00	22181	3
3/3/25	Amway Grand Plaza Hote	T. Rewa Lodging - CEC Conference	\$ 192.64	22136	4
3/3/25	Amway Grand Plaza Hote	A. Dabideen Lodging - CEC Conf	\$ 202.96	22136	5
3/7/25	Bilingual Dictionaries	Ukrainian BD Word to Word	\$ 31.00	14189	6
3/7/25	Amazon	OEC Supplies - Bosh Grant	\$ 79.37	14169	7
3/7/25	Cengage	Uft Curriculum	\$ 339.90	14189	8
3/10/25	AC Hotel, Lansing	K Christiansen	\$ 212.93	14169	9
3/11/25	Amazon	CIO Office Supplies	\$ 133.43	22179	10
3/11/25	Michigan Reading Associ	Registration: A Huyck	\$ 350.00	22136	11
3/11/25	Michigan Reading Associ	Registration: K Sterzick	\$ 350.00	22136	12
3/13/25	Ventris Learning	UFL Teacher Manuals	\$ 160.00	13466	13
3/17/25	Great Minds	IL Grade 1 Workbooks	\$ 41.66	11181	14
3/17/25	Great Minds	SL Grade 3 Workbooks	\$ 83.33	12181	15
3/18/25	MASFPS	J. Teall Registration	\$ 375.00	22148	16
3/19/25	Cengage	Additional Uft Student Books	\$ 481.80	14189	17
3/27/25	Bilingual Dictionaries	Russian BD Word to Word	\$ 31.00	14189	18

Grand Total \$ 5,546.01

ASN #	SUM of Amount
	\$ -
11181	\$ 41.66
12181	\$ 83.33
12466	\$ 10.99
13466	\$ 160.00
14169	\$ 292.30
14189	\$ 883.70
22136	\$ 2,145.60
22148	\$ 375.00
22179	\$ 133.43
22181	\$ 1,420.00
Grand Total	0
Grand Total	\$ 5,546.01

Employee Signature

Shelly Reynolds 4.17.25

Supervisor Signature

Gail VanDaff 4/17/25

VICKSBURG COMMUNITY SCHOOLS
CREDIT CARD RECONCILIATION FORM

Card Holder: Adam Wallace

Purchases March 27, 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
03/25/25	Simply Stamps	Signiture Stamp for Tech Director	\$ 33.30	28470	X
Total Amount of Purchases			\$ 33.30		

[illegible]

Employee Signature Cheryl L. Allen Supervisor Signature A. L. Miller

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: Dewey Waterman

Purchases for: March 2025

Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
3/4/2025	Amazon	Key blanks, LN, pkg of 10	\$39.61	26771	Y
3/4/2025	NSP	Gear assemblys for tennis court nets, qty-5	\$903.00	26771	Y
3/5/2025	Amazon	"Closed for maintenance" barricade signs, qty-2	\$81.90	26771	Y
3/6/2025	Amazon	228 Pc screwdriver set	\$37.98	26770	Y
3/10/2025	Amazon	Snow blower paddles	\$139.80	26771	Y
3/11/2025	Amazon	Metal 4-in-1 spud wrence, qty-2	\$49.80	26770	Y
3/13/2025	Amazon	Bathroom faucet, qty-6	\$230.97	26771	Y
3/15/2025	Amazon	500' twine string	\$16.98	26771	Y
3/16/2025	Amazon	Flashlight, 3" swivel casters, 4 pack	\$69.64	26770	Y
3/17/2025	Nightlock	Nightlock 1 sets, qty-6	\$475.09	26771	Y
3/19/2025	Amazon	Water filter for MS	\$45.89	26771	Y
3/19/2025	Amazon	14 Pc hex t-key set	\$35.46	26770	Y
3/20/2025	EGLE	Water usage report to the state	\$204.00	26771	Y
3/24/2025	Amazon	3'x5' American flags, qty-2	\$40.94	26771	Y
3/25/2025	Amazon	Flagpole rope	\$133.98	26771	Y
3/26/2025	Amazon	Industrial appliance truck	\$231.08	26770	Y
			\$2,736.12		

Summary by ASN #	ASN #	Total	ASN #	Total
	26770	\$423.96		
	26771	\$2,312.16		
	26762			

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.

VICKSBURG COMMUNITY SCHOOLS CREDIT CARD RECONCILIATION FORM

Card Holder: **Joe Werkema**, Vicksburg Middle School

Purchases for: March, 2025

	Date	Vendor	Description/Purpose	Amount	ASN #	Receipt?
1	2/28	Jaspere's	Staff Lunch	\$ 26.18	64564	Y
2	3/11	MSBOA	MSBOA Registration	\$ 33.00	14166	Y
3	3/11	MASSP	Principal's Conference	\$ 650.00	24462	Y
4	3/17	McDonald's	Social Studies Monument Contest	\$ 5.00	64555	Y
5	3/17	Walgreens	Social Studies Monument Contest	\$ 60.00	64555	Y
6	3/17	Walgreens	Social Studies Monument Contest	\$ 123.90	64555	Y
7	3/16	Sam's Club	Student Council Items for Activity Party	\$ 184.37	64562	Y
8	3/18	Family Fare	Student Council Items for Activity Party	\$ 21.80	64562	Y
9	3/20	Sam's Club	Student Council Items for Activity Party	\$ 20.71	64562	Y
10	3/22	Walmart	Student Council Items for Activity Party	\$ 127.92	64562	Y
11	3/24	Amazon	Student Council Items for Activity Party	\$ 35.64	64562	Y
12	3/24	Amazon	Keyboard & Mouse for Staff	\$ 36.09	24470	Y
13	3/25	Amazon	Girls Soccer Supplies	\$ 9.99	64570	Y
14	3/26	Amazon	Bags for Ice Pouches for Students	\$ 25.99	24470	Y
15	3/26	Amazon	Art Supplies	\$ 94.69	14171	Y
16	3/26	Amazon	Bulk Order Items for Staff Supply Closet	\$ 615.18	14172	Y
17						
	Total Amount of Purchases			\$2,070.46		

Summary by ASN #	ASN #	Total	ASN #	Total
	14166	\$ 33.00	64564	\$ 26.18
	14171	\$ 94.69	64570	\$ 9.99
	14172	\$ 615.18		
	24462	\$ 650.00		
	24470	\$ 62.08		
	64555	\$ 188.90		
	64562	\$ 390.44		

Employee Signature Brenda Belu

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	\$	2,070.46
Total above	\$	2,070.46
Difference	\$	-