

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.

P-Card	\$837.81
Total	\$837.81

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

SCHOOL JE20240430

Inv. Date	Vendor	Total	Detail Line Description	Account
4/30/2024	BANKCARD	\$92.43	Postage	4242400.4.2110.6570.34.280.00.30
4/30/2024	BANKCARD	\$79.13	Supplies-Bldg Maintenance	1010000.4.4110.6582.74.125.00.10
4/30/2024	BANKCARD	\$619.98	Tech Infrastructure Contract Services	1010000.4.4450.6450.73.200.00.10
4/30/2024	BANKCARD	\$46.27	Transportation Gasoline	4231190.4.3300.6520.75.320.00.30
Grand Total:		\$837.81		

End of Report

BANK OF AMERICA PURCHASING CARD
April 1, 2024 - April 30, 2024

Item GL Combination	Last 4	Post Date	Vendor Name	Credit	Debit	Description
1010000.4.4110.6582.74.125.00.10	4888	4/10/2024	FedEx		\$79.13	Mailing
1010000.4.4450.6450.73.200.00.10	3295	4/9/2024	GoDaddy		\$599.98	Subscription Renewal
1010000.4.4450.6450.73.200.00.10	3295	4/11/2024	ChatGPT		\$20.00	Subscription
4242400.4.2110.6570.34.280.00.30	3431	3/29/2024	FedEx		\$92.43	Mailing
4231190.4.3300.6520.75.320.00.30	3431	4/12/2024	ChargePoint		\$46.27	Charge Vans
TOTAL:				\$0.00	\$837.81	

DOUGLAS RUSSELL
CITY OF HAVERHILL
XXXX-XXXX-XXXX-3295
April 01, 2024 - April 30, 2024

Purchasing Card

Cardholder Activity

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO Box 660441 Dallas, TX 75266-0441 TTY Hearing Impaired: Dial "711" Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 04/30/24 Credit Limit \$19,632 Cash Limit \$0 Days in Billing Cycle 30 Total Activity \$619.98 <div>THIS IS NOT A BILL - DO NOT PAY</div>	Credits \$0.00 Cash \$0.00 Purchases \$619.98 Other Debits \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Total Activity \$619.98

Important Messages

Global Card Access – your card information whenever, wherever and however you need it. From the dashboard, you can quickly check your credit limit, balance, available credit and recent card activity. Other features like View PIN, Change PIN, Lock Card and Alerts help you keep your card secure. For added convenience, you can easily view or download your current statement up to 12 months of past statements. Visit www.bofa.com/globalcardaccess to register your card and start using Global Card Access today.

Transactions							
Posting Transaction							
Date	Date	Description		Reference Number	MCC	Charge	Credit
04/10	04/09	DNH*GODADDY.COM	480-5058855 AZ	24906414100197598732890	4816	599.98	
04/12	04/11	CHATGPT SUBSCRIPTION	HTTPSOPENAI.CCA	24492164102000025806163	5734	20.00	

00000000 00000000 00000000 4715291100343295

Account Number: XXXX-XXXX-XXXX-3295
April 01, 2024 - April 30, 2024


BANK OF AMERICA
PO BOX 15731
WILMINGTON, DE 19886-5731


DOUGLAS RUSSELL
CITY OF HAVERHILL
SCHOOL DEPT ROOM 104
4 SUMMER ST
HAVERHILL, MA 01830-5836

Total Activity \$619.98


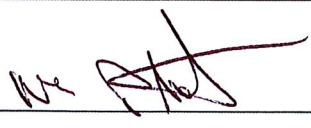
Cardholder Signature	Date
Manager Signature	Date



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	4-9-24
Department Name	Technology
Employee Name	Douglas Russell
Vendor Name	Go Daddy
Amount of Purchase	599.98
Funding Source (LEA/Grant/Etc)	LEA
Expense Account Number	1010000.4.4450.6450.73.200.00.10
Explanation of expense	
Employee Signature	
Assistant Superintendent Approval	
Superintendent Approval (\$10,000+)	



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Date	<u>4-9-24</u>
Department Name	<u>Technology</u>
Employee Name	<u>Douglas Russell</u>
Vendor Name	<u>Chat GPT</u>
Amount of Purchase	<u>60.00 20.00</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></u>
Employee Signature	<u></u>
Assistant Superintendent Approval	<u></u>
Superintendent Approval (\$10,000+)	<u></u>

Purchasing Card

KATHLEEN SMITH
CITY OF HAVERHILL
XXXX-XXXX-XXXX-4888
April 01, 2024 - April 30, 2024

Cardholder Activity

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO Box 660441 Dallas, TX 75266-0441 TTY Hearing Impaired: Dial "711" Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 04/30/24 Credit Limit \$19,319 Cash Limit \$0 Days in Billing Cycle 30 Total Activity \$79.13 <div>THIS IS NOT A BILL - DO NOT PAY</div>	Credits \$0.00 Cash \$0.00 Purchases \$79.13 Other Debits \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Total Activity \$79.13

Important Messages

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Transactions							
Posting Transaction							
Date	Date	Description		Reference Number	MCC	Charge	Credit
04/11	04/10	FEDEX76605753	800-4633339 TN	24164074101741666055235	4215	79.13	

00000000 00000000 00000000 4715291103404888

Account Number: XXXX-XXXX-XXXX-4888
April 01, 2024 - April 30, 2024


BANK OF AMERICA
PO BOX 15731
WILMINGTON, DE 19886-5731


KATHLEEN SMITH
CITY OF HAVERHILL
CITY HALL - ROOM 104
4 SUMMER ST
HAVERHILL, MA 01830-5836
***0000626

Total Activity \$79.13

Cardholder Signature	Date
Manager Signature	Date



Haverhill Public Schools

Purchasing Card Pre-Authorization Form

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Date 4-10-2024

Department Name Maintenance

Employee Name Steve Dorance

Vendor Name Fed Ex

Amount of Purchase 79.13

Funding Source (LEA/Grant/Etc) _____

Expense Account Number 1010000-4-4110-6582-74-125-00-10

Explanation of expense mailing

Employee Signature Kathy Smith (S.D.)

Assistant Superintendent Approval Kathy Smith

Superintendent Approval (\$10,000+) _____

MICHAEL J PFIFFERLING
CITY OF HAVERHILL
XXXX-XXXX-XXXX-3431
April 01, 2024 - April 30, 2024

Purchasing Card

Cardholder Activity

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO Box 660441 Dallas, TX 75266-0441 TTY Hearing Impaired: Dial "711" Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 04/30/24 Credit Limit \$20,136 Cash Limit \$0 Days in Billing Cycle 30 Total Activity \$138.70 <div>THIS IS NOT A BILL - DO NOT PAY</div>	Credits \$0.00 Cash \$0.00 Purchases \$138.70 Other Debits \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Total Activity \$138.70

Important Messages


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Transactions							
Posting Transaction							
Date	Date	Description		Reference Number	MCC	Charge	Credit
04/01	03/29	FEDEX76242823	800-4633339 TN	24164074089741666009998	4215	92.43	
04/15	04/12	CHARGEPOINT INC	408-8414500 CA	24071054103630138965067	5552	40.00	
04/15	04/12	CHARGEPOINT INC	408-8414500 CA	24071054103630138993275	5552	6.27	

0000000 0000000 0000000 4715292431943431

Account Number: XXXX-XXXX-XXXX-3431
April 01, 2024 - April 30, 2024


BANK OF AMERICA
PO BOX 15731
WILMINGTON, DE 19886-5731


MICHAEL J PFIFFERLING
CITY OF HAVERHILL
HAVERHILL PUBLIC SCHOOLS A/P
4 SUMMER ST STE 104
HAVERHILL, MA 01830-5843

Total Activity \$138.70

Cardholder Signature _____ Date _____

Manager Signature _____ Date _____



Haverhill Public Schools

Purchasing Card Pre-Authorization Form

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Date 3.29.24

Department Name Mikaela C.

Employee Name Special Ed

Vendor Name Fed Ex

Amount of Purchase 92.43

Funding Source (LEA/Grant/Etc) _____

Expense Account Number 4242400.4.2110.6570.34.280.00.30

Explanation of expense Mailing

Employee Signature Kathy Smith (H.P.)

Assistant Superintendent Approval Kathy Smith

Superintendent Approval (\$10,000+) _____



Haverhill Public Schools

Purchasing Card Pre-Authorization Form

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Date 4.18.2024

Department Name Transportation

Employee Name Liz Cannata

Vendor Name Charge Point

Amount of Purchase 46.27

Funding Source (LEA/Grant/Etc) _____

Expense Account Number 4231190.4.3300.6500.75.320.00.30

Explanation of expense Charging Vans

Employee Signature ^{vel} Kathy Smith

Assistant Superintendent Approval Kathy Smith (AP)

Superintendent Approval (\$10,000+) _____