

**CITY OF HAVERHILL**  
**School Vendor Warrants**  
**LEA/ Cafeteria / Grants/ P-Card**

To the City Auditor: The following names, bills and payrolls have been approved by the School Administration. We are requesting them to be placed on a warrant for payment. I hereby certify under penalty of perjury, and to the best of my ability, that the amounts as scheduled are true and correct and the services and/or materials herein represented have been received as required in accordance with contracts, and that all names, contracts and payrolls in the amounts as scheduled are school department charges.

|               |                    |
|---------------|--------------------|
| <b>P-Card</b> | <b>\$ 3,141.53</b> |
| <b>Total</b>  | <b>\$3,141.53</b>  |

**Approved By**

**I hereby certify under penalty of perjury that the amounts as scheduled are true and correct and the services and/or materials herein represented have been received as required in accordance with contracts.**

Date \_\_\_\_\_

## City of Haverhill Massachusetts

Fiscal Year: 2023-2024

**JE20230911**

| Invoice             | Vendor   | Total             | Account                          |
|---------------------|----------|-------------------|----------------------------------|
| July 2023 P-Card    | BANKCARD | \$1,174.96        | 1010000.4.1210.6612.32.310.00.10 |
| July 2023 P-Card    | BANKCARD | (\$331.92)        | 1010000.4.1210.6560.32.310.00.10 |
| July 2023 P-Card    | BANKCARD | \$429.00          | 1010000.4.3100.6582.36.130.00.10 |
| July 2023 P-Card    | BANKCARD | \$150.00          | 1010000.4.4450.6450.73.200.00.10 |
| July 2023 P-Card    | BANKCARD | \$1,719.49        | 1010000.4.4450.6450.73.200.00.10 |
| <b>Grand Total:</b> |          | <b>\$3,141.53</b> |                                  |

End of Report

**BANK OF AMERICA PURCHASING CARD**  
**July 1, 2023 - July 31, 2023**

| Item GL Combination              | Last 4 | Post Date | Vendor Name          | Credit           | Debit             |                   | Description                          |
|----------------------------------|--------|-----------|----------------------|------------------|-------------------|-------------------|--------------------------------------|
| 1010000.4.1210.6612.32.310.00.10 | 5128   | 7/10/2023 | Beach Breeze         |                  | \$199.72          |                   | Conference M.M                       |
| 1010000.4.1210.6612.32.310.00.10 | 5128   | 7/10/2023 | Beach Breeze         |                  | \$199.71          |                   | Conference M.M                       |
| 1010000.4.1210.6612.32.310.00.10 | 5128   | 7/18/2023 | Sea Crest Hotel      |                  | \$1,050.21        |                   | Conference M.M                       |
| 1010000.4.1210.6612.32.310.00.10 | 5128   | 7/21/2023 | Sea Crest Hotel      |                  |                   |                   | Conference M.M                       |
| 1010000.4.1210.6560.32.310.00.10 | 5128   | 7/26/2023 | Grammarly            | <b>-\$331.92</b> |                   | <b>\$843.04</b>   | refund                               |
| 1010000.4.4450.6450.73.200.00.10 | 3295   | 7/10/2023 | Web Networksolutions |                  | \$83.88           |                   | Online Cert Security                 |
| 1010000.4.4450.6450.73.200.00.10 | 3295   | 7/13/2023 | Vimeo                |                  | \$255.00          |                   | Yearly fee - video storage           |
| 1010000.4.4450.6450.73.200.00.10 | 3295   | 7/13/2023 | AppsSheet            |                  | \$1,188.09        |                   | Yearly fee - Internal street look up |
| 1010000.4.4450.6450.73.200.00.10 | 3295   | 7/20/2023 | AJ Tek Corp          |                  | \$225.00          |                   | monitoring/update software           |
| 1010000.4.4450.6450.73.200.00.10 | 3295   | 7/20/2023 | International Fee    |                  | \$2.25            |                   | processing fee                       |
| 1010000.4.2357.6650.73.315.00.10 | 3295   | 7/24/2023 | Paypal               |                  | \$150.00          |                   | Edu tech AAM                         |
| 1010000.4.4450.6450.73.200.00.10 | 3295   | 7/25/2023 | Grammarly            | <b>-\$34.73</b>  |                   | <b>\$1,869.49</b> | refund                               |
| 1010000.4.3100.6582.36.130.00.10 | 4888   | 7/13/2023 | Mcdonnys Farm        |                  | \$429.00          | <b>\$429.00</b>   | Registration - Incentives            |
|                                  |        |           | <b>TOTAL:</b>        | <b>-\$641.33</b> | <b>\$3,782.86</b> | <b>\$3,141.53</b> |                                      |



Haverhill Public Schools

Purchasing Card Pre-Authorization Form

The Haverhill Public Schools requires pre-authorization for all Bank of America P-Card Purchases. This Pre-Authorization requires the signature of the Assistant Superintendent of Finance and Operations (regardless of amount) and the Superintendent of Schools if above \$10,000. Please complete the fields below and submit for signatures prior to making any purchasing commitments.

Date

7/11/2023

Department Name

Registration

Employee Name

Kathy | Nicole Surette

Vendor Name

McDonnys Farm

Amount of Purchase

429.00

Funding Source (LEA/Grant/Etc)

10100 00 - 4.3100, 6582.36.130.00.10

Expense Account Number

Explanation of expense

Registration Incentives

Employee Signature

Kathy Smith

Assistant Superintendent Approval

[Signature]

Superintendent Approval (\$10,000+)







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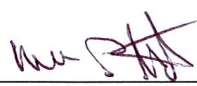
|                                     |  |
|-------------------------------------|--|
| Date                                | <u>07-09-23</u>  |
| Department Name                     | <u>Technology</u>  |
| Employee Name                       | <u>Douglas Russell</u>   |
| Vendor Name                         | <u>Network Solutions</u>   |
| Amount of Purchase                  | <u>83.88</u>   |
| Funding Source (LEA/Grant/Etc)      | <u>LEA</u>   |
| Expense Account Number              | <u>1010000.4.4450.6450.73.200.00.10</u>  |
| Explanation of expense              | <u>Online Cert Security</u>  |
| Employee Signature                  | <u></u> |
| Assistant Superintendent Approval   | <u></u> |
| Superintendent Approval (\$10,000+) | <u></u>  |



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|                                     |  |
|-------------------------------------|--|
| Date                                | <u>7-11-23</u>   |
| Department Name                     | <u>Technology</u>  |
| Employee Name                       | <u>Douglas Russell</u>   |
| Vendor Name                         | <u>Vemio</u>   |
| Amount of Purchase                  | <u><del>260.00</del> 255.00</u>  |
| Funding Source (LEA/Grant/Etc)      | <u>LEA</u>   |
| Expense Account Number              | <u>1010000.4.4450.6450.73.200.00.10</u>  |
| Explanation of expense              | <u>Distirct vidoe storgae archive from years past. This is a yearly fee.</u>               |
| Employee Signature                  | <u></u> |
| Assistant Superintendent Approval   | <u></u> |
| Superintendent Approval (\$10,000+) | <u></u>  |



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Date 7-11-23

Department Name Technology

Employee Name Douglas Russell


Vendor Name AppSheet


Amount of Purchase 1620.00 - discount. 1188.09

Funding Source (LEA/Grant/Etc) LEA

Expense Account Number 1010000.4.4450.6450.73.200.00.10

Explanation of expense This is an ap that runs our data website for internal systems and street lookup.

Employee Signature 

Assistant Superintendent Approval 

Superintendent Approval (\$10,000+) \_\_\_\_\_



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|                                |                                       |
|--------------------------------|---------------------------------------|
| Date                           | 6-19-23                               |
| Department Name                | Technology                            |
| Employee Name                  | Douglas Russell                       |
| Vendor Name                    | AJ Tek                                |
| Amount of Purchase             | 225.00                                |
| Funding Source (LEA/Grant/Etc) | LEA                                   |
| Expense Account Number         | 1010000.4.4450.6450.73.200.00.10      |
| Explanation of expense         | Server monitoring and update software |

|                    |   |
|--------------------|---|
| Employee Signature |  |
|--------------------|---|

|                                   |   |
|-----------------------------------|---|
| Assistant Superintendent Approval |  |
|-----------------------------------|---|

|                                     |   |
|-------------------------------------|---|
| Superintendent Approval (\$10,000+) |  |
|-------------------------------------|---|


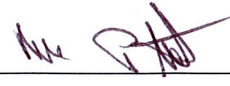




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|                                     |   |
|-------------------------------------|---|
| Date                                | 07-21-23  |
| Department Name                     | Technology  |
| Employee Name                       | Douglas Russell   |
| Vendor Name                         | METTA   |
| Amount of Purchase                  | 150.00  |
| Funding Source (LEA/Grant/Etc)      | LEA   |
| Expense Account Number              | 1010000.4.2357.6650.73.315.00.10  |
| Explanation of expense              | MA Educational Technology Administrators Association<br>Memebership                 |
| Employee Signature                  |  |
| Assistant Superintendent Approval   |  |
| Superintendent Approval (\$10,000+) |   |