Commercial Card Statement

J.P.Morgan

ACCOUNT NUMBER	BILLING DATE	DUE DATE	NEW BALANCE	ENTER PAYMENT AMT
XXXX XXXX XXXX 7328	11/30/15	12/14/15	0.00	DO NOT PAY

86819 CLC 001 020 33415 - NNNNNNNNNNNN
EVANGELINA M QUIHUIS
PIMA COUNTY
130 W CONGRESS 11TH FL
BOS DISTRICT 5
TUCSON AZ 85701-1317

3345104002020681901

ACCOUNT NO. XXXX XXXX XXXX 7328 BILLING DATE: 11/30/15 DUE DATE: 12/14/15 CREDIT LIMIT: 2,000.00

- ACCOUNT SUMMARY -

Previous Balance	(-) Payments, Credits	(+) Charges, Cash Debits	(+) Finance Charges	(+) Fees	(=) New Balance	Payment Due
0.00	0.00	314.88	0.00	0.00	0.00	DO NOT PAY

CURRENT TRANSACTIONS (- OUTSTANDING DISPUTES) 0.00 + PAST DUE AMOUNT 0.00 = TOTAL 0.00

POST	TRAN	TRANSACTION DETAIL	CHARGES	CREDITS	NOTES
11/04	11/03	STAPLES 877-8267755 NJ REF NO: 24164075307105029292316 AUTH NO: 011341	93.19		
		CUSTOMER ID 7145612788000001; LOCAL TAX 7.54; INCL 1; NAT'L TAX 0.00; INCL 0; OTHER TAX 0.00 MERCHANT VAT/GST ID; CUSTOMER VAT/GST ID; SUMM COMM CD			
		DISCOUNT 0.00; FREIGHT 0.00; DUTY 0.00; VAT REG #; ORDER DATE 11/02/15 DESTINATION 85701; CNTRY; SHIP FROM 85353			
		ITEM COMM.CODE / ITEM DESCRIPTION / QTY / UNIT / UNIT COST / VAT/TAX			
		2 000228445 PAPERMATE FLAIR MED RED 12 1.00 DZ 9.33 0.00			
		3 000758215 DESKSIDE RECYCLING CONTAIN 1.00 EA 3.95 0.00			
		4 000358168 1 IN WHITE BASIC BINDER 2.00 CT 26.09 0.00			
		5 000625913 NOTEBOOK REPORTER 4X8 1.00 DZ 20.19 0.00			
11/20	11/19	TCC*CARDS DIRECT 866-700-5030 TX REF NO: 24692165323000162591758 AUTH NO: 004093	65.00		
11/23	11/22	STAPLES 877-8267755 NJ REF NO: 24164075326105204811721 AUTH NO: 075190	146.70		

Evangelina M. Quihuis Keith B Zegel

This is NOT a bill.
Your company will submit payment for your account.

Payments or credits received after billing date above will appear on next month's statement.

FOR INQUIRIES ABOUT YOUR ACCOUNT, PLEASE CALL 1-800-270-7760 OR WRITE US:
COMMERCIAL CARD SOLUTIONS, PO BOX 2030, ELGIN, IL 60121-2030.
FOR TTY/TDD Service CALL: 1-800-955-8060
Do not deduct any amount that is showing in dispute on your statement, this amount has already been deducted from the amount due.
Please see reverse side for important information regarding certain types of charges or disputed charges.

Commercial Card Statement

J.P.Morgan

POST	TRAN	TRANSACTION DETAIL	CHARGES	CREDITS	NOTES
		CUSTOMER ID 7146698660000001 / LOCAL TAX 11.56 / INCL 1 / NAT'L TAX 0.00 / INCL 0 / OTHER TAX 0.00 MERCHANT VAT/GST ID / CUSTOMER VAT/GST ID / SUMM COMM CD DISCOUNT 0.00 / FREIGHT 0.00 / DUTY 0.00 / VAT REG # / ORDER DATE 11/20/15 DESTINATION 85701 / CNTRY / SHIP FROM 85353			
		ITEM COMM.CODE / ITEM DESCRIPTION / QTY / UNIT / UNIT COST / VAT/TAX			
		2 000493942 STAPLES HEAVY DUTY FORK 10 2.00 BX 2.73 0.00			
		3 000493907 STAPLES HV DTY PLSTC SPOON 2.00 BX 2.18 0.00			
		4 001586414 16 AAG BLUE DESKPAD CALEND 1.00 EA 10.41 0.00			
		5 001571966 2016 STAPLES FASHIONDESK 2 1.00 EA 4.87 0.00			
		6 000609969 DT DSK BCASE ZIP BINDR BLK 1.00 EA 29.99 0.00			
		7 000364132 DIXIE 12 OZ PAPER HOT CUPS 4.00 PK 5.59 0.00			
		8 000572062 PEN PRECISE GRIP BOLD BLAC 1.00 DZ 18.84 0.00			
		9 000329861 DUST DESTROYER 7 OZ. 6PK 1.00 PK 30.42 0.00			
		10 000616673 COFFEE MATE ORIGINAL 22OZ 1.00 EA 5.49 0.00			
		11 000333564 PEN STYLE GRIP HILITER AST 2.00 PK 1.47 0.00			
11/25	11/24	**POSTCREATOR.COM POSTCREATOR.C VA** **REF NO: 24492155328637005381372** **AUTH NO: 030700**	9.99		
		CUSTOMER ID / LOCAL TAX 0.00 / INCL 0 / NAT'L TAX 0.00 / INCL 0 / OTHER TAX 0.00 MERCHANT VAT/GST ID / CUSTOMER VAT/GST ID / SUMM COMM CD DISCOUNT 0.00 / FREIGHT 0.00 / DUTY 0.00 / VAT REG # / ORDER DATE 11/24/15 DESTINATION / CNTRY USA / SHIP FROM			
		TOTAL ACTIVITY	314.88	0.00	

* * * * *

THE ABOVE LISTED TRANSACTIONS HAVE TRANSFERRED TO THIS ACCOUNT'S ASSOCIATED CENTRAL BILL ACCOUNT. THE NET BALANCE WAS 314.88

* * * * *

PLEASE NOTE THAT ANY FOREIGN PURCHASES AND/OR FOREIGN CASH DISBURSEMENT TRANSACTIONS MAY INCLUDE A 1% INTERNATIONAL TRANSACTION FEE.

3345104002020868 1902

MEMORANDUM

Date: November 3, 2010

To: C.H. Huckelberry
County Administrator

From: Maura Kwiatkowski
Chief Administrative Assistant

Re: **Administration Office Beverage Purchases**

This memorandum is to request your authorization to utilize the County Administrator's Office P-card to purchase coffee and related condiments for the office. We regularly serve coffee during meetings and to visitors to the County Administrator's Office.

Although coffee and related condiments are available for purchase through Staples, their pricing is not cost effective; these items can be purchased at approximately one half the cost at area grocery and/or discount stores.

Thank you for your consideration of this request.

/mjk

☑ Approved ☐ Not Approved

By C.H. Huckelberry 11/3/10
C.H. Huckelberry, County Administrator

ORDER RECEIPT

SUBTOTAL	$135.14
TOTAL	$135.14

ORDER DETAILS

Submitted
Ordered by: Evangelina BOS5-Quihuis
Order #: 7146698660
Order date: 11/20/2015
View Order Status Definitions

SHIPPING INFORMATION

EvangelinaBOS5-Quihuis
BOS12-BOSD5
PIMA COUNTY
130 W CONGRESS ST
11TH FL
TUCSON, AZ 85701
USA

ACCOUNTING INFORMATION

Department NameBOARD OF S UPERVISORS

Purchase Order

Purchase Order Release

PAYMENT METHOD

Visa
XXXX-XXXX-XXXX-7328
Expires: 06/18

Items 1 to 10 of 10

	ITEM PRICE	QTY	TOTAL
Items for Delivery			
Staples® Plastic Forks, Heavy Weight, White, 100/Bx Customer Item # 493942 Staples Item # 493942 MFR Item # 27362/BPR22122 **PIMA COUNTY BEST VALUE ITEM**	$2.73 BX/100	2	$5.46
Staples® Plastic Spoons, Heavy Weight, White, 100/Bx Customer Item # 493907 Staples Item # 493907 MFR Item # 27365/BPR22126 **PIMA COUNTY BEST VALUE ITEM**	$2.18 BX/100	2	$4.36
AT-A-GLANCE® 2016 Slate Blue Desk Pad Calendar, Blue, (89701), 22" x 17" Customer Item # 1586414 Staples Item # 1586414 MFR Item # 8970116	$10.41 EA/1	1	$10.41

PIMA COUNTY BEST VALUE ITEM

Staples® 2016 Floral Monthly Desk Pad Calendar, Design, (26249-16), 21 3/4" x 17" Customer Item # 1571966 Staples Item # 1571966 MFR Item # 2624916 PIMA COUNTY BEST VALUE ITEM	$4.87 EA/1	1	$4.87
Day-Timer Vinyl/Microfiber "Briefcase" Starter Set, Size 4, Black, (D44531), 5 1/2" x 8 1/2" Customer Item # 609969 Staples Item # 609969 MFR Item # D44531 PIMA COUNTY BEST VALUE ITEM	$29.99 EA/1	1	$29.99
Dixie® Pathways™ Paper Hot Cups, 12 Oz., Design, 50/Pk Customer Item # 364132 Staples Item # 364132 MFR Item # 2342PATH PIMA COUNTY BEST VALUE ITEM	$5.59 PK/50	4	$22.36
Pilot Precise® Grip Liquid Ink Rolling Ball Pens, Bold Point, 1.0 mm, Black Ink / Black Barrel, 12/pk Customer Item # 572062 Staples Item # 572062 MFR Item # 28901 PIMA COUNTY BEST VALUE ITEM	$18.84 DZ/12	1	$18.84
Dust Destroyer Duster, 7 oz., 6/Pk Customer Item # 329861 Staples Item # 329861 MFR Item # 5007526 PIMA COUNTY BEST VALUE ITEM	$30.42 PK/6	1	$30.42
	$5.49 EA/1	1	$5.49

Nestle® Coffee-mate® Original Powdered Coffee Creamer, 22 oz.

Customer Item # 616673
Staples Item # 616673
MFR Item # 30212

PIMA COUNTY BEST VALUE ITEM

Staples® Hype!™ Gripped Pen Style Highlighters, Chisel Tip, Assorted Colors, 6/Pk	$1.47 PK/6	2	$2.94

Customer Item # 333564
Staples Item # 333564
MFR Item # 21648

PIMA COUNTY BEST VALUE ITEM

Items 1 to 10 of 10

cardsdirect.com

Packing Slip

Invoice Date	11/17/2015
Order #	152883711
PO#	C869678
Confirmation #	C869678

CARDSDIRECT.COM
MAIN BUSINESS
12750 MERIT DR
STE 900
DALLAS, TX 75251-1237 US

Quantity	Ship Date	Item	Description
1	11/17/2015	AP3799	Sympathy Cards Assortment

Your order shipped via UPS GROUND
Your tracking number is 1Z8452650318120305

Ship To:
PIMA COUNTY BOARD OF SUPERVISO
EVANGELINA QUIHUIS
130 W CONGRESS ST
FL 11
TUCSON, AZ 85701-1317 US

Customer Service

Email support@cardsdirect.com
Phone: (866) 700 - 5030 Fax: (866) 422 - 4005
Hours: Monday-Friday 7:00am-6:00pm
WebSite: www.cardsdirect.com

RICHARD ELÍAS
PIMA COUNTY SUPERVISOR
DISTRICT 5

PIMA COUNTY BOARD OF SUPERVISORS

130 W. CONGRESS STREET, 11TH FLOOR
TUCSON, ARIZONA 85701-1317

TELEPHONE (520) 724-8126
FAX (520) 884-1152
E-MAIL: district5@pima.gov
WEBSITE: www.district5.pima.gov

PIMA COUNTY

MEMORANDUM

Date: December 4th, 2015

To: Evangelina Quihuis
Special Staff Assistant

From: Andres Cano
Special Staff Assistant

Re: P-Card Justification

This email is to provide a further explanation of the 11/24/15 P-Card expense to PostCreator.com in the amount of $9.99.

This online digital media content creator, primarily for graphic design, will be used in conjunction with 2016 District Five outreach efforts. As we beta test this service, this expense will be reoccurring until February 2016, at which we'll reevaluate whether the service is effective.

Please contact me if you have any questions.

NOT PRINTED AT GOVERNMENT EXPENSE

Congrats. You're Posting like a Pro!

PostCreator Pro

Pricing $9.99 Monthly

Upgrade to Annual Plan (/settings/billing/edit)

Cancel Subscription (https://www.postcreator.com/settings/billing/cancel)

Card Visa
**** **** **** 7328

Change Card

Next Payment $9.99 on *12/24/15* for 1 month of Pro access (through 01/24/16)

Payment History

Charged $9.99 for Pro (Monthly) plan	11/24/15