

SC 02.13.25 80

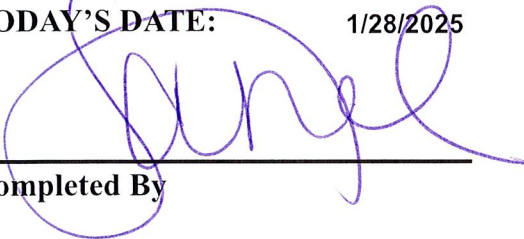
**CITY OF HAVERHILL**  
**School Vendor Warrants**  
**LEA/ Cafeteria / Grants/ P-Card**

Warrant Number: JE20250128B November 2024 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.

PAYABLE DATE : 2/14/2025  
TODAY'S DATE: 1/28/2025

P-Card	\$3,932.12
Total	\$3,932.12

  
\_\_\_\_\_  
Completed By

  
\_\_\_\_\_  
Approved By

**HAVERHILL PUBLIC SCHOOLS**  
**SCHOOL COMMITTEE APPROVAL**  
**OF VENDOR WARRANTS**

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.

<hr/>	Date <hr/>
<hr/>	Date <hr/>
<hr/>	Date <hr/>
<hr/>	Date <hr/>
<hr/>	Date <hr/>
<hr/>	Date <hr/>

November

November 1, 2024 - November 30, 2024

Item GL Combination	Last 4	Post Date	Vendor Name	Credit	Debit		Description
1010000.4.1210.6612.32.310.00.10	5128	11/11/2024	DoubleTree		\$380.43	\$380.43	Hotel Stay
1010000.4.4450.6450.73.200.00.10	3295	11/4/2024	DNS Made Easy		\$395.95		DNS System
1010000.4.1450.6450.73.200.00.10	3295	11/11/2024	Awesome Table		\$374.00		Data Conversation Software - Yearly
1010000.4.4450.6450.73.200.00.10	3295	11/12/2024	Openai		\$20.00		Monthly Subscription
1010000.4.2453.6510.73.316.00.20	3295	11/27/2024	HearingAid		\$2,229.99		Heraing system for Employee
1010000.4.2453.6510.73.316.00.20	3295	11/27/2024	International Fee		\$22.30	\$3,042.24	Fee
1010000.4.1210.6560.32.310.00.10	4888	11/4/2024	Home Depot		\$145.00		New lock
4544502.4.2430.6582.33.000.06.10	4888	11/11/2024	OTD Brands		\$154.14		Bartlett Supplies
1010000.4.1210.6560.32.310.00.10	4888	11/15/0204	FedEx		\$4.56		Mailing
1010000.4.1210.6560.32.310.00.10	4888	11/15/0204	FedEx		\$8.59		Mailing
1010000.4.1210.6560.32.310.00.10	4888	11/15/0204	FedEx		\$78.28		Mailing
1010000.4.1210.6560.32.310.00.10	4888	11/15/0204	FedEx		\$118.88	\$509.45	Mailing
			TOTAL:	\$0.00	\$3,932.12	\$3,932.12	

## City of Haverhill Massachusetts

Fiscal Year: 2024-2025

**JE20250128B**

Invoice	Vendor	Total	Account
P-Card Nov 2024	BANKCARD	\$374.00	1010000.4.1450.6450.73.200.00.10
P-Card Nov 2024	BANKCARD	\$380.43	1010000.4.1210.6612.32.310.00.10
P-Card Nov 2024	BANKCARD	\$154.14	4544502.4.2430.6582.33.000.06.10
P-Card Nov 2024	BANKCARD	\$2,252.29	1010000.4.2453.6510.73.316.00.20
P-Card Nov 2024	BANKCARD	\$355.31	1010000.4.1210.6560.32.310.00.10
P-Card Nov 2024	BANKCARD	\$415.95	1010000.4.4450.6450.73.200.00.10
<b>Grand Total:</b>		<b>\$3,932.12</b>	

End of Report



Account Information	Payment Information	Account Summary
<b>Mail Billing Inquiries to:</b> BANKCARD CENTER PO Box 660441 Dallas, TX 75266-0441  <b>TTY Hearing Impaired:</b> Dial "711"  <b>Outside the U.S.:</b> 1.509.353.6656 24 Hours  <b>For Lost or Stolen Card:</b> 1.888.449.2273 24 Hours	Statement Date ..... 11/30/24 Credit Limit ..... \$18,946 Cash Limit ..... \$0 Days in Billing Cycle ..... 30 Total Activity ..... \$3,042.24 <div>THIS IS NOT A BILL - DO NOT PAY</div>	Credits ..... \$0.00 Cash ..... \$0.00 Purchases ..... \$3,019.94 Other Debits ..... \$0.00 Cash Fees ..... \$0.00 Other Fees ..... \$22.30 Total Activity ..... \$3,042.24

**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](http://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
11/04	11/02	DNS MADE EASY 212-623-4340 VA	24692164307101439709786	4816	395.95	
11/11	11/08	AWESOME-TABLE.COM AWESOME-TABLENY	24011344314500008667973	5734	374.00	
11/12	11/11	OPENAI *CHATGPT SUBSCR HTTPSOOPENAI.CCA	24492164316000014455933	5734	20.00	
11/27	11/26	www.hearingaidaccessoriesHinckley	74775024331007787038010	5999	2,229.99	
11/27	11/27	INTERNATIONAL TRANSACTION FEE	74775024331007787038010	0001	22.30	

00000000 00000000 00000000 4715291100343295

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

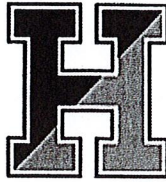
|||||  
BANK OF AMERICA  
PO BOX 15731  
WILMINGTON, DE 19886-5731

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

Total Activity ..... \$3,042.24

Cardholder Signature	Date
Manager Signature	Date


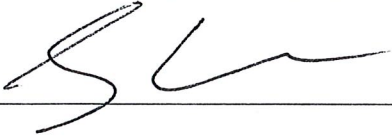




Haverhill Public Schools

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.


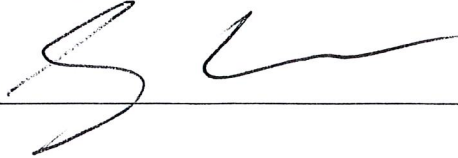
Date	11-2-24
Department Name	Technology
Employee Name	Douglas Russell
Vendor Name	DNS Made Easy
Amount of Purchase	395.95
Funding Source (LEA/Grant/Etc)	LEA
Expense Account Number	1010000.4.4450.6450.73.200.00.10
Explanation of expense	DNS System for Haverhill-ps.org
Employee Signature	
Assistant Superintendent Approval	
Superintendent Approval (\$10,000+)	



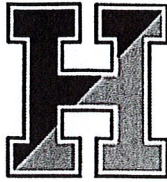
Haverhill Public Schools

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Date	11-08-24
Department Name	Technology
Employee Name	Douglas Russell
Vendor Name	Awsome Table
Amount of Purchase	374.00
Funding Source (LEA/Grant/Etc)	LEA
Expense Account Number	1010000.4.1450.6450.73.200.00.10
Explanation of expense	Data Conversion Software Yearly Fee
Employee Signature	
Assistant Superintendent Approval	
Superintendent Approval (\$10,000+)	

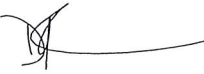
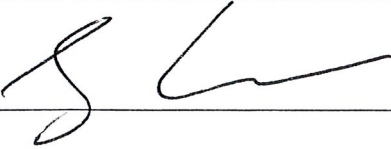




Haverhill Public Schools

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Date	11-26-24
Department Name	Technology
Employee Name	Douglas Russell
Vendor Name	Hearing Aid Accessorries
Amount of Purchase	2229.99 + International Fee 22.30
Funding Source (LEA/Grant/Etc)	LEA
Expense Account Number	4231190.4.2453.6510.73.316.00.10
Explanation of expense	Hearing system fro Employee per HR
Employee Signature	
Assistant Superintendent Approval	
Superintendent Approval (\$10,000+)	

MARGARET MAROTTA  
CITY OF HAVERHILL  
XXXX-XXXX-XXXX-5128

November 01, 2024 - November 30, 2024

Purchasing Card

Cardholder Activity

Account Information	Payment Information	Account Summary
<b>Mail Billing Inquiries to:</b> BANKCARD CENTER PO Box 660441 Dallas, TX 75266-0441  <b>TTY Hearing Impaired:</b> Dial "711"  <b>Outside the U.S.:</b> 1.509.353.6656 24 Hours  <b>For Lost or Stolen Card:</b> 1.888.449.2273 24 Hours	Statement Date ..... 11/30/24 Credit Limit ..... \$20,381 Cash Limit ..... \$0 Days in Billing Cycle ..... 30 Total Activity ..... \$380.43 <div>THIS IS NOT A BILL - DO NOT PAY</div>	Credits ..... \$0.00 Cash ..... \$0.00 Purchases ..... \$380.43 Other Debits ..... \$0.00 Cash Fees ..... \$0.00 Other Fees ..... \$0.00 Total Activity ..... \$380.43

**Important Messages**


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Transactions						
Posting Transaction						
Date	Date	Description		Reference Number	MCC	Charge
11/11	11/08	DOUBLETREE HOTEL Arrival: 11/06/24	HYANNIS MA	24431064314089577148611	3692	380.43

00000000 00000000 00000000 4715292486265128

Account Number: XXXX-XXXX-XXXX-5128  
November 01, 2024 - November 30, 2024

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

  
MARGARET MAROTTA  
CITY OF HAVERHILL  
HAVERHILL PUBLIC SCHOOL ACCOUNTS PAYABLE  
4 SUMMER ST STE 104  
HAVERHILL, MA 01830-5843

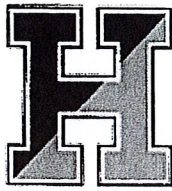
Total Activity ..... \$380.43

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

5499900 1 110005 2486 265 1 28





Haverhill Public Schools

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Date 11.11.2024

Department Name \_\_\_\_\_

Employee Name Margaret

Vendor Name Double tree

Amount of Purchase 380.43

Funding Source (LEA/Grant/Etc) \_\_\_\_\_

Expense Account Number 1010000.4.1210.10612.32.310.00.10

Explanation of expense Hotel stay

Employee Signature \_\_\_\_\_

Assistant Superintendent Approval \_\_\_\_\_

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

KATHLEEN SMITH  
CITY OF HAVERHILL  
XXXX-XXXX-XXXX-4888

Purchasing Card

November 01, 2024 - November 30, 2024

Cardholder Activity

Account Information	Payment Information	Account Summary
<b>Mail Billing Inquiries to:</b> BANKCARD CENTER PO Box 660441 Dallas, TX 75266-0441  <b>TTY Hearing Impaired:</b> Dial "711"  <b>Outside the U.S.:</b> 1.509.353.6656 24 Hours  <b>For Lost or Stolen Card:</b> 1.888.449.2273 24 Hours	Statement Date ..... 11/30/24 Credit Limit ..... \$19,525 Cash Limit ..... \$0 Days in Billing Cycle ..... 30 Total Activity ..... \$509.45 <div>THIS IS NOT A BILL - DO NOT PAY</div>	Credits ..... \$0.00 Cash ..... \$0.00 Purchases ..... \$509.45 Other Debits ..... \$0.00 Cash Fees ..... \$0.00 Other Fees ..... \$0.00 Total Activity ..... \$509.45

Important Messages

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Transactions

Posting Transaction						
Date	Date	Description	Reference Number	MCC	Charge	Credit
11/04	11/01	THE HOME DEPOT #3487 PLAISTOW NH	24943014307010195564885	5200	145.00	
11/11	11/07	OTC BRANDS *OTC BRANDS 800-2280475 NE	24789304313641200345672	5964	154.14	
11/15	11/14	FEDEX 00011007 800-4633339 TN	24164074319741665545986	4215	4.56	
11/15	11/14	FEDEX 00011007 800-4633339 TN	24164074319741665575082	4215	8.59	
11/15	11/14	FEDEX 00011007 800-4633339 TN	24164074319741665591360	4215	78.28	
11/15	11/14	FEDEX 00011007 800-4633339 TN	24164074319741665612349	4215	118.88	

00000000 00000000 00000000 4715291103404888

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

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

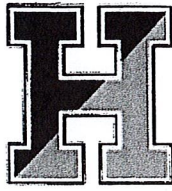
  
KATHLEEN SMITH  
CITY OF HAVERHILL  
CITY HALL - ROOM 104  
4 SUMMER ST  
HAVERHILL, MA 01830-5836  
\*\*N0001383

Total Activity ..... \$509.45

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_





Haverhill Public Schools

Purchasing Card Pre-Authorization Form

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Date 11-4-2024

Department Name Business Office

Employee Name \_\_\_\_\_

Vendor Name Home Depot

Amount of Purchase 145.00

Funding Source (LEA/Grant/Etc) \_\_\_\_\_

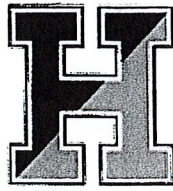
Expense Account Number 1010000.4.1210.6560.32.310.00.10

Explanation of expense new lock

Employee Signature Kathy Smith

Assistant Superintendent Approval \_\_\_\_\_

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



Haverhill Public Schools

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Date

11.11.2024

Department Name

Bartlett

Employee Name

K. McDowell

Vendor Name

Oriental Trading

Amount of Purchase

154.14

Funding Source (LEA/Grant/Etc)

Expense Account Number

4544502.4.2430.6582.33.000.06.10

Explanation of expense

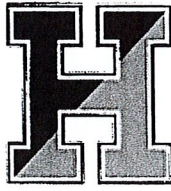
Employee Signature

Kathy Smith

Assistant Superintendent Approval

Superintendent Approval (\$10,000+)





Haverhill Public Schools

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Date

11.15.2024

Department Name

Employee Name

Vendor Name

Fed Ex

Amount of Purchase

4.56

Funding Source (LEA/Grant/Etc)

Expense Account Number

1010000-4.1210.6560.32.310.00.10

Explanation of expense

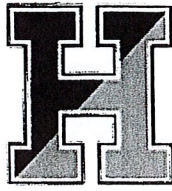
mailing

Employee Signature

Kathy Smith

Assistant Superintendent Approval

Superintendent Approval (\$10,000+)



Haverhill Public Schools

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Date

11.15.2024

Department Name

\_\_\_\_\_

Employee Name

\_\_\_\_\_

Vendor Name

Fed Ex

Amount of Purchase

859

Funding Source (LEA/Grant/Etc)

\_\_\_\_\_

Expense Account Number

1010000.4.1210.6560.32.310.00.10

Explanation of expense

mailing

Employee Signature

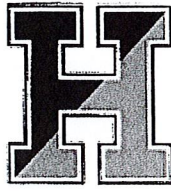
Kathy Smith

Assistant Superintendent Approval

\_\_\_\_\_

Superintendent Approval (\$10,000+)

\_\_\_\_\_



Haverhill Public Schools  
Purchasing Card Pre-Authorization Form

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Date 11.15.2024

Department Name \_\_\_\_\_

Employee Name \_\_\_\_\_

Vendor Name \_\_\_\_\_

Amount of Purchase 78.28

Funding Source (LEA/Grant/Etc) \_\_\_\_\_

Expense Account Number 1010000.4.1210.63600.32.310.00.10

Explanation of expense mailing

Employee Signature Kathy Smith

Assistant Superintendent Approval \_\_\_\_\_

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





Haverhill Public Schools

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Date 11-15-2024

Department Name Facilities

Employee Name Steve Dorrance

Vendor Name Fed Ex

Amount of Purchase 118.88

Funding Source (LEA/Grant/Etc) \_\_\_\_\_

Expense Account Number 1010000-4-1210-60560-32-310-00-10

Explanation of expense mailing

Employee Signature Kathy Smith

Assistant Superintendent Approval \_\_\_\_\_

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