

Consent Item D.2.4. Approval/Ratification of Expenditure Transactions
Prepared by Karl Christensen Charged to District Issued Purchasing Cards (P-Cards)
September 6, 2022

BACKGROUND:

The District has issued Purchasing Cards (P-Cards) to certain management, supervisory, or confidential employees to expedite and streamline purchases of goods and services. P-Card transactions are tracked and monitored to ensure they are properly accounted for and supported by documentation. P-Card transactions are limited to a specified amount each month and approval of the Superintendent is required to exceed these limits.

RECOMMENDATION:

It is recommended that the Board of Education approve/ratify expenditure transactions charged to District P-Cards for the period July 1, 2022 through July 31, 2022.

This recommendation supports the following District goal:

SUPPORTED	STRATEGIC OBJECTIVE	DESCRIPTION
✓	Fiscal Accountability	Financially support the vision, mission, and goals of the District by maximizing resources, controlling expenses, and managing assets to ensure fiscal solvency and flexibility

FISCAL IMPACT:

There were 109 transactions totaling \$27,883.25 charged to various funds.

STUDENT ACHIEVEMENT IMPACT:

This is a fiscal item. All fiscal resources impact student achievement.

Motion: _____ Second: _____ Vote: _____

Agenda Item D.2.4.

July 2022
P-CARD TRANSACTIONS

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20220703	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	AMAZON.COM*AD55P10C3 A	69.22	Tripod for Communications Director.
20220706	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	AMAZON.COM*191TF44A3	32.30	Book for PLT members.
20220712	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	AMZN MKTP US*LRODQ0803	67.83	Miscellaneous office supplies.
20220713	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	AMZN MKTP US*UY31A7S03	45.80	Miscellaneous office supplies.
20220714	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	SANTEE LAKES RECREATIO	900.00	Use of Santee Lakes for Employee Welcome Back event.
20220714	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	BASKIN #364764 ONLINE	36.13	Board meeting supplies.
20220715	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	LIVING COAST DISCOVERY	500.00	Facilities for PLT retreat.
20220726	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	TACOS AND GORDITAS PAR	100.00	Catering deposit for Staff Welcome Back event.
20220731	ARREOLA,LISA	SUPERINTENDENT'S OFFICE	USPS PO 0570200071	39.12	Postage.
				1,790.40	
20220707	BENEDETTO,LINDSAY	CHET F. HARRITT	AMAZON.COM*067MM5C73	714.70	Professional Development materials.
20220715	BENEDETTO,LINDSAY	CHET F. HARRITT	AMAZON.COM*5V9K36JG3	141.40	Professional Development materials.
				856.10	
20220703	BORDEN,STEPHANIE	EDUCATIONAL SERVICES	PAYPAL *SHERMANGARN	74.97	Guidelines on Pupil Record Handbook.
20220707	BORDEN,STEPHANIE	EDUCATIONAL SERVICES	ALL ABOUT LEARNING	167.05	Special Ed Teacher Curriculum.
20220708	BORDEN,STEPHANIE	EDUCATIONAL SERVICES	LAKESHORE LEARNING MAT	143.77	Special Ed Teacher supplies.
20220708	BORDEN,STEPHANIE	EDUCATIONAL SERVICES	SUPER DUPEL PUBLICATIO	260.38	Specials for Special Ed.
20220714	BORDEN,STEPHANIE	EDUCATIONAL SERVICES	WESTERN PSYCHOLOGICAL	70.00	Protocols for Special Ed.
20220719	BORDEN,STEPHANIE	EDUCATIONAL SERVICES	ALS SPORT SHOP	38.75	Staff name badges.
20220720	BORDEN,STEPHANIE	EDUCATIONAL SERVICES	SANDWICH BAGS DELI & C	103.35	Board meeting supplies.
20220721	BORDEN,STEPHANIE	EDUCATIONAL SERVICES	VONS #1897	12.10	Board meeting supplies.
20220721	BORDEN,STEPHANIE	EDUCATIONAL SERVICES		870.37	
20220710	BORTS,KATHERINE	HUMAN RESOURCES	FACEBK QEEFUFKRP2	60.00	Recruitment.
20220713	BORTS,KATHERINE	HUMAN RESOURCES	FACEBK 60MKTH7SP2	60.00	Recruitment.
20220714	BORTS,KATHERINE	HUMAN RESOURCES	LINKEDIN-717*5826596	362.13	Recruitment.
20220715	BORTS,KATHERINE	HUMAN RESOURCES	LINKEDIN 7186555366	91.41	Recruitment.
20220715	BORTS,KATHERINE	HUMAN RESOURCES	SANDWICH BAGS DELI & C	100.24	Interview materials.
20220717	BORTS,KATHERINE	HUMAN RESOURCES	USPS PO 0570200071	9.05	Postage.
20220717	BORTS,KATHERINE	HUMAN RESOURCES	FACEBK TTVZNGRRP2	47.62	Recruitment.
20220721	BORTS,KATHERINE	HUMAN RESOURCES	LINKEDIN 7210780376	28.59	Recruitment.
20220729	BORTS,KATHERINE	HUMAN RESOURCES	SMART AND FINAL 929	40.02	Recruitment.
				799.06	
20220725	BROGAN-BARANSKI,KRISTIN	SUPERINTENDENT'S OFFICE	ZOOM.US 888-799-9666	29.98	Online meeting platform.
				29.98	
20220703	CARRILLO,JESSICA	OST PROGRAMS	GROSSMONT CINEMA	182.00	Movie field trip Summer Camp.
20220707	CARRILLO,JESSICA	OST PROGRAMS	7-ELEVEN 20321	13.55	Ice for field trip for Fishing Camp.
20220707	CARRILLO,JESSICA	OST PROGRAMS	WAL-MART #1917	8.36	Maverick CD's for classrooms.
20220707	CARRILLO,JESSICA	OST PROGRAMS	GROSSMONT CINEMA	176.00	Field trip for Voyagers camp to the movie theatre at Grossmont.
20220710	CARRILLO,JESSICA	OST PROGRAMS	OTT TOURS OF SAN DIEGO	43.70	Seal Tour field trip 1 adult ticket.
20220710	CARRILLO,JESSICA	OST PROGRAMS	OTT TOURS OF SAN DIEGO	776.15	Seal Tour field trip 2 adult tickets and 25 child tickets.
20220711	CARRILLO,JESSICA	OST PROGRAMS	SKATEWORLD SD	575.00	Skating field trip.
20220711	CARRILLO,JESSICA	OST PROGRAMS	WALMART.COM*AA	389.82	Sunscreen for OSTP Camp.
20220713	CARRILLO,JESSICA	OST PROGRAMS	GROSSMONT CINEMA	336.00	Grossmont Cinema field trip snacks.
20220713	CARRILLO,JESSICA	OST PROGRAMS	GROSSMONT CINEMA	329.00	Grossmont Cinema field trip theatre tickets.
20220714	CARRILLO,JESSICA	OST PROGRAMS	DOLLARTREE	22.90	Camp water day supplies.
20220714	CARRILLO,JESSICA	OST PROGRAMS	UCSD BIRCH AQUARIUM	354.00	Aquarium field trip.
20220719	CARRILLO,JESSICA	OST PROGRAMS	PARKWAY BOWL	319.00	Summer Camp field trip.
20220721	CARRILLO,JESSICA	OST PROGRAMS	BIRCH AQUARIUM AT SCRI	16.95	Summer Camp field trip.
20220722	CARRILLO,JESSICA	OST PROGRAMS	SO.MY.NINJA.FACTORY	562.00	Summer Camp field trip.
20220722	CARRILLO,JESSICA	OST PROGRAMS	WAL-MART #1917	67.69	Sunscreen for campers.
20220724	CARRILLO,JESSICA	OST PROGRAMS	OTT TOURS OF SAN DIEGO	112.10	Summer Camp field trip.
20220726	CARRILLO,JESSICA	OST PROGRAMS	WAL-MART #1917	75.31	Sunscreen for campers.
20220727	CARRILLO,JESSICA	OST PROGRAMS	WAL-MART #1917	4.57	Office supplies (labels).
				4,334.10	
20220727	FLAMION,AMANDA	CHILD NUTRITION	WAL-MART #1917	16.03	Office supplies.
				16.03	
20220728	FORSTER,CHASITY	HILL CREEK	AMZN MKTP US*Q696A89I3	21.20	PBIS incentive.
				21.20	

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20220712	GREEN,CHRISHAUN	OST PROGRAMS	SANTEE LAKES RECREATIO	123.00	Field Trip to Santee Lakes entrance fees.
20220712	GREEN,CHRISHAUN	OST PROGRAMS	SANTEE LAKES RECREATIO	4.00	Field trip to Santee Lakes parking fee.
20220713	GREEN,CHRISHAUN	OST PROGRAMS	AMZN MKTP US*09PQ3IN3	81.55	Classroom supplies for ASES.
20220715	GREEN,CHRISHAUN	OST PROGRAMS	AMZN MKTP US*3M0EK2Y3	310.78	Classroom supplies for ASES.
20220717	GREEN,CHRISHAUN	OST PROGRAMS	LEGOLAND CALIFORNIA	35.00	Field trip to Legoland.
20220717	GREEN,CHRISHAUN	OST PROGRAMS	LEGOLAND CALIFORNIA	4,411.54	Legoland tickets (field trip).
20220724	GREEN,CHRISHAUN	OST PROGRAMS	AMZN MKTP US*U08G177Q3	147.84	Summer Camp classroom supplies.
20220726	GREEN,CHRISHAUN	OST PROGRAMS	DOLLAR TREE	7.69	Summer Camp snacks and supplies.
20220726	GREEN,CHRISHAUN	OST PROGRAMS	SMART AND FINAL 929	34.47	Summer Camp snacks.
				5,155.87	
20220708	HOOKS,TED A	CHET F. HARRITT	THE HOME DEPOT #0673	2,463.00	Outdoor Learning Shed.
20220712	HOOKS,TED A	CHET F. HARRITT	MICHAELS STORES 3256	25.85	Welcome Back supplies.
20220712	HOOKS,TED A	CHET F. HARRITT	MICHAELS STORES 3256	360.96	8th Grade Art (framing).
20220731	HOOKS,TED A	CHET F. HARRITT	AMAZON.COM*TE0DH9A53 A	848.40	Professional Development Books.
20220731	HOOKS,TED A	CHET F. HARRITT	BUILDASIGN.COM	76.84	PBIS signage.
20220731	HOOKS,TED A	CHET F. HARRITT	LOWES #01661*	43.06	PBIS signage materials.
20220731	HOOKS,TED A	CHET F. HARRITT	OFFICE DEPOT #046	189.54	Office supplies.
				4,007.65	
20220715	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	MOSYLE COR* MOSYLE_MAN	550.00	Software Licenses.
20220717	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	THE HOME DEPOT #0673	42.26	Maintenance - Tarps.
20220718	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	SIMPLISAFE	24.99	Security system.
20220720	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	USPS PO 0570200071	4.60	Certified Mailer to vendor.
20220725	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*R00865203	30.16	Hard drive support tool.
20220728	MARSMAN,MATTHEW	INFORMATION TECHNOLOGY	AMZN MKTP US*30G52SP3	21.54	Projector mount - CO PS4 room.
				673.55	
20220726	MCGINTY,MIMI	SPECIAL EDUCATION	SP MHS: MULTI HEALTH	175.95	Protocol.
20220728	MCGINTY,MIMI	SPECIAL EDUCATION	LAKESHORE LEARNING MAT	358.41	Learning material.
				534.36	
20220707	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMZN MKTP US*2389K3U33	306.46	Supplies for OpenSciEd Training.
20220710	MINUTELLI,DAWN	EDUCATIONAL SERVICES	SP WPEBOOK CORP	1,744.75	CPM Materials - Wipebooks
20220710	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMZN MKTP US*BF64I8JB3	92.61	New Teacher training supplies.
20220711	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMAZON.COM*MZ7L56SH3 A	1,575.46	CGI materials.
20220712	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMZN MKTP US*SJ6653KT3	301.40	OpenSciEd materials.
20220712	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMAZON.COM*3B2H46603 A	58.16	CGI materials.
20220713	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMZN MKTP US*WK9IC67R3	94.27	CPM supplies.
20220715	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMZN MKTP US*0S3AJ57B3	77.13	CPM supplies.
20220725	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMAZON.COM*CC0AG5W93 A	7.27	CGI materials.
20220725	MINUTELLI,DAWN	EDUCATIONAL SERVICES	TARGET.COM *	38.01	State Preschool supplies.
20220727	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMAZON.COM*P811A51F3	80.54	State Preschool supplies.
20220727	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMZN MKTP US*E147T1143	16.15	The Art of Coaching. Book for Professional Development.
20220728	MINUTELLI,DAWN	EDUCATIONAL SERVICES	AMZN MKTP US*E147T1143	142.14	New Teacher training supplies.
				19.82	The Art of Coaching Workbook.
				4,554.17	
20220728	MONTLER,BONNER M	EDUCATIONAL SERVICES	REI*GREENWOODHEINEMANN	758.56	Student assessment folders for Benchmark Assessment (reading).
				758.56	
20220707	PEABODY,LESLIE	TRANSPORTATION	AMZN MKTP US*F08YEB733	79.72	Drivers supplies- Clipboards.
20220707	PEABODY,LESLIE	TRANSPORTATION	AMZN MKTP US*RL03559H3	269.36	Standing monitor desk.
20220707	PEABODY,LESLIE	TRANSPORTATION	AMAZON.COM*009F*W0163	175.41	Computer Monitor (50%).
20220707	PEABODY,LESLIE	TRANSPORTATION	AMAZON.COM*009F*W0163	175.41	Computer Monitor (50%).
20220719	PEABODY,LESLIE	TRANSPORTATION	AMAZON.COM	(175.41)	Computer Monitor- Refund (50%).
20220719	PEABODY,LESLIE	TRANSPORTATION	AMAZON.COM	(175.41)	Computer Monitor- Refund (50%).
20220720	PEABODY,LESLIE	TRANSPORTATION	AMAZON.COM*VW5A46U63	142.57	Computer Monitor (50%).
20220720	PEABODY,LESLIE	TRANSPORTATION	AMAZON.COM*VW5A46U63	142.57	Computer Monitor (50%).
20220722	PEABODY,LESLIE	TRANSPORTATION	IN *BUSY BEES LOCKS &	32.33	Trailer key copies.
20220727	PEABODY,LESLIE	TRANSPORTATION	AMAZON.COM*571X480X3 A	32.84	Mouse for computer in dispatch and while out.
				699.39	
20220706	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	AMZN MKTP US*YAB2R35T3	593.28	CRT equipment.
20220708	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	AMZN MKTP US*0395BSAG3	142.14	CGI materials.
20220708	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	AMZN MKTP US*4231Q8TV3	15.24	Sheet protectors - New Teacher training.
20220711	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	AMZN MKTP US*V550Q33J3	1,863.24	CRT equipment.
20220712	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	AMZN MKTP US*DX6N02533	13.47	The Thin Book of Trust.
20220725	PIERCE,STEPHANIE	EDUCATIONAL SERVICES	AMZN MKTP US*ME23109003	118.79	District Logo Mousepads for the ERC.
				2,766.16	

July 2022
P-CARD TRANSACTIONS

PURCHASE DATE	CARDHOLDER	DEPARTMENT	MERCHANT NAME	PURCHASE AMOUNT	PURCHASE DESCRIPTION
20220724	PROUTY,DANIEL J	INSTRUCTIONAL TECHNOLOGY	AMZN MKTP US-AMZN.COM/	(94.59)	Damaged elementary science materials returned to Amazon. (94.59)
20220701	SALCIDO,DELIA M	OST PROGRAMS	TEACHERSPAYTEACHERS.CO	(2.00)	Classroom curriculum. (2.00)
20220712	STARKEY,MARK	INFORMATION TECHNOLOGY	LOWES #01661*	14.93	Razor blade scrapers for iPad cleanup 14.93
20220731	STORM,BRYCE	FACILITIES, MAINTENANCE & OPERATIONS	SOUTHWEST AIRLINES	97.96	Travel for CASH. 97.96
				<u>27,883.25</u>	