

## Cardholder Approval Report

**NOTE:**

- 1.The highlighted portion is the public purpose.
- 2.The public purpose shall be added to each transaction.
- 3.The Okaloosa County Pcard Works Report Transaction Approval Form will need to be fill out and signed by the cardholders and the immediate supervisor each month.

CH Full Name	Card Last 4 Digits	Post Date	Purchase Date	Vendor Name	Item Description
	Item Total	GL: ORG	GL: ACCOUNTS	GL: PROJECT	GL: FEMA PW#
██████████	192.49	09/08/2017	09/07/2017	STAPLS7182782527000001	Cartridge multi-pack (3 colors) for printers; PUBLIC PURPOSE: Ink for visitor center computers
██████████	77.51	09/08/2017	09/07/2017	STAPLS7182782527000001	Binder clips, Highlighters, Copy paper, File folders; PUBLIC PURPOSE: Office Supplies for Visitors Center
██████████	26.94	09/08/2017	09/07/2017	STAPLS7182782527000001	View binders with D-rings 1" and 2"; PUBLIC PURPOSE: Office supplies for sales team
██████████	8.73	09/08/2017	09/07/2017	STAPLS7182782527000002	Highlighters, double-sided tape PUBLIC PURPOSE: Office supplies for visitor center
██████████	35.99	09/15/2017	09/14/2017	STAPLS7182782527000003	Postage meter tape strips PUBLIC PURPOSE: for Pitney Bowes machine; supplies not covered under contract
██████████	54.99	09/18/2017	09/16/2017	STAPLS7183431912000001	Sharp Printing calculator PUBLIC PURPOSE: replacement for Charlotte D
██████████	289.65	09/18/2017	09/16/2017	STAPLS7183431912000001	Cartridges blue and pink, Back-UPS battery PUBLIC PURPOSE: for office computers
██████████	35.26	09/18/2017	09/16/2017	STAPLS7183431912000001	Antibacterial hand wipes, Inter-Departmental Envelopes PUBLIC PURPOSE: for office use
██████████	299.70	09/18/2017	09/16/2017	STAPLS7183433160000001	furniture (chairs) PUBLIC PURPOSE: for director's office meeting table
██████████	14.99	09/18/2017	09/15/2017	OFFICE DEPOT #206	Calculator inkroll PUBLIC PURPOSE: for calculator
██████████	255.00	09/21/2017	09/20/2017	A STORAGE SOLUTION OF	Storage Unit 1013 9/13-10/12: PUBLIC PURPOSE: Popup Banners, Displays, Promo Items, Visitor Guides

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Item Total			GL: PROJECT	GL: FEMA PW#		
████	09/21/2017	09/20/2017	A STORAGE SOLUTION OF	Storage Unit 1012 9/13-10/12; PUBLIC PURPOSE: Trade show decorations, accessories, wedding guides	1172	544620
225.00						
████	09/26/2017	09/25/2017	IMAGE PRINTING & DIGITAL	Printing of business cards PUBLIC PURPOSE: for new director Jennifer A.	1152	547002
50.83						
████	09/26/2017	09/25/2017	IMAGE PRINTING & DIGITAL	Printing of business cards PUBLIC PURPOSE: for sales manager Sherry R.	1172	547002
50.83						
5████	09/26/2017	09/25/2017	UPS 000000Y13R57387	Shipping Services PUBLIC PURPOSE: Shipping of visitor's guide to customers & groups	1152	542001
46.29						
████	09/27/2017	09/26/2017	STAPLS7183431912000002	White labels PUBLIC PURPOSE: for visitor center office use	1152	551001
35.99						
████	09/27/2017	09/26/2017	EMA EMMA EMAIL MARKETING	Email communication distribution 7/1-7/31 PUBLIC PURPOSE: Communication w/Industry partners & Consumer database	1172	548040
112.00						
████	09/27/2017	09/26/2017	EMA EMMA EMAIL MARKETING	Email communication distribution 8/1-8/31 PUBLIC PURPOSE: Communication w/Industry partners & Consumer database	1172	548040
281.00						
████	09/27/2017	09/26/2017	BEST BUY 00007997	Replace flat screen TV; PUBLIC PURPOSE: for Director's office to monitor News and Weather	1152	552990
249.99						
████	09/27/2017	09/26/2017	EMA EMMA EMAIL MARKETING	Email communication distribution 9/1-9/30 PUBLIC PURPOSE: Communication w/Industry partners & Consumer database	1172	548040
281.00						
████	09/28/2017	09/27/2017	THE TROPHY CENTER INC.	Plaques PUBLIC PURPOSE: for outgoing TDC Members whose terms ended 9/30 (Dale Peterson and Tom Rice)	1152	552990
67.90						
████	10/02/2017	10/01/2017	EMA EMMA EMAIL MARKETING	Email communication distribution 10/1-10/31 PUBLIC PURPOSE: Communication w/Industry partners & Consumer database	1172	548040
281.00						
████	10/03/2017	10/02/2017	UPS 000000Y13R57397	Shipping Services PUBLIC PURPOSE: Shipping of visitor's guide to customers & groups	1152	542001
15.46						
2,988.54						
count: 23						

CH Full Name	Card Last 4 Digits	Post Date	Purchase Date	Vendor Name	Item Description
Item Total	GL: ORG	GL: ACCOUNTS	GL: PROJECT	GL: FEMA PW#	
2,988.54					

report count:

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Authorized Signature

\_\_\_\_\_  
Authorized Signature 2

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Print Name

\_\_\_\_\_  
Print Name

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Date

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Date