
From: Staton, Jennifer A
Sent: Wednesday, September 6, 2017 2:40 PM
To: 'contact@beaufortwatchdog.org'
Cc: Foster, James H
Subject: Transparency Report May 1-31, 2017
Attachments: Documents.pdf

Dear Mr. Hoagland:

You requested the information below:

From: Transparency Report May 1 - 31, 2017: re P-Card Transactions from 5/1 - 5/5, 2017, listed below, please provide, pursuant to **BCSD's Procurement Card Program Policies and Procedures Manual, Including Travel 1)** the detailed receipt for each of these restaurant purchases; **2)** the requisite "*purchase statement*" for each of these restaurant purchases; **3)** in regard to these restaurant purchases, if any "*special revenue monies*" were used, please provide the sign-in sheets with the corresponding receipt(s) and invitation/announcement

Attached are the documents you requested. Charges were slightly more than estimated, but they were within 10% and the District will waive any additional fees.

Jennifer Staton, MS, CSP
Risk Manager
Beaufort County School District
843-322-2355 (w) | 843-812-6405 (m)

TXN 00190178

Thank You For Choosing
Papa John's Pizza
Restaurant #2419
(843)524-3400

Name: Martin
Phone#: (843) 599-9348

Order #: 0002 Phone /Carryout

Richard 04/28/2017 03:49 PM

5	<14> 14" Original	63.90
	+5 Pepperoncini Pepper	
	+5 Garlic Sauce Cup	
	+Pepperoni	
5	<14> 14" Original	63.90
	+5 Pepperoncini Pepper	
	+5 Garlic Sauce Cup	
	+Sausage	
5	<14> 14" Original	54.95
	+5 Pepperoncini Pepper	
	+5 Garlic Sauce Cup	

Subtotal:	182.75
Discount:	77.75
Food Tax:	8.40
Total Tax:	8.40

Total: 113.40

one hundred thirteen dollars and 40/100 cents

COME BACK AND SEE US SOON

Thank You For Choosing
Papa Johns
Restaurant #2419
330 Robert Smalls Pkwy
Beaufort, SC 29906
(843)524-3400

Name: Martin

Order #: 0002 Phone /Carryout

Richard 04/28/2017 03:49 PM

Card Type: Visa
Account #: xxxx8176
Authorization #: 096374
Reference #: 520604
Batch ID:

Subtotal:	105.00
Tax:	8.40

Total:	113.40
Visa:	113.40

Tip: _____

Total: _____

Additional Tender Amt: 0.00

Customer Signature

X

Customer Copy

APPROVED FOR PAYMENT

PRINCIPAL

8th grade review night

Student Sign-in Sheet

Date: 4/28/17

Class:

	STUDENT NAME	SIGNATURE
1	Dejah Jenkins	Dejah Jenkins (napkins)
2	Zhari Thompson	Zhari Thompson (Cups)
3	Genesis Pratt	Genesis Pratt (juices)
4	Sha'Kaila Stewart	Sha'Kaila Stewart
5	Jahmaisha Green	Jahmaisha Green cookies & pretzels
6	Jamya Jackson	Jamya Jackson (cookies)
7	JaQuan Gillison	JaQuan Gillison (cookies)
8	Alaysha Smalls	Alaysha Smalls (water)
9	Shanya Moultrie	Shanya Moultrie (COOKIES)
10	Trinity Heyward	Trinity Heyward (cookies)
11	Dajanae Green	Dajanae Green
12	Jazayah Henry	Jazayah Henry
13	Miracle Murray	Miracle Murray
14	Xavier Polite	Xavier Polite (water & juice)
15	Henry Tome	Henry Tome (coke)
16	Trayon Greene	Trayon Greene (chips)
17	Quamisha Brown	Quamisha Brown chips
18	Kalayah Singleton	Kalayah Singleton (Cups)
19	Dijah Brown	Dijah Brown (Strawberry Fanta)
20	Angela Roberts	Angela Roberts
21	Karen Tooman	Karen Tooman
22	Felicia English	
23	Cicely Skinner	
24	Denise Huntsman	
25	Travis Roberts	
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		

8th grade review night

Student Sign-in Sheet

Date: 4-28-17

Class:

	STUDENT NAME	SIGNATURE
1	Jaylen Roberts	Jaylen Roberts
2	Obryan Bonds	Obryan Bonds
3	Harmon Bonds	
4	Brandon Sillers	
5	Lairrion McDaniel	D. McDaniel
6	Davon Griffin	Davon Griffin Soda
7	Ayssa Smith	Ayssa Smith
8	Jalana Jenkins	
9	Nyeema Williams Juice Smith	Nyeema Williams
10	Donald Lewis	D. Lewis
11	Rae'Gene Blair	Rae Blair
12	Kevin Morazan	Kevin Morazan
13	Cayla Bonner	Cayla Bonner
14	Jedon Williams	Jedon Williams
15	Joseph Johnson	Joseph Johnson Cookies
16	Lana Wilson	Lana Wilson
17	Jada Pryor	Jada Pryor
18	Jagiyah Smalls	Jagiyah Smalls
19	Esteban Sanchez Drinks	Esteban
20	Austin Korav Cookies	
21	Rhonda McCawley	
22	Kaitlyn Ricchetti	
23	Kriss Lewis	Kriss Lewis
24	Diana Griffin	
25	Renee Givens	
26		
27		
28		
29		
30		
31		
32		
33		
34		
35		

8th grade Review Night

Student Sign-in Sheet

Date: 4-28-17

Class:

	STUDENT NAME	SIGNATURE
1	Zimira Jenkins	Zimira Jenkins
2	Janyia Busby	Janyia Busby
3	Dewon Williams	Dewon Williams
4	Essence Wright	Essence Wright
5	Keke Boclair	Keke Boclair
6	Melakai Steiniger	ms
7	Devonta Barnard	Devonta Barnard
8	A'Daisah Coker	A'Daisah C.
9	Piper Held	Piper Held
10	Danasia Williams	Danasia Williams
11	Imaja Godwin	Imaja
12	Carl Hayles	
13	Pamela Rhode	
14	Jameika Ford	
15	Gail Pusha	
16	Joniquia Miller	
17	Catia Gilbert	
18		
19		
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31		
32		
33		
34		
35		

JOSEPH S. SHANKLIN ELEMENTARY SCHOOL

2016-2017

REQUEST FOR MATERIALS/SUPPLIES

TEACHER/GRADE: Rivera

Vendor: Ryan's Pizza

Address: _____

Phone: _____ Fax: _____

Description of items needed:

PTO Appreciation Dinner

Approximate Cost: Please include tax (7%) and shipping (10%): \$ 134.45

Grade Level/Department Chair Initials: _____

Teacher Signature: _____

Account # 2218844569000

Submit completed requisition request to the Bookkeeper for processing. You will be notified by the Bookkeeper if your request has been approved by the Principal.

☒ Request Approved

☐ Request Denied

Principal Signature: [Signature]

Date: 4/28/17

PTO
Appreciation

RYANS FAMOUS PIZZA & SHBS
14 SAVANNAH HWY
BEAUFORT SC 29906
843-379-3479

Terminal ID: 01831172 1770

4/28/17 1:48 PM

VISA - MANUAL
ACCT #: *****1052

CREDIT SALE
UID: 711846857421 REF #: 9880
BATCH #: 250 AUTH #: 012664

AMOUNT \$134.45

TIP \$

TOTAL \$

APPROVED

THANK YOU!

CUSTOMER COPY

TXN 00 190152

20218844 569000

Joseph Shanklin Elementary School

PTO Meeting

May 1st, 2017

Victoria Hargis	LaTravis Williams
Amyama Hargis	Jan Boyd
Corey Jackson	Galena Belmont
ARRIAN Jackson	Iven Roberts
Amanda Priester	Daniel Hargis
John Rivers	Angela Boyd
Jaden Priester	
Mawetta Washfield	

TRANS.
DOC. # 190032



#0623 BEAUFORT, SC

F-0220 #Party 1
SvrCk:164 12:29p 04/28/17
TERM 2

13 Lunch Adult	119.34
WATER	0.00
12 32 OZ BEVERAGE	33.36

Sub Total:	152.70
Tax	: 12.22
04/28 12:30p TOTAL:	164.92

	AMT-TEND	CHANGE	TALLY
VISA	164.92		164.92
	-----		-----
	164.92		164.92

TOTAL SALES: 164.92

(Rec:100) Memo: 091907,xxxxxxxxxxxx2147,
164.92
04/28/17 12:30p

JOHNNY S

Student Activities
70902100 - 566000
Band School Visits
APPROVED FOR PAYMENT

COREY MURPHY, PRINCIPAL

1000 1000 1000 1000

12:14:57 PM

Sub Total	\$168.75
Sales Tax	\$11.82
Order Total	\$180.57
Visa	\$180.57
Card#: *****1295	
Authorization: 009936	

7080 5300-5660W

Savannah Trolley Field Trip Lunch

[illegible]

Q

SAV Old Town Trolley
WWW.HISTORICTOURS.COM
1-800-TOUR-HTA

QTY	ITEM	AMOUNT
1	TROLLEY CHILD SAV	11.68

SUBTOTAL	11.68
SALES TAX	0.82
CITY FEE	0.00
TAX TOTAL	0.82
TOTAL	12.50
VISA	12.50
TOTAL TENDERED	12.50
CHANGE	0.00

XXXXXXXXXXXX1295
APPROVAL 054748
10:19 AM 04/28/17 301:088303 4025
NOT VALID FOR ADMISSION
CUSTOMER COPY

TXNOV190145

70802300-566000



Order Number: 5208-748818
Order Date: 4/24/2017 2:25:01 PM

Trusted Tours & Attractions, LLC
Key West, Florida
Phone: 800-844-7601
Email: support@trustedtours.com
Web: www.TrustedTours.com

TXN 00189720

70802300 - 566000

Paid by:
Beaufort Middle School

Billing Ph# 8433225661
Contact Ph# 8433225661

<u>Order Details:</u>	<u>SKU</u>	<u>Qty</u>	<u>Ext Price</u>
Old Town Trolley Tour of Savannah-CC (ADULT)	svcta	1	30.91
Old Town Trolley Tour of Savannah-CC (ADULT)	svcta	1	30.91
Old Town Trolley Tour of Savannah-CC (ADULT)	svcta	1	30.91
Old Town Trolley Tour of Savannah-CC (ADULT)	svcta	1	30.91
Old Town Trolley Tour of Savannah-CC (ADULT)	svcta	1	30.91
Old Town Trolley Tour of Savannah-CC (ADULT)	svcta	1	30.91
Old Town Trolley Tour of Savannah-CC (ADULT)	svcta	1	30.91
Old Town Trolley Tour of Savannah-CC (ADULT)	svcta	1	30.91
Old Town Trolley Tour of Savannah-CC (ADULT)	svcta	1	30.91
Old Town Trolley Tour of Savannah-CC (ADULT)	svcta	1	30.91
Old Town Trolley Tour of Savannah-CC (ADULT)	svcta	1	30.91
Old Town Trolley Tour of Savannah-CC (ADULT)	svcta	1	30.91
Order Total:			\$340.01

Plair, Karen G

From: Customer Support <Support@TrustedTours.com>
Sent: Monday, April 24, 2017 2:25 PM
To: Plair, Karen G
Subject: Your ticket has arrived
Attachments: Savannah_Tours_and_Attractions.pdf

For your convenience, a PDF showing other great tours and attractions at your destination has been attached to this email.

Greetings from **Trusted Tours & Attractions** and thank you for placing an order with us today.

Below is a link to your ticket(s). Please click on the link and review the ticket INSTRUCTIONS now. Some attractions accept mobile tickets while others require printed tickets.

Internet access is required to activate and use mobile tickets. Screen shots or pictures of your ticket will not be accepted.

Ticket User:

Derek Skaggs is listed on your ticket as the "Ticket User".

Note: If arriving as a group only the "Ticket User" needs to be identified.

For changes to the Ticket User name, please call: 904-543-6077
or click on this link for our online Name Change Request Form.

You have purchased a ticket that can be used with your mobile device:
Retrieve Mobile Ticket

OR, you may choose to print your ticket:

Retrieve Print Ticket

Questions:

If details are not accurate or if you have general questions, please contact us at:

Email support@trustedtours.com

Phone: 800-844-7601.

RECEIPT

Transaction Receipt

WORLDFINESTCHOCO

Transaction Type: SALE
Transaction Date: 2017-04-26 12:49:45
Account Holder: HE MCCRAKEN MIDDLE SCHOOL
Company Name: HE MCCRAKEN MIDDLE SCHOOL
Status: Approved
Account Number: xxxxxxxxxxxx0019
Amount: 660.00
Address: PO DRAWER 309
BUFORD, SC 29901
Phone:
Email:
Payment Type: VISA
Transaction ID: 100427031884
Invoice ID: 491417 / 91051104
Authorization Code: 089656
Custom ID 1:
Custom ID 2:
Comments: 491417 / 91051104 TH
Customer Signature:

TXN00190106

7088 2100 -506000



4801 South Lawndale Chicago, IL 60632-3062

T: 1-888-699-2679 F: 773-847-0153

If you have any questions, please contact our
Accounting Specialists at 1-888-699-2679

Payment Instructions

First Class Mail only:

World's Finest Chocolate, Inc.
8264 Solutions Center
Chicago, IL 60677-8002

Overnight Mail by special couriers:

World's Finest Chocolate, Inc.
Lockbox # 778264
350 East Devon Avenue
Itasca, IL 60143

Sold to:
H E MCCRAKEN MS BAND
PAM KANEY
250 HE MCCRAKEN CIR
BLUFFTON SC 29910-5838


Account Statement

Date
04/17/2017
Your account with us
491417
Salesperson
5530

TO ENSURE PROPER CREDIT PLEASE DETACH AND RETURN TOP PORTION WITH REMITTANCE

Payments over 15 days past due are subject to a 2% late payment fee.

Account statement as of 04/17/2017
Account no. 491417


Principal Signature & Approval

Date	Transaction	Document Number	Invoice Amount	Amount Paid	Balance Due
03/23/2017	Invoice	91051104	660.00	0.00	660.00

Balance on key date 04/17/2017: 660.00

Teasha
4-26-17
@146
found phone
on phone
sent email
received

WE APPRECIATE YOUR BUSINESS
www.worldsfinestfundraising.com

www.worldsfinestchocolate.com

www.queenannecandy.co

QUOTE

Deliciously Couture Catering & Event Planning LLC

"A full service catering company delivering service that is always chic, unique and delectably sweet!"

INVOICE # [228]
DATE: MAY 1, 2017

P.O Box 1451
Bluffton, SC 29910
Phone 561-452-3703
bri30real@gmail.com
Website: www.bdeliciously.com

To:
BCHS SGA
1 Blue Dolphin Dr, Beaufort SC 29906
(843)322-5500

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Bridgette Frazier	Caterer	50% due on receipt	Remaining balance due 7 days prior to the event.

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
150 patrons	<i>Menu</i> Chocolate station Linen Assorted Cookies		\$150.00
SUBTOTAL			\$150.00
SALES TAX			
18% GRATUITY			
TOTAL			\$150.00

Quotation prepared by: _____

This is a quotation on the goods named, subject to the conditions noted below: Payments are accepted in the form of money orders, or cash. (If there are menu items that you desire which are not listed please make a request for those items prior to term agreement, as the market price for certain items may affect the price of the original quote.)

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

70922725-566000
Txn # 190223

Edmond Burnes

Take Out

Jersey Mike's Subs 7032
272 Robert Smalls Pkwy
Beaufort, South Carolina 29906
Phone: (843) 379-8820
Fax: 843-379-8821

Ticket: 01-000295-01-354631

Server: 05/01/17 3:02 PM

Regular #7 76.45 T
11 @ 6.95
Regular #3 74.25 T
11 @ 6.75

Sub Total \$150.70
Taxable \$150.70
8% Tax \$12.06
Total \$162.76

Paid VISA 2142 \$162.76

Items sold: 22

70924050-566000

TXN# 190252

Athletics

Edmond Burnes

272073
TXN00190326
843-290-11667

CUSTOMER'S ORDER NO.		DATE
NAME <i>Kendrey Lere</i>		<i>5.2</i>
ADDRESS <i>May River H.S.</i>		<i>8:00 AM</i>
CITY, STATE, ZIP		

SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT
---------	------	--------	--------	----------	-------------	----------

QUAN.	DESCRIPTION	AMOUNT
1	1 glazed	9.00
2	6 spec	78.00
3		<i>TX 6.96</i>
4		<i>TOTAL 93.96</i>
5		
6		
7	<i>* add 1 doz</i>	<i>14.04</i>
8	<i>spec</i>	
9		
10		<i>* 108.00</i>
11	<i>new total</i>	
12	<i>9.00</i>	

RECEIVED BY *[Signature]*
#709175300-31000

A-3705
T-46240/46250

KEEP THIS SLIP FOR REFERENCE

01-11

Teacher Appreciation Week

T XN 00192360

Thank You For Choosing
Papa John's Pizza
Restaurant #2419
(843)524-3400

Name: ferddie
Phone#: (843) 441-1243

Order #: 0001 Phone /Carryout

Richard 05/01/2017 10:14 AM

- | | | |
|---|------------------------|-------|
| 1 | <14> 14" Original | 16.99 |
| | +1 Pepperoncini Pepper | |
| | +1 Garlic Sauce Cup | |
| | +Vegi | |
| 5 | <14> 14" Original | 63.90 |
| | +5 Pepperoncini Pepper | |
| | +5 Garlic Sauce Cup | |
| | +Pepperoni | |
| 4 | <14> 14" Original | 51.12 |
| | +4 Pepperoncini Pepper | |
| | +4 Garlic Sauce Cup | |
| | +Sausage | |
| 2 | <14> 14" Original | 21.98 |
| | +2 Pepperoncini Pepper | |
| | +2 Garlic Sauce Cup | |
| 1 | <14> 14" Original | 14.57 |
| | +1 Garlic Sauce Cup | |
| | +1 Pepperoncini Pepper | |
| | +Pepperoni | |
| | +Mushrooms | |

Subtotal: 168.56
Discount: 42.14
Food Tax: 10.11
Total Tax: 10.11

Total: 136.53

one hundred thirty six dollars and 53/100 cents

COME BACK AND SEE US SOON

Thank You For Choosing
Papa Johns
Restaurant #2419
330 Robert Smalls Pkwy
Beaufort, SC 29906
(843)524-3400

Name: ferddie

Order #: 0001 Phone /Carryout

Richard 05/01/2017 10:14 AM

Card Type: Visa
Account #: xxxx8136
Authorization #: 071652
Reference #: 521403
Batch ID:

Subtotal: 126.42
Tax: 10.11

Total: 136.53
Visa: 136.53

Tip: _____

Total: _____

Additional Tender Amt: 0.00

Customer Signature

X _____

Customer Copy

70855200-566000

APPROVED FOR PAYMENT


PRINCIPAL

ESOL Family Night

TRANS. DOC. # 190345

ACCOUNT # 70895300 -
566000

APPROVED FOR PAYMENT
Patricia A. Freda
PAT FRED, PRINCIPAL

FIESTA FRESH
MEXICAN GRILL
876 FORDING ISLAND ROAD
BLUFFTON, SC, 29910
GRACIAS

Check 10001
SAT 4/29/17 10:51am

11 CHEESE QUESADL	85.45
11 CHIKN QUESADL	90.75
1 **LARGE PARTY**	0.00
1 **LARGE PARTY**	0.00
Sub/Ttl	156.20
Tax	12.50
Total	168.70
CASH	168.70

Bluffton Middle5/2

FIESTA FRESH OF RIDGE
876 FORDING ISL RD 1
BLUFFTON, SC 29910

05/02/2017

11:13:34

CREDIT CARD

VISA SALE

Card #	XXXXXXXXXXXX7273
Chip Card:	VISA CREDIT
AID:	A0000000031010
ATC:	003A
TC:	6CAC60F022DC7FF3
SEQ #:	3
Batch #:	616
INVOICE	3
Approval Code:	036425
Entry Method:	Chip Read
Mode:	Issuer - PIN Bypassed

SALE AMOUNT \$168.70

CUSTOMER COPY



2 DE MAYO, 2017

[illegible]



~~2 DE MAYO, 2017~~

[illegible]

Justice, Nancy

From: SedaRodriguez, Abby
Sent: Sunday, April 30, 2017 5:40 PM
To: Justice, Nancy
Cc: Prieto, Monica; Freda, Patricia A
Subject: Fiesta Fresh Order

Hello Nancy!

I hope you had a great weekend! I told Mr. Mendoza from Fiesta Fresh in Bluffton that you will stopping by anytime tomorrow to pay. Please let me know if you have any questions.

Thanks!

Abby Seda-Rodriguez

8th grade ESOL Teacher
30 New Mustang Drive
Bluffton South Carolina 29910
Telephone (843)707-0744
Fax number (843)707-8117

From: Ramon Mendoza [mailto:rmendoza843@gmail.com]
Sent: Saturday, April 29, 2017 12:13 PM
To: SedaRodriguez, Abby <Abby.Sedarodriguez@beaufort.k12.sc.us>
Subject: Order for May 2nd @5:30pm

APPROVED FOR PAYMENT


PAT FRED A, PRINCIPAL

#6

10022401-539900

190259

Principals' Leadership Meeting @ DESC
May 2

Take Out

Jersey Mike's Subs 7032
272 Robert Smalls Pkwy
Beaufort, South Carolina 29906
Phone: (843) 379-8820
Fax: 843-379-8821

Ticket: 01-000295-01-354504

Server: 05/02/17 12:15 PM

Box Reg. 716.25 T
75 @ 9.55
Mini COOKIE
Regular CHIP
Regular #7

Sub Total \$716.25
Taxable \$716.25
8% Tax \$57.30
Total \$773.55

Paid VISA 1414 \$773.55

Items sold: 75



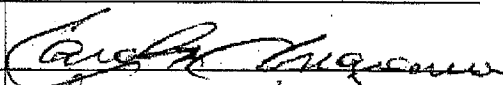


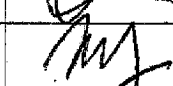
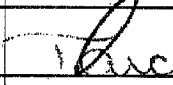
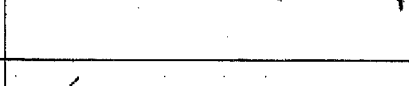
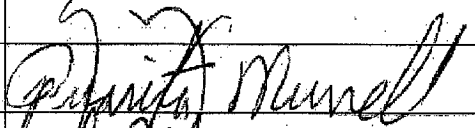

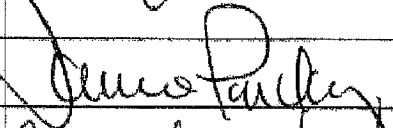
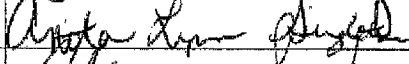
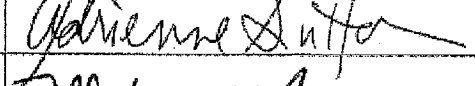
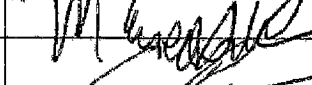
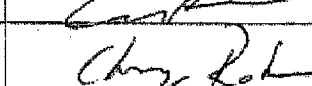



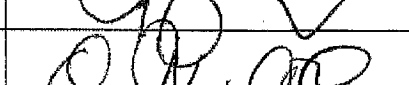
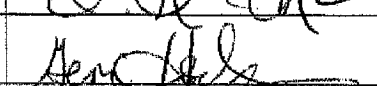
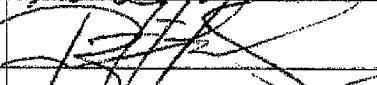

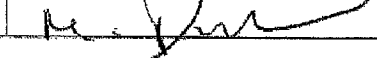

Leadership Meeting

Beaufort County School District

DATE: Wednesday, May 3, 2018

*Principals your names are listed alphabetically for your convenience on pages 1-2
All others please see pages 3-5*

Printed Name	School Initial	Position	Signature or Initials
1. Blue, Brenda	PVES	Principal	B Blue
2. Bornscheuer, Todd	MRHS	Principal	
3. Bratt, Kim	HHECC	Principal	Kim Bratt
4. Brown, Christine	BLES	Principal	CB
5. Brown, Neodria	HHIMS	Principal	
6. Browne, Chavon	PRES	Principal	Chavon Browne
7. Burnes, Edmond	BCHS	Principal	
8. Corley, Kathy	RCES	Principal	K. Corley
9. Cox, Chad	WBMS	Principal	Chad Cox
10. DelForge, Charles	CES	Principal	C. DelForge
11. Dickson, Mona Lise	WBECHS	Principal	Mona Dickson
12. Freda, Pat	BLMS	Principal	Pat Freda
13. Garison, Denise	BLHS	Principal	
14. Goodwine-L, Constance	BRES	Principal	
15. Gruel, Donald	MOES	Principal	
16. Hall, Gregory	LIMS	Principal	
17. Henderson, Jerry	HEMMS	Principal	
18. Holland, Melissa	BES	Principal	
19. Holloman, Nicole	RSIA	Principal	

Printed Name	School Initial	Position	Signature or Initials
20. Ingram, Carole	BMS	Principal	
21. Keefner, Gretchen	HHSCA	Principal	
22. Koves-Guillen, Susan	IA	Principal	
23. Lavan, Celestine	JSES	Principal	
24. Lovecchio, Michael	ACE	Director	
25. Mack, Tara	STHES	Principal	
26. McCulloch, Gary	RRA	Principal	
27. Murphy, Cory	BHS	Principal	
28. Murrell, Juanita	Adult Ed	Director	
29. O'Nan, Amanda	HHIHS	Principal	
30. Owen, Sarah	HHIES	Principal	
31. Pinckney, Jaime	OES	Principal	
32. Singleton, Anita (Lynn)	WBES	Principal	
33. Sutton, Adrienne	MCRES	Principal	
34. Ulmer, Marvelle	LIES	Principal	
Furner, Casey	DESC	Coord	
Robinson, Chrissy	DEC	Director	
Carmen Dillard	DESC	Director	
Ashley Hutchinson	DESC	Director	
Daniel Fallon	DESC	Director	
Mike Rowe	DESC	Coord	
Katie Cro	DESC	Coord.	
Greg Anderson	DESC	Director	
BRETT FITZ	DESC	COORD	
Melissa Murray	DESC	Coord	
Margaret DPid	DESC	Coord	

[illegible]



Credit Card / Purchase Order Approval Form
Created by: Ada A McDonald for Dr. Dereck Rhoads
Date: April 12, 2017

Purchase Information:

This form is authorization to purchase the following item(s):

☒ ~~65~~ box lunches

☐ 75

☐

☐

Vendor: Jersey Mike

Department/ Program: ISD

Purpose: Bi-weekly Principal Leadership Meeting

Projected Dollar Amount: ~~670.41~~ \$773.55

Account / Number: ISD

Signatures:

I am aware that this form must be signed and approved of by my supervisor before the purchase card is released to me. I also understand that once in my possession that I will be the designated person responsible for the card. I must immediately return the purchase card after purchase and provide receipts of the merchandise to _____ (purchase cardholder).

Connie K. Cormier

Cardholder Signature

05-02-17

Date

[Signature]

Supervisor Signature

Date

XF

Invoice

190383
70742660-566006

Page: 1

Ozark Delight Candy Company, Inc.
1 Lollipop Lane
Prairie Grove, AR
72753-2805
4798465300

[Handwritten signature]

Invoice Number: 0161933-IN
Invoice Date: 5/3/2017

Order Number: 0159805
Order Date: 5/3/2017

Salesperson: 0000
Customer Number: 29910ME

Sold To:
M.C. RILEY ELEMENTARY
BEAUFORT COUNTY SCHOOLS
PO DRAWER 309
BEAUFORT, SC 29901
Confirm To:

Ship To:
M.C. RILEY ELEMENTARY SCHOOL
BRITTANY HARTE
200 BURNT CHURCH RD
BLUFFTON, SC 29910

Customer P.O.	Ship VIA	F.O.B.	Terms PREPAID			
Item Number	Unit	Ordered	Shipped	Back Ordered	Price	Amount
/101		4.000	4.000	0.000	19.525	78.10
Ozark Original 60ct Lollipops						
/DS	EACH	2.000	2.000	0.000	5.000	10.00
Display Stand						

International Festival Materials

Net Invoice:	88.10
Less Discount:	0.00
Freight:	23.24
Sales Tax:	0.00
Invoice Total:	111.34
Less Deposit:	111.34
Invoice Balance:	0.00

JOSEPH S. SHANKLIN ELEMENTARY SCHOOL

2016-2017

REQUEST FOR MATERIALS/SUPPLIES

TEACHER/GRADE: Watson

Vendor: Golden Corral

Address: _____

Phone: _____ Fax: _____

Description of items needed:

Volunteer Appreciation Luncheon

Approximate Cost: Please include tax (7%) and shipping (10%): \$ 933.92

Grade Level/Department Chair Initials: _____

Teacher Signature: _____

Account # 20218544 569000 90003

Submit completed requisition request to the Bookkeeper for processing. You will be notified by the Bookkeeper if your request has been approved by the Principal.

☒ Request Approved

☐ Request Denied

Principal Signature: _____

Date: 5/2/17



#0623 BEAUFORT, SC

10 Chances to win \$1000 DAILY*
PLUS you could INSTANTLY WIN other
GREAT PRIZES valued at \$1500 WEEKLY*.
Visit www.gclistens.com

OR

1 chance to WIN \$1000 DAILY*
by calling 1-855-697-4569

For complete rules, eligibility,
sweepstakes period and PREVIOUS
WINNERS, visit www.gclistens.com.
*No purchase/survey required to enter.
Sweepstakes sponsored by Empathica, Inc.
across multiple international clients.
Void where prohibited.
SURVEY CODE: 3678-30071-02050
Disponible En Espanol

F-0087 #Party 1
SvrCk: 85 12:21p 05/03/17
TERM 2

FRIED CHICKEN 25 pc	30.00
10 PC FRIED CHKN	12.00
5 Fried Breast	10.00
MASHED POTATOS	15.00
VEGETABLES	15.00
VEGETABLES	15.00
YEAST ROLLS (12)	5.00
YEAST ROLLS (12)	5.00
3 Gallon Tea	12.00
GRAVY Quart	5.00
88 WATER	0.00

Sub Total: 124.00

Tax : 9.92

05/03 12:22p TOTAL: 133.92

	AMT-TEND	CHANGE	TALLY
VISA	133.92		133.92
	133.92		133.92

TOTAL SALES: 133.92

(Rec:51) Memo: 087189,xxxxxxxxxxx1052,
133.92

05/03/17 12:22p

SANDRA W

20218844 569000 90003

TXN00190423

Joseph Shanklin Elementary

A Title I School

Volunteer Appreciation

May 3, 2017

1. Joanne Calabro Schultz
2. Z. B. Ma Banta
3. Deane Cooke
4. Patricia Olsen
5. Lorraine Rawson
6. Linda Lund
7. Nancy Stanford
8. Paula Miller
9. Annette Proctor
10. Karen Buford
11. Sanya Bellamy
12. Lorraine Shapiro
13. Tahana Guillot
14. John F. Gans
15. Bonnie L. Moore
16. Michael K.
17. Mark Rine
- 18.
- 19.
- 20.

Joseph Shanklin Elementary School
Proud to be a Title I School
Volunteer Appreciation Luncheon

May 3, 2017



Welcome JSES Cheerleaders

"The Gift of time is priceless" Neveah Anderson

Classroom Volunteer Presentation JSES Students

Thank you video

Closing Remarks Ms. Watson

Lunch

Teacher
Appr
Day

2

190487
70745300-566000

Welcome to Chick-fil-A
Bluffton FSU (#01229)
Bluffton, SC
(843) 837-8140
Operator: Keith Clark
CUSTOMER COPY
5/2/2017 6:55:16 AM
PICKUP

Order Number: 3444228

Tax Acct: MC RILEY	
10 Mini Tray LG	285.00
1 Open Percent	(113.70)
5 Frt Tray LG	270.00
12 Coffee 96oz	156.00
5 Promo Free	(142.50)

Sub. Total:	\$454.80
Tax:	\$0.00
Total:	\$454.80
Discount Total:	(\$256.20)

Change	\$0.00
Visa:	\$454.80

Register:5 Tran Seq No: 3444228
Cashier:Lyndsay

It was a pleasure serving you!
Have a wonderful day.

Visa
Card Num : XXXXXXXXXXXX2896
Terminal : KA13463262005
Approval : 067929
Sequence : 020468

I agree to pay the above Total Amount
according to Card Issuer Agreement.

Signature: _____

Transaction Copy

The HoneyBaked Ham Company
1060 Fording Island Road
Unit C
Bluffton, SC 29910
(843) 815-7388
Store 1576

Visit us at HoneyBaked.com

Receipt #: 8423.11
Date : 05/02/2017 Time : 09:35 AM
Sales ID : hbh Drawer: RG1

Qty Description	Price
50 Boxed Lunch, Signature Sandwi	424.50
50 * Ham Classic	0.00
50 * Assorted Chips	0.00
50 * Chocolate Chunk	0.00
Sub Total	424.50
Tax	33.96
Total	458.46
Charge	458.46
Total Amt Tendered	458.46
Change	0.00

Card # : *****9992
Card Name: Visa
Auth: Y073686

Lopatka, MAngela

From: Walton, Alice W
Sent: Friday, April 7, 2017 2:32 PM
To: Crowley, Ashley L
Cc: Lopatka, MAngela; Johnson, Andrea
Subject: Re: seminars



Yes, you may.

Alice W. Walton
Beaufort County School District
843-322-2419 Office
843-812-8374 Mobile

Sent from my iPad

On Apr 7, 2017, at 8:51 AM, Crowley, Ashley L <Ashley.Crowley@beaufort.k12.sc.us> wrote:

Andrea – Please “Unbook” the media room for May 15th & 16th. We need to keep it booked for May 1st & 2nd.



Alice – Can we do Honey Ham and Jim & Nicks again for lunch? Sodexo for breakfast, drinks and snacks for the day?

Respectfully,

Ashley L. Crowley
Personnel Specialist
Beaufort County School District
2900 Mink Point Blvd, P.O. Drawer 309
Beaufort, SC 29901
(843) 322.2434 Office
(843) 322.2389 Fax
www.beaufortschools.net

From: Mark Gross [<mailto:mgross@pryor.com>]
Sent: Thursday, April 6, 2017 5:19 PM
To: Crowley, Ashley L <Ashley.Crowley@beaufort.k12.sc.us>
Subject: seminars

Hi Ashley,

David Brewer will be there on May 1 & 2, for those same topics (see attached).

Thanks!

Mark

Mark Gross
Training Consultant
<image001.png>
Named a Top 2017 Leadership Training Company by Training Industry

Lopatka, MAngela

From: Walton, Alice W
Sent: Wednesday, April 19, 2017 3:14 PM
To: BCSD District Employees DL; Blue, Brenda M; Bornscheuer, Joseph T; Bratt, Kim R; Brown, Neodria T; Brown, Paula; Browne, Chavon S; Burnes, Edmond B; Corley, Kathleen; Cox, Chad D; Crawford, Dale F; Deas, Reginald M; Delforge, Charles V; Dickson, MonaLise; Freda, Patricia A; Garison, Denise; Goodwine-Lewis, Constance R; Gruel, Donald A; Hall, Gregory B; Henderson, Jerry E; Holland, Melissa A; Holloman, Ebonique S; Ingram, Carole T; Johnson, Andrea; Keefner, Gretchen J; Koves-Guillen, Susan M; Lavan, Celestine M; Lovecchiom, Michael; Mack, Tara F; Mcculloch, Gary S; Murphy, Corey J; O'nan, Elizabeth; Owen, Sarah L; Parker, MAnita; Pinckney, Jamie A; Singleton, Anita L; Sutton, Adrienne D; Ulmer, Marvelle L; Walton, Alice W
Cc: Crowley, Ashley L; Crawford, Dale F
Subject: Back by Popular Demand
Attachments: Flyer training 052017.pptx
Importance: High

All,

Our professional administrative training for classified staff last month was a big success. We offered the training for office managers and administrative assistants on a limited basis. The training was such a hit with the staff attending; they have been raving about it for weeks. Many office personnel and principals requested a second series of training to include more office staff; therefore, we are offering another training on May 1st and 2nd from 9:00 to 4:00. The attached flyer will outline what will be included in the training.

Anyone interested in the training can register in MyLearningPlan. Each participant is required to attend both sections of the training.

We will serve breakfast and lunch.

Best Regards,

Alice W. Walton

Chief Administrative and Human Resource Officer
Beaufort County School District
2900 Mink Point Blvd.
Beaufort, South Carolina 29901
843-322-2419 | Office
843-812-8374 | Mobile

BCSD PROFESSIONAL ADMINISTRATIVE TRAINING

WHO

Administrative Office Personnel

WHEN

**May 1st & May 2nd
9am – 4pm**

WHERE

BCSD MEDIA CENTER

2900 Mink Point Blvd, Beaufort, SC 29901

**Every team member is required to attend one
day of each training session**

*****Breakfast (8:30) and lunch will be served*****

SIGN UP IN MY LEARNING PLAN

MONDAY, MAY 1ST DEVELOPING EMOTIONAL INTELLIGENCE

**The definition of
intelligence**

**Attitude and
Motivation**

**Social competency:
Enhance your ability
to understand and
influence others**

**Self-Awareness and
emotional
intelligence**

TUESDAY, MAY 2ND DEALING WITH DIFFICULT PEOPLE

**Understand the
difficult people in
your life**

**Be less of a target
for difficult people**

**Know specifically
what to do and say**

Developing Emotional Intelligence

Boost your emotional intelligence and turbo-charge your career!

There's a lot of buzz centered around emotional intelligence in the workplace right now, and with good reason. Cutting edge research into emotional intelligence has shown it plays a critical role in higher productivity, performance and job satisfaction.

Unlike your IQ, which is set by the time you are a teenager, your emotional intelligence (EQ) can be improved upon throughout your lifetime. This course will help you increase your ability to positively influence others, become a more intuitive leader and develop mutually beneficial relationships with all kinds of personalities.

Key learning points ...

- Gain revealing insights into what compels people to act the way they do
- Work more effectively with others — even difficult, high-strung personalities
- Learn to keep your emotions in check and help coworkers do the same
- Become more confident when interacting with colleagues, team members and superiors
- Determine your current level of emotional intelligence
- Defuse tense situations, mediate conflicts and improve relationships

How we present this material ...

Your trainer will tailor the content of this one-day seminar to address your organization's specific needs. Discussions, group exercises and hands-on practice will drive home key skills. Plus, participants will get their questions answered on the spot, receive "real time" coaching and benefit from the synergy of learning with their coworkers.

As a result of this training you'll ...

- **Enjoy greater buy-in and cooperation from others.** Use the skills you master here to persuade your coworkers, colleagues and team members to zero in on shared goals, work together more closely to achieve them and manage conflicts more productively.
- **Achieve greater control over your own emotional reactions.** Everyone suffers from emotional overload at some point, but we'll show you how to recognize when irrational thinking or negative beliefs are taking over and learn proven tools you can use to quickly get your emotions under control and your thoughts back on a positive track.
- **Increase your own personal productivity.** Learn how to step back, take your emotional state out of the mix, and use rational, positive thinking to adjust your attitude, calm down and take on your workload with renewed energy and smart prioritizing.
- **Learn to problem-solve like a pro.** Conflicts and problems go hand in hand — when problems arise, conflicts over how to solve them are never far behind. Discover a variety of problem-solving techniques and tools to help you mediate conflicts, help others rein in their emotions and deal with all types of workplace issues.

Fred Pryor Seminars/CareerTrack are approved providers of Continuing Education Units (CEUs), credits approved by the Project Management Institute (PMI)®, the HR Certification Institute (HRCI), and the National Association of State Boards of Accountancy (NASBA). This course qualifies for 6 CPE and 5.5 HRCI recertification credits. For more information, visit our Continuing Education page.

Program Agenda

Developing Emotional Intelligence

The definition of intelligence

- How to define intelligence: What determines a high IQ?
- Key characteristics of emotional intelligence

Self-Awareness and emotional intelligence

- Your personal style and how it affects your relationships with others
- Extravert, introvert, thinker, feeler — where do you fall among these four commonly recognized personality traits?
- How do your preferences impact your effectiveness with other people?
- Self-awareness: the first key step in developing a higher EQ
- The Self-Assessment Checklist will help you determine your current emotional intelligence
- The undeniable benefits of improved emotional intelligence
- How to seek feedback to improve your self-awareness

Self-control and managing emotions

- How your right brain and left brain work together — and against each other — to affect your emotional reactions
- Leadership and emotional intelligence: how they are related
- Beliefs and their incredible effect on your emotions and behaviors
- How to handle irrational thinking and overcome negative emotions

Attitude and Motivation

- Techniques to identify your opportunities to grow and move forward
- Attitude, ability and motivation ... how emotions affect them all
- How to use motivation to overcome the negative thoughts that hold you back
- Maslow's Hierarchy of Needs motivation model — What's affecting your aims and drives?
- Optimism and pessimism — the role they play in your successes and failures
- Attitude adjustment: how to change your attitude from negative to positive (it can be done!)
- SMART goals and how they help you grow professionally and personally

Social competency: Enhance your ability to understand and influence others

- The importance of empathy in communicating, understanding, listening, establishing rapport and relationship building
- The role of establishing rapport in building relationships
- Are you politically aware? Political savvy and its place in your professional success
- Keys to communicating effectively with all types of personalities
- How to master the art of listening and hear what's *not* being said
- Body language: how your nonverbal cues affect the message you're trying to send — and how to interpret what others are saying with their body language
- How to adapt your voice to convey the message you really mean
- Ways to use EQ for team-building: competencies of high-performing teams and their members
- Dimensions of emotional intelligence: an action plan for the future

divisions of Pryor Learning Solutions, Inc.

Dealing with Difficult People

Do you recognize these people?

The Know-It-Alls. They're arrogant, and usually have an opinion on any issue. When they're wrong, they get defensive.

The Passives. These people never offer ideas or let you know where they stand.

The Dictators. They bully and intimidate. They're constantly demanding and brutally critical.

The "Yes" People. They agree to any commitment, yet rarely deliver. You can't trust them to follow through.

The "No" People. They are quick to point out why something won't work. What's worse, they're inflexible.

The Complainers. Is anything ever right with them? They prefer complaining to finding solutions.

Of course you recognize them. They're the people you work with, sell to, depend on and live with. Learn to deal with them quickly and confidently at *Dealing with Difficult People*.

After this seminar you and your staff will be better equipped to:

- ✓ **Understand the difficult people in your lives.** Learn how they think, what they fear, why they do what they do. Understanding difficult people makes them less frustrating.
- ✓ **Know specifically what to do and say.** At this seminar you'll concentrate on here's-how-to-do-it techniques. You'll leave knowing how to use these techniques in specific situations, with all types of difficult people.

- ✓ **Be less of a target for difficult people.** Look at the difficult people in your life. Chances are, at least one person manages to get along with them. You can, too. Learn how to derail problem people and teach them to treat you with respect.
- ✓ **Bring out the best in people.** Let's face it: nobody's difficult all the time and everybody's difficult some of the time. Your new skills will help you reinforce the most positive behavior in everyone at work and at home.

How this program is structured...

It's structured for maximum learning. You'll experience a carefully designed combination of:

Informative presentation.

Your trainer is skilled at sharing information in a way that's engaging. Just sit back and take it all in.

Practice exercises.

You do some of these alone, and others with groups or a partner. Don't worry — no one will be singled out or embarrassed.

Group discussion.

Get your questions answered. Share your point of view. These are some of the most stimulating segments of the program.

Fred Pryor Seminars/CareerTrack are approved providers of Continuing Education Units (CEUs), credits approved by the Project Management Institute (PMI)®, the HR Certification Institute (HRCI), and the National Association of State Boards of Accountancy (NASBA). This course qualifies for 6 CPE, 6 PDUs and 5.5 HRCI recertification credits. For more information, visit our Continuing Education page.

Program Agenda

Dealing with Difficult People

Understand the difficult people in your life

- The most common mistake well-intentioned people make that actually worsens conflict
- What a team can do about an employee who isn't a team player
- The single best response to sarcasm
- 3 ways to get people to keep their word
- How to deal with someone who practices one-upmanship
- When and how to have a third party intervene to resolve a conflict

Know specifically what to do and say

- How to react when someone — even a boss — starts yelling
- What to do when another takes credit for your idea
- How to determine whether a difficult relationship is worth salvaging ... and what to do if it isn't
- The best way to get someone to stop holding a grudge
- Handling the person who says one thing to you but the opposite to someone else
- When and how to go over someone's head to a superior
- Dealing with touchy people who take things personally
- How to get your boss to quit procrastinating and make a decision

Be less of a target for difficult people

- What to do when someone criticizes you unfairly
- How to cope with excuse-makers and blamers What to do immediately if someone threatens you
- 3 tactics that protect you from being manipulated by others
- Hot buttons: how to keep people from pushing yours
- "The boss's favorite": how to cope with the coworker who's perfect in the boss's eyes — but doesn't really do his or her share of the work

Bring out the best in people

- How to handle a co-worker who is too competitive
- What to do when somebody makes a promise you suspect won't be kept
- How to give an aggressive person an alternative to direct conflict
- The special body positions to use in dealing with specific kinds of difficult people
- How to respond to someone who wants to get "too personal"
- Special for managers: how to deal with insubordination, laziness and people who hate their jobs

OR WHAT? HOUSE THE PROVERBIAL DID WE ROCK

Share your feedback and score something cool!
 Welcome to Moe's
 Bluffton #165
 3 Malphrus Rd
 843-837-8722

Host: Cashier 1 1108
 Server: Cashier 1 1108
 Date: 05/04/2017
 Time: 1:58 PM
 10099

Punchh	0.00
Cater Taco Bar Beef (225 @8.00)	1800.00
Cater Taco Bar Chicken (225 @8.00)	1800.00
Cater Queso Per Person (255 @1.29)	328.95
Cater Queso Per Person (95 @1.29)	122.55

Open \$ -1125.00

Subtotal 2926.50
 Tax 234.12

Cater Total 3160.62

Visa \$ 3160.62
 Auth: 019981

\$2.00 OFF NEXT VISIT

- 1) Visit www.moegottaknow.com
 - 2) Enter Store #, leave feedback
 - 3) Write redemption code
- Survey valid for 5 days
 Certain restrictions apply.

Check Closed

*****Moe's Rockin' Rewards Code*****



9999999999999999

Rockin' fans deserve rockin' rewards!
 Download the app to start earning FREE Moe's
 This barcode is valid for 3 days.
 Certain restrictions apply.

OR WHAT? HOUSE THE PROVERBIAL DID WE ROCK

Share your feedback and score something cool!
 Welcome to Moe's
 Bluffton #165
 3 Malphrus Rd
 843-837-8722

Server: Cashier 1 DOB: 05/04/2017
 01:58 PM 05/04/2017
 1108/1 1/10099

WE CATER EVERYTHING

Visa 1048669
 Card #XXXXXXXXXXXX4503
 Card Entry Method: K

Approval: 019981

Amount: \$ 3160.62

Tip: _____
 = Total: _____

I agree to pay the above
 total amount according to the
 card issuer agreement.

X

Customer Copy

TXN00190579

7079 4050 - 566000

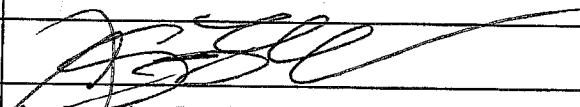
\$ 3160.62

Athletic Banquet

Purchase Order Approval Form

Person Requesting Order:	Ashlee James
Please enter the website you wish to make your purchase:	Moe's Southwest Grill
Please give details and quantities of the items you need purchased:	350-375 approx
Additional Notes:	POC Michelle Morante
Approximate Cost:	\$5.50/head

(Charged \$7/ticket)
for guests

Date and Time Received	
Bookkeeper	
Principal	
Status	Approved or Denied

Purchase Order Date	
Confirmation Number	

* NEED ATHLETICS BALANCE
→ How Many Tickets Sold → BALANCE.



Called Adam
5/4/17
w/ CC
pd

Credit Card / Purchase Order Approval Form

Purchase Information

This form is authorization to purchase the following item(s):

- ◇ Moe's Bluffton
- ◇
- ◇
- ◇
- ◇

Vendor:

Department/ Program: Athletic Banquet

Purpose: Food

Projected Dollar Amount: \$ 3160.62

Account / Number: 70794050 - 566000

Signatures

I am aware that this form must be signed and approved of by my supervisor before the purchase card is released to me. I also understand that once in my possession that I will be the designated person responsible for the card. I must immediately return the purchase card after purchase and provide receipts of the merchandise to _____ (purchase cardholder).

<u>Beth Helan</u>	<u>5/4/17</u>
Cardholder Signature	Date
<u>[Signature]</u>	<u>5/4/17</u>
Supervisor Signature	Date

TX 190337



Downtown Catering

✓ Thank you, invoice paid

Bluffton High Food Truck 5/3/17

Invoice #000313

May 2, 2017

Customer

Lori Martz

lori.martz@beaufort.k12.sc.us

We look forward to seeing you all Wednesday!

Thank you.

We appreciate your business.

CATERING - TPP

\$1,452.85

Sub-Total

\$1,452.85

Credit Card Fee- CATERING ONLY

\$43.59

Total Due

\$1,496.44

VISA 5606

05/02/17, 8:39 AM

Downtown Catering

27 Dr. Mellichamp Drive 105, Bluffton, SC 29910

sales@downtowncateringcompany.com

TX 190337

Downtown Catering & Events

PO Box 1140
Bluffton, SC 29910-1140

Phone: 843-815-5335

Fax: 843-815-5010

www.DowntownCateringCompany.com sales@downtowncateringcompany.com

Invoice Event

Bill To:

Beaufort County School District
Sharon Brown

Venue:

Bluffton High School

Invoice #	Event Date	Event Time	Terms	Net Due	Account #
4314	Wed, May 3, 2017	11:40 AM		Wed, May 3, 2017	
Qty	Description	Unit Cost			Total
115	Menu #:1	\$10.00			\$1,150.00
2	Food Truck	\$20.00	3 hrs		\$120.00
	Charges:				\$1,270.00
	15% Service Charge:				\$172.50
	20% Rental Coordination:				\$0.00
	Subtotal:				\$1,442.50
	6% Tax:				\$10.35
	Post-Tax Subtotal:				\$1,452.85
	Payments:				\$0.00
	Total Due:				\$1,452.85



TX 190337

Credit Card / Purchase Order Approval Form

Purchase Information

This form is authorization to purchase the following item(s):

- ◇
- ◇
- ◇ See Attached List
- ◇
- ◇
- ◇

Vendor: DOWNTOWN CATERING & EVENTS

Department / Program: Administration

Purpose: lunch for teacher/secretary appreciation week

Projected Dollar Amount: \$145285

Account / Number: 70985300-566000

Signatures

I am aware that this form must be signed and approved of by my supervisor before the purchase card is released to me. I also understand that once in my possession that I will be the designated person responsible for the card. I must immediately return the purchase card after purchase and provide receipts of the merchandise to Lori Martz (purchase cardholder).


Cardholder Signature

18APR17

Date


Supervisor Signature

17APR17

Date