

# BREVARD COUNTY PURCHASING CARD MONTHLY RECONCILIATION REPORT

|                    |                         |                          |                       |
|--------------------|-------------------------|--------------------------|-----------------------|
| Cardholder's Name: | <u>Elizabeth Alward</u> | Cardholders              |                       |
|                    |                         | Phone #                  | <u>(321) 633-2075</u> |
|                    |                         | Cardholders Personnel #: | <u>10000026</u>       |

Cardholder's Department/Office: D3 Commission Office

[illegible]

|  | ADD'L PAGE(S) | SUBTOTAL |
|--|---------------|----------|
|  |               | \$0.00   |
|  |               | \$0.00   |

ADD'L PAGE(S) SUBTOTAL

**\$24.99**

(MUST AGREE TO FIGURE BELOW)

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

[illegible]

(must agree to above figure) **GRAND TOTAL** **\$24.99**

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.

Signature of Cardholder/Date

Signature of Cardholder/Date

Signature of Approving Official/Date

Menu ▾

## Payment history



### Payment information

✔ Credit card on file

Last 4 digits: 1319

Ex: 11/29

[Update payment information](#)

## Transaction history

| Date          | Amount  | Description | Status    |
|---------------|---------|-------------|-----------|
| Sept 28, 2025 | \$24.99 | Renewal     | Processed |
| Aug 28, 2025  | \$24.99 | Renewal     | Processed |
| July 28, 2025 | \$24.99 | Renewal     | Processed |
| June 28, 2025 | \$24.99 | Renewal     | Processed |
| May 28, 2025  | \$24.99 | Renewal     | Processed |
| Apr 28, 2025  | \$24.99 | Renewal     | Processed |

### Need help?

Call Customer Service at [1-877-424-0156](tel:1-877-424-0156)

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RECEIVED

OCT 15 2025

DISTRICT 3 COMMISSION OFFICE

ELIZABETH M ALWARD  
FL BREVARD COUNTY BOC  
XXXX-XXXX-XXXX-1319  
September 05, 2025 - October 04, 2025

Purchasing Card

Cardholder Activity

| Account Information                                                                                                                                                                                                                                                           | Payment Information                                                                                                                                                                                 | Account Summary                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mail Billing Inquiries to:</b><br>BANKCARD CENTER<br>PO Box 660441<br>Dallas, TX 75266-0441<br><br><b>TTY Hearing Impaired:</b><br>Dial "711"<br><br><b>Outside the U.S.:</b><br>1.509.353.6656 24 Hours<br><br><b>For Lost or Stolen Card:</b><br>1.888.449.2273 24 Hours | Statement Date ..... 10/04/25<br>Credit Limit ..... \$2,000<br>Cash Limit ..... \$0<br>Days in Billing Cycle ..... 30<br>Total Activity ..... \$24.99<br><div>THIS IS NOT A BILL - DO NOT PAY</div> | Credits ..... \$0.00<br>Cash ..... \$0.00<br>Purchases ..... \$24.99<br>Other Debits ..... \$0.00<br>Cash Fees ..... \$0.00<br>Other Fees ..... \$0.00<br>Total Activity ..... \$24.99<br>Accounting Code: 0001 / 200030 |

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      |                 |                         |      |        |        |
| 09/29               | 09/29 | GANNETT MEDIA CO | 888-426-0491 VA | 24692165272107459355614 | 7311 | 24.99  |        |

0000000 0000000 0000000 4715292939271319

Account Number: XXXX-XXXX-XXXX-1319  
September 05, 2025 - October 04, 2025

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

  
ELIZABETH M ALWARD  
FL BREVARD COUNTY BOC  
DISTRICT 3 COMMISSION OFFICE  
1311 E NEW HAVEN AVE  
MELBOURNE, FL 32901-7307

Total Activity ..... \$24.99

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

5499900 1 1:00052939271319



**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS**  
**COMMISSIONER KIM ADKINSON, DISTRICT 3**

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1311 E. New Haven Ave  
Melbourne, FL 32901  
[www.Brevardfl.gov](http://www.Brevardfl.gov)

Phone: (321) 633-2075  
Fax: (321) 633-2196  
[D3.Commissioner@brevardfl.gov](mailto:D3.Commissioner@brevardfl.gov)

10/21/2025

To whom it may concern,

This letter is to acknowledge that all of the District 3 Commission Office's PO invoices / receipts to date have been posted in the bill folder, the latest of which were the receipts for the month of October to be included in the October 28th meeting agenda.

Respectfully,

A handwritten signature in blue ink, reading "Liz Alward".

Liz Alward

Chief of Staff, District 3

**District 3 Includes:**

Palm Bay, Melbourne Beach, Melbourne, Malabar, Grant-Valkaria, West Melbourne, Micco

# AP MISCELLANEOUS BATCH SHEET

(NOT ENTERED INTO SAP BY DEPARTMENT)

From : D3 Commission Office

Date : 10/21/2025

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"/>            | 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 checked="" type="checkbox"/> | Statements             | # | <u>  2  </u>      |
| <input type="checkbox"/>            | Other                  | # | <u>          </u> |