## **AP MISCELLANEOUS BATCH SHEET**

(NOT ENTERED INTO SAP BY DEPARTMENT)

То	: <u>Finance</u>	
Fror	m : D1 Office_	
Date	e : <u>07/16/2025</u>	
		cellaneous payments and the number of documents uploaded is were received by Finance.
	Invoices	#
	Petty Cash	#
	Overnight Travel (TER)	#
	Travel Requests (TR)	#
	Refunds	#
	Statements	# Pcard 7docs
	Other	#

### **Subject:**

**Bill Folder** 

### **Fiscal Impact:**

N/A

### **Dept/Office:**

**D1** Commission Office

### **Summary Explanation and Background:**

Purchase Card Reconciliation report for Kristin Lortie dated 07/04/2025, for the amount of \$143.68

### **Clerk to Board Instructions:**

Please include with the minutes of the July 22, 2025 regular meeting.

# EXHIBIT "B" BREVARD COUNTY PURCHASING CARD MONTHLY RECONCILIATION REPORT

PAGE 1 of 1

	Signa	A MA	Si	TA	0.600	expected life of and furniture; ar	required approv	Administrative (	l (Cardholder) h				06/30/2025	06/18/2025	06/17/2025	06/17/2025	Date Purchased or Ordered	Cardholder's Department/Office:	Cardholder's Name:
	ture of Appro	1	gnature of Ca	to a	-	more than one	als for restricti	Order (AO-41)	ave complied				06/30/2025	06/18/2025	06/18/2025	06/18/2025	Date Received	Department	
	Signature of Approving Official/Date		Signature of Cardholder/Date	6		expected life of more than one-year such as automobiles and furniture; and computer equipment valued in excess	required approvals for restrictive uses and a quote log for purchases with a value in excess of \$1000 and an	Administrative Order (AO-41) and have retained all	(Cardholder) have complied with the Purchase Card				Office Depot #2546	FineLine Printing	Walmart #0649	06/18/2025 Walmart #0649	Vendor Name	Office: D1 Commission Office	Kristin Lortie
						0001	FUND						Refund	Business Cards	Refund	Boxes a		Office	
						200010	COST CTR	SUMMARY OF						s Cards	Refund Moving supplies	nd tape Mc	Description of Item Purchased		
						5510000	G.L. ACCT.	IND / COST CENTE							plies	Boxes and tape Moving supplies	urchased	Ω	7.0
×							INT. ORDER	SUMMARY OF FIND / COST CENTERS / G.L. ACCOUNT TO BUIL	\$143.68	\$0.00			-\$1.71	\$146.50	-\$18.45	\$17.34	Amount Billed (For quoted items, handwrite "Q" by the amount)	Closing Date: <u>07/04/2025</u>	Cardholders Phone # (321) 6
						\$143.68	Amount		GRAND TOTAL (ALL PAGES)	ADD'L PAGE(S) SUBTOTAL				0001	0001	0001	Fund # (4 digits)	2025	(321) 607-6901
						Ö	#		(ALL PAGES)	) SUBTOTAL				200010	200010	200010	Cost Center # (6 digits)		Cardholders
									(MUST AGREE TO FIGURE BELOW)					5510000	5510000	5510000	General Ledger Account # (7 digits)		Cardholders Personnel #:
									RE BELOW)								Internal / Work Order # (6 or 7 digits)		11011146

BCC-223-pdf, Document Revised 08/18/2017

(must agree to above figure) GRAND TOTAL

\$143.68





KRISTIN H LORTIE FL BREVARD COUNTY BOC XXXX-XXXX-XXXX-8174 June 05, 2025 - July 04, 2025

### Cardholder Activity

### **Purchasing Card**

Account Information

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

Payment Information	
Statement Date	07/04/25
Credit Limit	\$2,000
Cash Limit	\$0
Days in Billing Cycle	30
Total Activity	\$143,68

THIS IS NOT A BILL - DO NOT PAY

Account Summary	
Credits	-\$20,16
Cash	\$0.00
Purchases	\$163.84
Other Debits	\$0,00
Cash Fees	\$0,00
Other Fees	\$0.00
Total Activity	\$143,68
Accounting Code: 0001 / 200010	

### **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 <a href="www.bofa.com/qlobalcardaccess">www.bofa.com/qlobalcardaccess</a> to register your card and start using Global Card Access today.

Tran	saction			A IA		101 700
Posting	g Transac	tion				
Date	Date	Description	Reference Number	MCC	Charge	Credit
06/18	06/17	WAL-MART #0649 TITUSVILLE FL	24226385169010979361838	5411	17.34	
06/18	06/17	WAL-MART #0649 TITUSVILLE FL	74226385169010979361825	5411		18.45
06/20	06/18	FINE LINE PRINTING AND GR321-2679294 FL	24767895170921100313052	7333	146.50	
06/30	06/28	OFFICE DEPOT #2546 VIERA FL	74137465179300840846385	5943	=	1,71

000000 000000 0000000 4715292900478174

Account Number: XXXX-XXXX-XXXX-8174 June 05, 2025 - July 04, 2025

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

KRISTIN H LORTIE FL BREVARD COUNTY BOC STE 4D-1 400 SOUTH ST TITUSVILLE, FL 32780-7683 Fotal Activity ...... \$143.6

sustration 7/14/2

11/2)1-0

Manager Signature

Date

Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

Service for the hearing impaired (TTY/TDD): We accept calls made through relay services (dial 711).

**Telephone monitoring:** For the purposes of monitoring and improving the quality of service, Bank's supervisory personnel may listen to and/or record telephone calls between Bank employees and any person acting on Company's behalf.

In case of errors or questions about your bill: Errors or questions about your bill must be received in writing no later than 60 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKCARD CENTER, PO BOX 660441, DALLAS, TX 75266-0441, Your letter must include the following information:

- The company name, cardholder name and account number in question.
- The dollar amount of the suspected error.
- A written description of the error and why you believe there is an error. If you need more information, describe the item you are unsure about.

Customer Service: For questions regarding transactions, general assistance, and

reporting lost and stolen cards, call:

 Within the U.S.
 Outside the U.S.

 1.888.449 2273
 1.509 353.6656

(collect calls accepted)

Thank you for your business.

Posting payments: Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

Give us fee of B survey, walmart.com
Thank you! In #:7VPPDV715LW

# Save money. Live better.

PKGTAPE DISP 007535304616 SUBTOTAL SUBTOTAL PGHD221315BX 081014229467 PKG TAPE 007535312269 PG271517BDX 081014229465 PG271517BDX 081014229465

9 CREDIT \*\*\*\* \*\*\*\* \*\*\* \*\*\* 8174 I 1

\*\*\*\* \*\*\*\* 8174

509468340

CHANGE DUE

0.00

with Walmart+ from this store Get free delivery

Scan for 30-day free trial.

06/17/25 10:09:29

Walmart > <

WM Supercenter Customer Care 1(800) 925-6278

ST# 00649 JANNETA 09814

Items Returned

PKGTAPE DISP 075353046159 PKG TAPE 075353122693 PG271517BDX 810142294652 PG271517BDX 810142294652 PGHD221315BX 810142294676

■ Refund
 ■ Refund

SUBTOTAL (5 item)
TAX 1 7.0000 %
TOTAL REFUND

18, 45-

\*\*\*\* \*\*\*\* \*\*\*\* 8174 024287

VISA APPROVAL #

Give us feedback @ survey.walmart.com
Thank you! ID #:7VPPDV715LF

06/17/25 09:24:36 \*\*\* CUSTOMER COPY \*\*\*

Give us feedback @ survey.walmart.com
Thank you! ID #:7VPDV715LF

Walmart >

WM Supercenter
321-267-5825 Mgr. JANNETA
3175 CHENEY HWY
TITUSVILLE FL 32780-5979
WALMART STORE
TITUSVILLE, FL

ST# 00649 DP# 000113 TE# 93 TR# 09814 MERCHANT# 00000000000000 VISA

GENERAL MUSE TOTAL 18.45-VISA \*\*\*\* \*\*\*\* 8114

Low prices You Can Trust. Every Day. Savings Catcher! Scan with Walmart app

06/17/25 09:24:36

\*\*\* CUSTOMER COPY \*\*\*

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Walmart 2

WM Supercenter Customer Care 1(800) 925-6278

321-267-5825 Mar. JANNETA 3175 CHENEY HWY TITUSVILLE FL 32780-5979 ST# 00649 0P# 000778 TE# 91 TR# 04626 ORDER # 58204744628913207261

ि Items Returned

PGHD221315BX 810142294676 PGHD221315BX 810142294676 PG271517B0X 810142294652 PG271517B0X 810142294652 PG271517B0X 810142294652

Refund

SUBTOTAL (5 item) TAX 1 7.0000 % TOTAL REFUND

12.16-0.85-

APPROVAL #

\*\*\*\* \*\*\*\* \*\*\*\* 8174 060292

us feedback @ survey.walmart.com Thank you! ID #:7VP9RH71062

05/05/25

12:25:21

VISA LENU CHANGE DUE

31.40 0.00

VISA CREDIT- 8174 I 1 APPR#071556 31.46 TOTAL PURCHASE REF # 512000643612 TRANS ID - 385120619872909 VALIDATION - 88ZG PAYMENT SERVICE - E AID A0000000031010 TERMINAL # 55492947 \*Pin Verified 04/30/25 13:13:06



Get free delivery from this store with Walmart+

Scan for 90-day free tiral.

Low prices You Can Trust. Every Day. 04/30/25 13:13:09

The alkalor of productors with a good training the THE RESIDENCE OF THE PROPERTY OF THE



3700 S. Hopkins Avenue, Suite E

Titusville, FL 32780

Phone: 321-267-9294 Fax:321-267-9297

**Invoice** 

Date	Invoice #				
6/6/2025	25-1275				

Bill To	06.18
Brevard County Commisioners	Ų-

Megan Moscoso 400 South St. 4th Floor Titusville, FL 32780

Ship To

P.O. No.	Terms	titusville@finelineprint.com	Ship Date	FOB
		FinelinePrint.com	6/6/2025	
Qty	Item	Memo	Rate	Amount
500 500	Printing Printing Printing Printing	Business Cards on 14 pt. 4/0 for Kristin Lortie Business Cards on 14 pt. 4/0 for Generic Business Cards on 14 pt. 4/0 for Katie Delaney Name Tag 1.5x3 with Magnetic Back for Commissioner Delaney, Kristin Lortie, Ruth Amato, Megan Moscoso Ordered by Megan Moscoso	0	.055 27.50 .055 27.50 .055 6.00 64.00

 Subtotal
 \$146.50

 Tax (0.0%)
 \$0.00

Signature

**Total** \$146.50

# Office DEPOT Office Max

### Your receipt.

Thanks for your purchase. We look forward to seeing you again soon.

Store: 2546 Address: 6729 COLONNADE AVE, VIERA, FL 32940 Trans Type: SAS02 Sale Order #: N/A Cashier Id: 0860787 Trans #: 492 Register #: Order Date: 2025-06-27 Time: 14:57 Merch: -1.71 Non Merch: 0.00 Tax: 0.00

Description	Number Po	CT QTY	AMOUNT
TAX FOR TAX DEPT USE ONLY	301734	1 @ -1.71	-1.71
VISA _	*****8174		-1.71
Card Id			
Exp and Auth	2911		

Total Order:

-1.71