AP MISCELLANEOUS BATCH SHEET

(NOT ENTERED INTO SAP BY DEPARTMENT)

To : Finance

From : D1 Office

Date : 06/11/2025

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

- ☐ Invoices # AR13428881 (3 docs)
- ☐ Petty Cash # ________
- ☐ Overnight Travel (TER) # ________
- ☐ Travel Requests (TR) # ________
- ☐ Refunds # ________
- ☐ Statements # pcard (4 docs)
- ☐ Other # ________

Subject:

Bill Folder

Fiscal Impact:

N/A

Dept/Office:

D1 Commission Office

Summary Explanation and Background:

DEXimaging invoice # AR13428881, dated 06/06/2025, for the amount of $105.50

Clerk to Board Instructions:

Please include with the minutes of the July 08, 2025 regular meeting.

CONTRACT INVOICE

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

RECEIVED
MAY 0 6 2025
By

X

Invoice Number: AR13428881
Invoice Date: 6/6/2025

Bill To:
Brevard County Board of County of Commissioners
Brevard County Natrual Resources
2725 Judge Fran Jamieson Way
Building A Room 219
Melbourne, FL 32940
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	8/5/2025	$105.50	**$105.50**
Invoice Remarks				

Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
IBP-BC-AE-03-01		$105.50	4500122345	3/5/2023	3/4/2026
Contract Remarks					

Contract Lease Charge is the Quarterly billing for Lease.

Summary:

Contract base rate charge for the 6/5/2025 to 9/4/2025 billing period	$0.00
Contract overage charge for this overage period	$0.00 **
Contract Lease Charge:	$105.50
**See overage details below	$105.50

Date Rec'd 6/6/2025
P.O. # 4500122345
Vendor # 160063
Doc # 5105023242
X

Detail:

Equipment included under this contract

7101 South US Hwy 1
Dist 1 Commission Offic

Canon/C5535i

Number	Serial Number	Base Adj.	Location	Lease
401149	XUW01071	$0.00	Brevard County Board of County of Commissioners 7101 South US Hwy 1 Titusville, FL 32780 Dist 1 Commission Office 4th floor 400 S. Street Titusville	$105.50

POSTED 6/11/25

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

Invoice SubTotal	$105.50
Tax:	$0.00
Invoice Total	$105.50
Balance Due:	**$105.50**

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 $108.67 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.

Subject:

Bill Folder

Fiscal Impact:

N/A

Dept/Office:

D1 Commission Office

Summary Explanation and Background:

Purchasing Card Reconciliation Report for Kristin Lortie, dated 05/04/2025, for the amount of $57.55

Clerk to Board Instructions:

Please include with the minutes of the July 08, 2025 regular meeting.

BANK OF AMERICA

RECEIVED
JUN 1 0 2025
By [signature]

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

Purchasing Card

Cardholder Activity

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	05/04/25
Credit Limit	$2,000
Cash Limit	$0
Days in Billing Cycle	30
Total Activity	$57.55

THIS IS NOT A BILL - DO NOT PAY

Account Summary

Credits	$0.00
Cash	$0.00
Purchases	$57.55
Other Debits	$0.00
Cash Fees	$0.00
Other Fees	$0.00
Total Activity	$57.55

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 to register your card and start using Global Card Access today.

Transactions

Posting Date	*Transaction Date*	*Description*			*Reference Number*	*MCC*	*Charge*	*Credit*
04/30	04/28	OFFICE DEPOT #2546	VIERA	FL	24137465119500929482857	5943	26.09	
05/01	04/30	WM SUPERCENTER #3538	MELBOURNE	FL	24445005121400182338705	5411	31.46	

0000000 0000000 0000000 4715292900478174

Account Number: XXXX-XXXX-XXXX-**8174**
April 05, 2025 - May 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 **$57.55**

X [signature] 6/11/25
Cardholder Signature Date

X [signature] 6/11/25
Manager Signature Date

EXHIBIT "B"

BREVARD COUNTY PURCHASING CARD MONTHLY RECONCILIATION REPORT

Cardholder's Name: Kristin Lortie

Cardholders Phone #: (321) 607-6901

Cardholders Personnel #: 11011146

Cardholder's Department/Office: D1 Commissioner's Office

Closing Date: 05/04/2025

Date Purchased or Ordered	Date Received	Vendor Name	Description of Item Purchased	Amount Billed (For quoted items, handwrite "Q" by the amount)	Fund # (4 digits)	Cost Center # (6 digits)	General Ledger Account # (7 digits)	Internal / Work Order # (6 or 7 digits)
04/28/2025	04/28/2025	Office Depot #2546	Moving & Office Supplies	$26.09	0001	200010	5510000	
04/30/2025	04/30/2025	Walmart	Boxes for Moving	$31.46	0001	200010	5510000	

$0.00 ADD'L PAGE(S) SUBTOTAL

$57.55 GRAND TOTAL (ALL PAGES) (MUST AGREE TO FIGURE BELOW)

I (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 $1000 and an expected life of more than one-year such as automobiles and furniture; and computer equipment valued in excess of $750.

6/11/25

Signature of Cardholder/Date

Signature of Approving Official/Date

SUMMARY OF FUND / COST CENTERS / G.L. ACCOUNT TO BILL

FUND	COST CTR	G.L. ACCT.	INT. ORDER	Amount
0001	200010	5510000		$57.55

(must agree to above figure) GRAND TOTAL $57.55

Office DEPOT
OfficeMax

VIERA - (321) 631-4424
04/28/2025 4:08 PM

VTVTAQQPMY54XBC48

LE 2546-4-492-1076497-24 8
2421 TAPE,MOVING,1. 5.59
You Pay 5.59SS
0283 PPR,COPY,OD,RE
2 @ 11.99 23.98
Promotion -7.98
You Pay 16.00SS
12421 TAPE,MOVING,1 5.59
Promotion -2.80
You Pay 2.79SS
Subtotal: 24.38
FL 7.0% Sales Tax 1.71
Total: 26.09
Visa 8174: 26.09

UTH CODE 072898
OS Chip Read
ID A0000000031010 VISA CREDIT
VR 0000048000
VS PIN Verified

****

Total Savings:
$10.78

****

WE WANT TO HEAR FROM YOU!
Visit survey.officedepot.com
and enter the survey code below
174E BZ6W DNC8
or scan the below QR code

Give us feedback @ survey.walmart.com
Thank you! ID #:7VP1VX179Q7P

Walmart

WM Supercenter
321-242-0225 Mgr. ANGELA
8500 N WICKHAM RD
MELBOURNE FL 32940
ST# 03538 OP# 004417 TE# 09 TR# 03297

ITEMS SOLD 10
TC# 5820 4744 6289 1320 7261

PKGTAPE DISP	075353046150	4.87	X
PKG TAPE	075353122690	5.24	X
PG271517BOX	810142294650	2.10	X
PG271517BOX	810142294650	2.10	X
PG271517BOX	810142294650	2.10	X
PG271517BOX	810142294650	2.10	X
PG271517BOX	810142294650	2.10	X
PGHD221315BX	810142294670		
3 AT 1 FOR	2.93	8.79	X

SUBTOTAL 29.40
TAX1 7.0000 % 2.06
TOTAL 31.46

VISA TEND 31.46
CHANGE DUE 0.00

VISA CREDIT- 8174 I 1 APPR#071556
31.46 TOTAL PURCHASE
EF # 512000643612
RANS ID - 385120619872909
ALIDATION - 88ZG
AYMENT SERVICE - E
ID A0000000031010
ERMINAL # 55492947
Pin Verified
04/30/25 13:13:06

Get free delivery from this store with Walmart+
Scan for 30-day free trial.

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