

**DEPARTMENT OF COMMUNITY SERVICES**  
**Family & Human Services Division**  
**Procurement Card - Expense Summary Form**



Name: \_\_\_\_\_ Text \_\_\_\_\_ Card No.: \_\_\_\_\_ XXXX-XXXX-XXXX-XXXX

Item No.	Transaction Date	Vendor	Project Description	Amount	Activity No.
1	07/28/17	WalMart	Back Pack Program	\$260.52	7110-2200
2	07/31/17	WalMart	Back Pack Program	\$966.17	7110-2200
3	07/31/17	WalMart	Back Pack Program	\$34.23	7110-2200
4	08/01/17	Dollar Tree	Back Pack Program	\$98.88	7110-2200
5	08/01/17	WalMart	Back Pack Program	\$95.38	7110-2200
6	08/02/17	WalMart	Back Pack Program	# 88.93	7110-2200
7	08/02/17	WalMart	Back Pack Program	\$97.34	7110-2200
8	08/03/17	Smart & Final	Back Pack Program	\$76.45	7110-2200
9	08/03/17	WalMart	Back Pack Program	\$90.19	7110-2200
10	08/03/17	WalMart	Back Pack Program	\$45.26	7110-2200
11	08/03/17	Party City	Back Pack Program	\$70.15	7110-2200
12	08/09/17	Target	Back Pack Program	\$31.61	7110-2200
13	08/09/17	WalMart	Back Pack Program	\$180.35	7110-2200
14	08/11/17	USPS	Stamps	\$7.35	7110-2200
15	08/18/17	WalMart	Back Pack Program	\$310.17	7110-2200
16	07/20/17	Victory Authority Corp	Back Pack Program (Back packs)	# 833.49	7110-2200
17					
18					

Jean Madred  
 Employee Signature

8/31/17  
 Date

\_\_\_\_\_  
 Division Director Approval

\_\_\_\_\_  
 Date

Approved By: \_\_\_\_\_

\_\_\_\_\_