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

Warrant Number: JE20250128 October 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

\$967.85

Total

\$967.85

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.

Date

Date

Date

Date

Date

Date

City of Haverhill Massachusetts

Fiscal Year: 2024-2025

JE20250128

Invoice	Vendor	Total	Account
P-Card Oct 2024	BANKCARD	\$269.80	4500200.4.4110.6515.00.000.00.00
P-Card Oct 2024	BANKCARD	\$172.49	4332065.4.2430.6580.62.770.00.30
P-Card Oct 2024	BANKCARD	\$32.91	4253100.4.2430.6582.36.122.07.10
P-Card Oct 2024	BANKCARD	\$446.79	1010000.4.1210.6560.32.310.00.10
P-Card Oct 2024	BANKCARD	\$45.86	1010000.4.4450.6450.73.200.00.10
Grand Total:		\$967.85	
End of Report			

September

October 1, 2024 - October 31, 2024

Item GL Combination	Last 4	Post Date	Vendor Name	Credit	Debit	Description
1010000.4.1210.6560.32.310.00.10	5128	10/1/2024	Lowell Sun		\$1.00	Article Viewing
1010000.4.1210.6560.32.310.00.10	5128	10/14/2024	NH Teachers		\$375.00	ATMNE Reg Conf - Mathematics
1010000.4.1210.6560.32.310.00.10	5128	10/17/2024	Heavly Donuts		\$40.00	Conference Desserts
1010000.4.4450.6450.73.200.00.10	3295	10/7/2024	FS TechSmith		\$25.86	Subscription
1010000.4.4450.6450.73.200.00.10	3295	10/14/2024	Openai		\$20.00	Subscription
1010000.4.1210.6560.32.310.00.10	4888	10/8/2024	VistaPrint		\$30.79	Business cards
4253100.4.2430.6582.36.122.07.10	4888	10/22/2024	VistaPrint		\$32.91	Business cards
4500200.4.4110.6515.00.000.00.00	4888	10/22/2024	BulbAmerica		\$269.80	Bulbs for HS Auditorium
4332065.4.2430.6580.62.770.00.00	4888	10/28/2024	Webrestaurant		\$172.49	Handwashing sink Greenleaf
			TOTAL:	\$0.00	\$967.85	

1:5499900 1 1:00005 2486 265 1 2811



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 10-1-2024

Department Name _____

Employee Name _____

Vendor Name Lowell Sun

Amount of Purchase 1.00

Funding Source (LEA/Grant/Etc) _____

Expense Account Number 1010000-4-1210-6560-32-312-00-10

Explanation of expense View articles

Employee Signature Kathy Smith

Assistant Superintendent Approval _____

Superintendent Approval (\$10,000+) _____

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Date 10/11/24

Department Name Curriculum

Employee Name Catherine Lally

Vendor Name New Hampshire Teachers of Mathematics

Amount of Purchase 375.00

Funding Source (LEA/Grant/Etc)

Expense Account Number

1010000.4.2356.6123.33.215.00.20

Explanation of expense

Attendance to ATMNE 2024 Regional Conference

Employee Signature

Lally

Superintendent Approval

Assistant Superintendent Approval



GT, LL



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Date 10.1.2024

Department Name _____

Employee Name Margaret

Vendor Name Heavenly Donut

Amount of Purchase 40.00

Funding Source (LEA/Grant/Etc) _____

Expense Account Number 1010000-4-1210-6560-32-312-00-10

Explanation of expense Conference desserts

Employee Signature Kathy Smith

Assistant Superintendent Approval _____

Superintendent Approval (\$10,000+) _____



DOUGLAS RUSSELL
CITY OF HAVERHILL
XXXX-XXXX-XXXX-3295

October 01, 2024 - October 31, 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 10/31/24 Credit Limit \$18,672 Cash Limit \$0 Days in Billing Cycle 31 Total Activity \$45.86 <div>THIS IS NOT A BILL - DO NOT PAY</div>	Credits \$0.00 Cash \$0.00 Purchases \$45.86 Other Debits \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Total Activity \$45.86

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
10/07	10/06	FS *TechSmith 877-3278914 CA	24906414280210902941560	5734	25.86	
10/14	10/11	OPENAI *CHATGPT SUBSCR HTTPSOPENAI.CCA	24492164285000025387809	5734	20.00	

00000000 00000000 00000000 4715291100343295

Account Number: XXXX-XXXX-XXXX-3295
October 01, 2024 - October 31, 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

***N0001288

Total Activity \$45.86

Cardholder Signature _____ Date _____

Manager Signature _____ Date _____

1:5499900 1 1:0005 1 100343295



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

October 01, 2024 - October 31, 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 10/31/24 Credit Limit \$20,031 Cash Limit \$0 Days in Billing Cycle 31 Total Activity \$505.99 <div>THIS IS NOT A BILL - DO NOT PAY</div>	Credits \$0.00 Cash \$0.00 Purchases \$505.99 Other Debits \$0.00 Cash Fees \$0.00 Other Fees \$0.00 Total Activity \$505.99

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	
10/08	10/07	VISTAPRINT 866-207-4955 MA	24036294281718030713006	2741	30.79		
10/22	10/21	VISTAPRINT 866-207-4955 MA	24036294295718147703910	2741	32.91		
10/22	10/21	SP BULBAMERICA HTTPSWWW.BULBNY	24492164295000029162958	5065	269.80		
10/28	10/25	THE WEBSTAURANT STORE INC717-392-7472 PA	24113434299200252633913	5099	172.49		

00000000 00000000 00000000 4715291103404888

Account Number: XXXX-XXXX-XXXX-4888
October 01, 2024 - October 31, 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

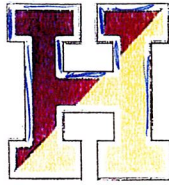
**N0001348

Total Activity \$505.99

Cardholder Signature _____ Date _____

Manager Signature _____ Date _____

54999001100051103404888



Haverhill Public Schools

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Date 10/7/2024

Department Name Nettle

Employee Name Nimcy Guerra

Vendor Name vista print

Amount of Purchase 30.79

Funding Source (LEA/Grant/Etc) united way 1010000.4. 1810.6560.38.310.00.10

Expense Account Number 4471028-

Explanation of expense BC. Nimcy

Employee Signature Kathy Smith

Assistant Superintendent Approval _____

Superintendent Approval (\$10,000+) _____



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Date 10.22.2024

Department Name _____

Employee Name Maria Maldonado Cruz

Vendor Name VistaPrint

Amount of Purchase 32.91

Funding Source (LEA/Grant/Etc) _____

Expense Account Number 4253100-4-2430-6582-36-122-07-10

Explanation of expense Business Cards

Employee Signature Kathy Smith

Assistant Superintendent Approval _____

Superintendent Approval (\$10,000+) _____



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Date

10.22.2024

Department Name

Drama

Employee Name

Vendor Name

Bulb America

Amount of Purchase

269.80

Funding Source (LEA/Grant/Etc)

Expense Account Number

4500200-4-4110-6575-00-000-00-00

Explanation of expense

Bulbs for HS

Employee Signature

Kathy Smith

Assistant Superintendent Approval

Superintendent Approval (\$10,000+)



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Date

10.28.2024

Department Name

Greenleaf

Employee Name

Vendor Name

Web Restaurant

Amount of Purchase

172.49

Funding Source (LEA/Grant/Etc)

Expense Account Number

4332065.4.2430.6580.62770.0030

Explanation of expense

Hand washing sink

Employee Signature

Kathy Smith

Assistant Superintendent Approval

Superintendent Approval (\$10,000+)