

# AP MISCELLANEOUS BATCH SHEET

(NOT ENTERED INTO SAP BY DEPARTMENT)

To : Finance

From : D1 office

Date : 4/16/25

Please indicate the type of miscellaneous payments and the number of documents uploaded for verification that all documents were received by Finance.

- |                          |                        |   |                                   |
|--------------------------|------------------------|---|-----------------------------------|
| <input type="checkbox"/> | Invoices               | # | <u>AR 13117114</u>                |
| <input type="checkbox"/> | Petty Cash             | # | <u>                    </u>       |
| <input type="checkbox"/> | Overnight Travel (TER) | # | <u>                    </u>       |
| <input type="checkbox"/> | Travel Requests (TR)   | # | <u>                    </u>       |
| <input type="checkbox"/> | Refunds                | # | <u>                    </u>       |
| <input type="checkbox"/> | Statements             | # | <u>April 4th p-card Statement</u> |
| <input type="checkbox"/> | Other                  | # | <u>                    </u>       |

**Subject:**

Bill Folder

**Fiscal Impact:**

N/A

**Dept/Office:**

D1 Commission Office

**Summary Explanation and Background:**

DEXimaging invoice # AR13117114 dated 05/06/2025 for the amount of \$91.83

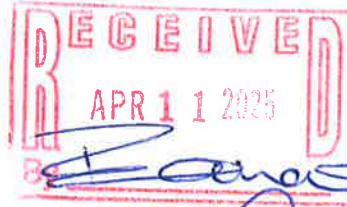
**Clerk to Board Instructions:**

Please include with the minutes of the May 05, 2025 regular meeting.



Post Office Box 17299 Clearwater, FL 33762-0299  
P: (800) 995-4468 F: (813) 288-0223

## CONTRACT INVOICE



Invoice Number: AR13117114

Invoice Date: 4/11/2025

**Bill To:** Brevard County Board of County of Commissioners  
Mary Ortega  
2725 N Courtenay Parkway  
Room# 214  
Merritt Island, FL 32953  
US

**Customer:** Brevard County Board of County of Commissioners  
2725 Judge Fran Jamieson Way  
Melbourne, FL 32940-6605

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
BC18-NAOS	60 DAYS	6/10/2025	\$91.83	<b>\$91.83</b>
Invoice Remarks				

Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
IBP-BC-AE-03-01		\$91.83	4500122345	3/5/2023	3/4/2026
Contract Remarks					

Contract Lease Charge is the Quarterly billing for Lease.

### Summary:

Contract base rate charge for this billing period

Contract overage charge for the 3/13/2025 to 4/12/2025 overage period

\*\*See overage details below

Date Rec'd 4/11/25 \$0.00  
P.O. # 4500122345 \$91.83\*\*  
Vendor # 142002  
Doc # 5165614787

### Detail:

#### Equipment included under this contract

7101 South US Hwy 1  
Dist 1 Commission Office

#### Canon/iRC5535i

Number	Serial Number	Base Adj.	Location
401149	XUW01071	\$0.00	Brevard County Board of County of Commissioners 7101 South US Hwy 1 Titusville, FL 32780 Dist 1 Commission Office

Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage
B/W	black meter	146,464	147,686	1,222	0	1,222	0.011590	\$14.16
Color	color meter	176,606	178,556	1,950	0	1,950	0.039830	\$77.67
								\$91.83

Did you know you can place your supply order online?  
Try <http://www.deximaging.com> and click on "Order Supplies".

Great News! You can now make your payments online! Make a one-time payment or enroll today using the link below to view your account balance, make payments or review payment history  
<https://www.deximaging.com/service/#online-payment>

Please note that due to rising processing costs, credit card charges will be subjected to a 3% processing surcharge. If this invoice is paid with a credit card, you will be charged \$94.58 If you do not pay with a credit card, the total amount on this invoice is due. If you wish to update your payment method, please call DEX Imaging Accounts Receivables at (813) 288-8080. We appreciate your business and thank you for your understanding.

Invoice SubTotal	\$91.83
Tax:	\$0.00
Invoice Total	\$91.83
<b>Balance Due:</b>	<b>\$91.83</b>



**Subject:**

Bill Folder

**Fiscal Impact:**

N/A

**Dept/Office:**

D1 Commission Office

**Summary Explanation and Background:**

Purchasing Card Reconciliation Report for Kristin Lortie, dated 04/04/2025, for the amount of \$24.70

**Clerk to Board Instructions:**

Please include with the minutes of the May 05, 2025 regular meeting.

KRISTIN H LORTIE  
FL BREVARD COUNTY BOC  
XXXX-XXXX-XXXX-8174  
March 05, 2025 - April 04, 2025

**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 ..... 04/04/25 Credit Limit ..... \$2,000 Cash Limit ..... \$0 Days in Billing Cycle ..... 31 Total Activity ..... \$24.70 <div style="border: 1px solid black; padding: 5px; text-align: center;">THIS IS NOT A BILL - DO NOT PAY</div>	Credits ..... \$0.00 Cash ..... \$0.00 Purchases ..... \$24.70 Other Debits ..... \$0.00 Cash Fees ..... \$0.00 Other Fees ..... \$0.00 Total Activity ..... \$24.70 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 [www.bofa.com/globalcardaccess](http://www.bofa.com/globalcardaccess) to register your card and start using Global Card Access today.

**Transactions**

Posting Transaction						Reference Number	MCC	Charge	Credit
Date	Date	Description							
03/21	03/20	USPS PO 1117251250	COCOA	FL		24137465080001565123603	9402	24.70	

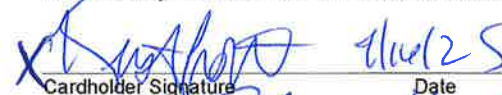

00000000 00000000 00000000 4715292900478174

Account Number: XXXX-XXXX-XXXX-8174  
March 05, 2025 - April 04, 2025

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

KRISTIN H LORTIE  
FL BREVARD COUNTY BOC  
COMMISSION OFFICE DISTRICT 1  
7101 S US1  
TITUSVILLE, FL 32780

Total Activity ..... \$24.70

 4/12/25  
 Cardholder Signature Date  
 4/17/25  
 Manager Signature Date

**EXHIBIT "B"**

PAGE of

**Kristin Lortie**

Phone # 321-621-4711

Cardholders Personnel #:	11011146
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**D1 Commissioner's Office**

**Closing Date:** 4/4/2025

[illegible]

<b>\$0.00</b>	<b>ADD'L PAGES SUBTOTAL</b>
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**\$24.70** GRAND TOTAL (ALL PAGES)

(MUST AGREE TO FIGURE BELOW)

1 (Cardholder) have complied with the Purchase Card  
Administrative Order (AO-41) and have retained all  
required approvals for restrictive uses and a quote log for  
purchases with a value in excess of \$1,000 and an  
expected life of more than one-year such as automobiles  
and furniture, and computer equipment valued in excess of  
\$750.

Signature of Cardholder/Date

Signature of Approving Official/Date

[illegible]

BCC-223-Excel Document Revised 08/18/2017

(must agree to above figure) **GRAND TOTAL**

**\$24.70**



COCOA  
2000 STATE ROAD 524  
COCOA, FL 32926-9998  
(800)275-8777

03/20/2025

05:06 PM

Product	Qty	Unit Price	Price
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Priority Mail®	1		\$10.10
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Flat Rate Env			
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Melbourne, FL 32940 *space coast honor*

Flat Rate *Flight letter*

Expected Delivery Date

Mon 03/24/2025

Tracking #:

9505 5141 6044 5079 2431 74

Insurance

Up to \$100.00 included

Total			\$10.10
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US FlagsBklt/20	1	\$14.60	\$14.60
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Grand Total:			\$24.70
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Credit Card Remit			\$24.70
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Card Name: VISA

Account #: XXXXXXXXXXXX8174

Approval #: 022187

Transaction #: 956

AID: A0000000031010

AL: VISA CREDIT

PIN: Verified

Chip

Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit [www.usps.com](http://www.usps.com) USPS Tracking or call 1-800-222-1811.

Save this receipt as evidence of insurance. For information on filing an insurance claim go to <https://www.usps.com/help/claims.htm> or call 1-800-222-1811

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<https://informedelivery.usps.com>

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or scan this code with your mobile device.



or call 1-800-410-7420