



## PRESIDENT & CEO TRAVEL AND EXPENSE SUMMARY

The table below represents travel that has occurred for the past quarter or is known or planned to occur within the next couple of months.

| DATES    | PURPOSE                                                                 | LOCATION         | COSTS     |
|----------|-------------------------------------------------------------------------|------------------|-----------|
| 11/1/17  | Movie for mini PD conference                                            | Tallahassee      | \$11.97   |
| 11/14/17 | Breakfast for the mini PD conference                                    | South Florida    | \$45.36   |
| 11/14/17 | Lunch for mini PD conference                                            | South Florida    | \$420.74  |
| 11/17/17 | UW Committee Luncheon                                                   | Tallahassee      | \$110.18  |
| 11/16/17 | Travel expenses mini PD conference                                      | South Florida    | \$1748.14 |
| 12/1/17  | Airfare NWLC CC Advocates mtg                                           | Baltimore, MD    | \$495.60  |
| 12/1/17  | Gift Certificates for Staff Christmas                                   | Tallahassee      | \$3800.00 |
| 12/3/17  | Greeting cards for Staff Christmas                                      | Tallahassee      | \$29.98   |
| 12/5/17  | FLAEYC mtgs and BOD mtgs                                                | Orlando, Fl      | \$335.94  |
| 12/5/17  | Personal charge/supplies/Reimbursed copy of check attached to documents |                  | \$8.99    |
| 1/26/18  | Travel expenses NWLC Advocates mtgs                                     | Baltimore, MD    | \$138.92  |
| 1/23/18  | Transportation from Capital/Children's Week                             | Tallahassee      | \$11.51   |
| 2/17/18  | Travel expenses CDEA conf                                               | Jacksonville, Fl | \$341.60  |
| 2/22/18  | In flight WiFi charges/Webinar for TEACH                                |                  | \$10.99   |
|          |                                                                         |                  |           |
|          |                                                                         |                  |           |

The expense summary of the CEO was provided to the Forum board of directors for their review. It represents expenses that are both reasonable and necessary for the performance of the CEO duties on behalf of the organization and is thereby approved.

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Date

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Robert Buesing, Chair  
Children's Forum Board of Directors

**Childrens Forum Inc.**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

**PURCHASE ORDER****09-EN-21677****Vendor Information****Tallahassee State Bank**

PO Box 23061  
Columbus, GA 31902  
Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                            | Description               |
|------------|--------------|----------------|------------|-----------------------------------|---------------------------|
| 11/01/2017 | 12/22/2017   | Shelley Shafer | Accounting | Documents<br>Transferred to Abila | Supplies for mini PD Conf |

**Supplies for mini PD Conf**

| Qty | Unit Type | Qty Rec'd | Received Date | Account Information              | Item Number | Item Description             | Unit Price | Tax % | Total |
|-----|-----------|-----------|---------------|----------------------------------|-------------|------------------------------|------------|-------|-------|
| 1   | EA        | 0         |               | 57300 004 01 01 01 100 NA<br>100 | N/A         | Supplies for mini PD<br>Conf | 11.97      | 0.000 | 11.97 |

**Approval Information**

|                |                |                     |
|----------------|----------------|---------------------|
| Shelley Shafer | Accounting     | 12/13/2017 10:39 AM |
| Kerri Cloud    | Dir of Finance | 12/13/2017 9:47 AM  |
| Shelley Shafer | Requester      | 12/12/2017 10:27 AM |

**TOTAL****\$11.97**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21354

Wednesday, December 13, 2017 Page 1 of 1

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

# Purchase Order

| Purchase Order Information |                        |    |         | Vendor Information |             |    |                |     |
|----------------------------|------------------------|----|---------|--------------------|-------------|----|----------------|-----|
| Acct. No. (if applicable)  |                        |    |         | Vendor ID          |             |    | For fiscal Use |     |
| Purchase Description       | <del>Lunch Order</del> |    |         | Vendor Name        | TSB-Kalifeh |    |                |     |
|                            |                        |    |         | Street Address     |             |    |                |     |
| Purchase/Service Date      | 11/1/17                | To | 11/1/17 | City               |             | FL |                | Zip |
| Requestor's Name/Dept      | Tamela Nelloms         |    |         | Phone              |             |    |                |     |
| Department Approval        | Phyllis Kalifeh        |    |         | Invoice #          |             |    |                |     |
|                            |                        |    |         | Terms (Due)        |             |    |                |     |

| Purchase Information |                                                    |          |
|----------------------|----------------------------------------------------|----------|
| Distribution Code    |                                                    | Amount   |
| 2006                 | Movie for Mini PD Conference in Tallahassee Office | \$ 11.97 |
|                      |                                                    |          |
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|                      |                                                    |          |
| Total                |                                                    | \$ 11.97 |

| Expense Coding Info |       |
|---------------------|-------|
| GL Code             | 57300 |
| Fund                |       |
| Audit               |       |
| FAS                 |       |
| Function            |       |
| Program             |       |
| Activity            |       |
| Department          |       |

**Approvals**

Fiscal Dept. Reboud 12/13/17

CEO(+ \$1,000) \_\_\_\_\_



Print this page for your records.

**Order Placed:** November 1, 2017

**Amazon.com order number:** 113-6940690-4992201

**Order Total: \$11.97**

**Supporting:** Childrens Forum, Inc.

## Preparing for Shipment

### Items Ordered

**Price**

1 of: *Hidden Figures*, Henson, Taraji P.

\$11.97

Sold by: The Big Lebowski ([seller profile](#))

Condition: New

### Shipping Address:

Phyllis Kalifeh

CHILDREN S FORUM

2873 REMINGTON GREEN CIR

TALLAHASSEE, FL 32308-1593

United States

Item(s) Subtotal: \$11.97

Shipping & Handling: \$0.00

Total before tax: \$11.97

Sales Tax: \$0.00

**Total for This Shipment: \$11.97**

### Shipping Speed:

Two-Day Shipping

## Payment information

### Payment Method:

Visa | Last digits: 4368

Item(s) Subtotal: \$11.97

Shipping & Handling: \$0.00

Total before tax: \$11.97

Estimated tax to be collected: \$0.00

**Grand Total: \$11.97**

### Billing address

Phyllis Kalifeh

Children's Forum

2807 Remington Green Circle

Tallahassee, FL 32308

United States

**Credit Card transactions**

Visa ending in 4368: November 1, 2017: \$0.00

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2017, Amazon.com, Inc. or its affiliates

# Childrens Forum Inc.

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

## PURCHASE ORDER

09-EN-21678

### Vendor Information

#### Tallahassee State Bank

PO Box 23061  
Columbus, GA 31902  
Phone - / Fax -

### Shipping Information

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date                      | Require Date | Prepared By    | Workflow      | Status                            | Description               |                              |            |       |       |
|---------------------------|--------------|----------------|---------------|-----------------------------------|---------------------------|------------------------------|------------|-------|-------|
| 11/14/2017                | 12/22/2017   | Shelley Shafer | Accounting    | Documents<br>Transferred to Abila | Supplies for mini PD Conf |                              |            |       |       |
| Supplies for mini PD Conf |              |                |               |                                   |                           |                              |            |       |       |
| Qty                       | Unit Type    | Qty Rec'd      | Received Date | Account Information               | Item Number               | Item Description             | Unit Price | Tax % | Total |
| 1                         | EA           | 0              |               | 57300 004 01 01 01 100 NA<br>100  | N/A                       | Supplies for mini PD<br>Conf | 45.36      | 0.000 | 45.36 |

Approved

### Approval Information

Shelley Shafer Accounting 12/13/2017 10:39 AM  
Kerri Cloud Dir of Finance 12/13/2017 9:47 AM  
Shelley Shafer Requester 12/12/2017 10:28 AM

**TOTAL \$45.36**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21355

21678

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

**Purchase Order**

| Purchase Order Information |                        |    |          | Vendor Information |                         |  |  |
|----------------------------|------------------------|----|----------|--------------------|-------------------------|--|--|
| Acct. No. (if applicable)  |                        |    |          | Vendor ID          |                         |  |  |
| Purchase Description       | Panera Bread           |    |          | Vendor Name        | TSB Visa <i>Kalifeh</i> |  |  |
|                            |                        |    |          | Street Address     |                         |  |  |
| Purchase/Service Date      | 11/14/17               | To | 11/14/17 | City               |                         |  |  |
| Requestor's Name/Dept      | Phyllis Kalifeh        |    |          | Phone              |                         |  |  |
| Department Approval        | <i>Phyllis Kalifeh</i> |    |          | Invoice #          | 7/1/2040                |  |  |
|                            |                        |    |          | Terms (Due)        | Pay by Invoice          |  |  |

| Purchase Information |                             |                 |
|----------------------|-----------------------------|-----------------|
| Distribution Code    | Item Description            | Amount          |
| Forum <i>12006</i>   | Breakfast for mini-PD Conf. | 45.36           |
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| <b>Total</b>         |                             | <b>\$ 45.36</b> |

| Expense Coding Info |              |
|---------------------|--------------|
| GL Code             | <i>57300</i> |
| Fund                |              |
| Audit               |              |
| FAS                 |              |
| Function            |              |
| Program             |              |
| Activity            |              |
| Department          |              |

| Approvals      |                         |
|----------------|-------------------------|
| Fiscal Dept.   | <i>Kalifeh 12/13/17</i> |
| CEO(+ \$1,000) |                         |

Phone: (954)457-9310

**Accuracy Matters.**

Your order should be correct every time.  
If it's not, we'll fix it right away, and  
give you a free treat for your trouble.  
Just let any associate know.

11/14/2017 8:00:28 AM  
Check Number: 527695 Cashier: Valerie  
1 Bakers Dozen 6.99

1 Asiago Bagel  
1 Plain Bagel  
1 Cherry Vanilla Bagel  
1 Crnbry Walnut Bgl  
1 Sesame Bagel  
1 Pumpkin Pie Bagel  
1 SproutGrain Bgl Flat  
1 Whole Grain Bagel  
1 Blueberry Bagel  
1 Chocolate Chip Bagel  
1 Cinnamon Crunch Bgl  
1 Cin Swirl Raisin Bgl  
1 Everything Bagel

1 2 Tubs Cream Cheese 5.39

1 Plain Cream Chs Tub  
1 Wild Bluebrry CC Tub

1 Dark Rst Coffee Tote 14.99

1 Hazelnut Coffee Tote 14.99

SubTotal 42.36

Tax 0.00

Tax exempt ID

8580125411504

Gratuity 3.00

Total 45.36

Visa 45.36

Acct:XXXXXXXX4368

AuthCode:079680

Trans#:1083

Visa 45.36

Sign up for emails to get bonus rewards.  
Log in at PaneraBread.com.

MyPanera Member: xxxxxxxxxxxx17262

MyPanera Offers Earned:

Visits to Next Reward: 3

www.panerabread.com

TOGO POS

Your Order Number is: 595

Customer / Pager: Phyllis

Customer Copy

copy

**Childrens Forum Inc.**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

**PURCHASE ORDER****09-EN-21679****Vendor Information****Tallahassee State Bank**

PO Box 23061  
Columbus, GA 31902  
Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date                      |           | Require Date |               | Prepared By                   |  | Workflow   |             | Status                            |  | Description               |       |        |
|---------------------------|-----------|--------------|---------------|-------------------------------|--|------------|-------------|-----------------------------------|--|---------------------------|-------|--------|
| 11/14/2017                |           | 12/22/2017   |               | Shelley Shafer                |  | Accounting |             | Documents<br>Transferred to Abila |  | Supplies for mini PD Conf |       |        |
| Supplies for mini PD Conf |           |              |               |                               |  |            |             |                                   |  |                           |       |        |
| Qty                       | Unit Type | Qty Rec'd    | Received Date | Account Information           |  |            | Item Number | Item Description                  |  | Unit Price                | Tax % | Total  |
| 1                         | EA        | 0            |               | 57300 004 01 01 01 100 NA 100 |  |            | N/A         | Supplies for mini PD Conf         |  | 420.74                    | 0.000 | 420.74 |

**Approval Information**

|                |                |                     |
|----------------|----------------|---------------------|
| Shelley Shafer | Accounting     | 12/13/2017 10:39 AM |
| Kerri Cloud    | Dir of Finance | 12/13/2017 9:48 AM  |
| Shelley Shafer | Requester      | 12/12/2017 10:29 AM |

**TOTAL****\$420.74**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21356

Wednesday, December 13, 2017 Page 1 of 1

21679

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

**Purchase Order**

| Purchase Order Information |                 |    |          | Vendor Information |                         |
|----------------------------|-----------------|----|----------|--------------------|-------------------------|
| Acct. No. (if applicable)  |                 |    |          | Vendor ID          |                         |
| Purchase Description       | Panera          |    |          | Vendor Name        | TSB VISA <i>Kalifeh</i> |
| Purchase/Service Date      | 11/14/17        | To | 11/14/17 | Street Address     |                         |
| Requestor's Name/Dept      | Phyllis Kalifeh |    |          | City               |                         |
| Department Approval        |                 |    |          | Phone              |                         |
|                            |                 |    |          | Invoice #          | 7/1/2040                |
|                            |                 |    |          | Terms (Due)        | Pay by Invoice          |

| Purchase Information |                                        |                  |
|----------------------|----------------------------------------|------------------|
| Distribution Code    | Item Description                       | Amount           |
| Forum/2006           | Lunch for mini-PD Day in South Florida | 380.74           |
|                      | <u>Tip- / Delivery</u>                 | \$ 40.00         |
|                      |                                        |                  |
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| <b>Total</b>         |                                        | <b>\$ 420.74</b> |

| Expense Coding Info |       |
|---------------------|-------|
| GL Code             | 57300 |
| Fund                |       |
| Audit               |       |
| FAS                 |       |
| Function            |       |
| Program             |       |
| Activity            |       |
| Department          |       |

| Approvals      |                           |
|----------------|---------------------------|
| Fiscal Dept.   | <i>K. Caloud</i> 12/13/17 |
| CEO(+ \$1,000) |                           |

# Thank you for your order!

**Order Number:** 5098958

**Order Type:** Delivery

**Expected Delivery Time** 12:15 PM -- 12:30 PM

Please contact us at 855-3-PANERA (1-855-372-6372) if you need any assistance with your order.

We bake our items fresh daily and will try our best to fulfill your order exactly as you specify. However, should an issue occur, we will do our best to replace, substitute or work with you on arrival to adjust the order to your liking.

## Now Hiring

Learn more (<http://panerapeople.com/>)

Apply now (<http://panerapeople.com/jobs>)

(<https://delivery.panerabread.com/#/1/>)



Delivery

### Delivery Address:

Gulfstream Early Childhood Center of Excellence  
120 SE 4th Ave  
Hallandale Beach FL 33009  
8503228053

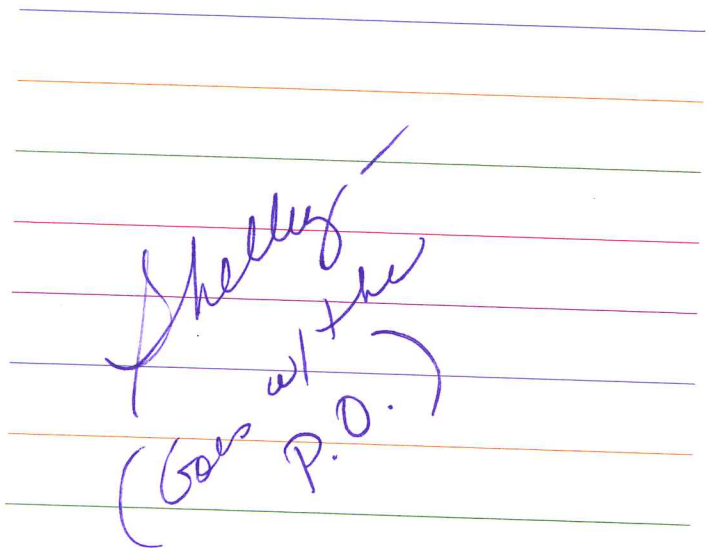
Order Summary (7) item(s)

## Delivery Instructions

We will be in the training room. Just ask when entering the facility.

**Subtotal**

**\$358.82**



[extension.psu.edu/youth/betterkidcare](http://extension.psu.edu/youth/betterkidcare)



Penn State **Extension** • BETTER • KID • CARE



|              |                 |
|--------------|-----------------|
| Tax          | \$21.92         |
| Tip          | \$0.00          |
| <b>Total</b> | <b>\$380.74</b> |

Our delivery fee is not a tip or gratuity provided to the driver. Please consider tipping your driver and cafe staff in appreciation of great service.

## Payment Information

|           |          |         |
|-----------|----------|---------|
| Type      | Amount   | Balance |
| VISA 4368 | \$380.74 |         |

+ 40.00  
\$ 420.74

Shelly -

This is a corrected  
P.O. with the  
tip added.

Shm

[extension.psu.edu/youth/betterkidcare](http://extension.psu.edu/youth/betterkidcare)



Penn State **Extension** • BETTER • KID • CARE



**Childrens Forum Inc.**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

**PURCHASE ORDER****09-EN-21682****Vendor Information****Tallahassee State Bank**

PO Box 23061  
Columbus, GA 31902  
Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date                     |           | Require Date |               | Prepared By                   |  | Workflow   |             | Status                            |  | Description              |       |        |
|--------------------------|-----------|--------------|---------------|-------------------------------|--|------------|-------------|-----------------------------------|--|--------------------------|-------|--------|
| 11/17/2017               |           | 12/22/2017   |               | Shelley Shafer                |  | Accounting |             | Documents<br>Transferred to Abila |  | UW committee mtg expense |       |        |
| UW committee mtg expense |           |              |               |                               |  |            |             |                                   |  |                          |       |        |
| Qty                      | Unit Type | Qty Rec'd    | Received Date | Account Information           |  |            | Item Number | Item Description                  |  | Unit Price               | Tax % | Total  |
| 1                        | EA        | 0            |               | 54000 004 01 01 01 100 NA 100 |  |            | N/A         | UW committee mtg expense          |  | 110.18                   | 0.000 | 110.18 |

**Approval Information**

|                |                |                     |
|----------------|----------------|---------------------|
| Shelley Shafer | Accounting     | 12/13/2017 10:40 AM |
| Kerri Cloud    | Dir of Finance | 12/13/2017 9:48 AM  |
| Shelley Shafer | Requester      | 12/12/2017 10:45 AM |
| Shelley Shafer | Requester      | 12/12/2017 10:44 AM |

**TOTAL****\$110.18**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21359

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

| Purchase Order Information |                        |    |          | Vendor Information |                         |                |
|----------------------------|------------------------|----|----------|--------------------|-------------------------|----------------|
| Acct. No. (if applicable)  |                        |    |          | Vendor ID          |                         | For fiscal Use |
| Purchase Description       | Outback                |    |          | Vendor Name        | TSB Visa <i>Kalifeh</i> |                |
| Purchase/Service Date      | 11/17/17               | To | 11/17/17 | Street Address     |                         |                |
| Requestor's Name/Dept      | Phyllis Kalifeh        |    |          | City               |                         |                |
| Department Approval        | <i>Phyllis Kalifeh</i> |    |          | Phone              |                         |                |
|                            |                        |    |          | Invoice #          | 7/1/2040                |                |
|                            |                        |    |          | Terms (Due)        | Pay by Invoice          |                |

| Expense Coding Info |       |
|---------------------|-------|
| GL Code             | 54000 |
| Fund                |       |
| Audit               |       |
| FAS                 |       |
| Function            |       |
| Program             |       |
| Activity            |       |
| Department          |       |

**Approvals**

Fiscal Dept. RCloud 12/13/17

CEO(+ \$1,000) \_\_\_\_\_

0040

Server: CHRISTOPHE D (#405) Rec: 40  
11/17/17 13:45, Swiped T: 47 Term: 1

Outback Steakhouse #1035  
1820 Raymond Diehl Rd  
Tallahassee, FL 32308  
(850)385-1998

CARD TYPE ACCOUNT NUMBER  
VISA XXXXXXXXXXXX4368

00 TRANSACTION APPROVED

AUTHORIZATION #: 014571

Reference: 1117020000040

TRANS TYPE: Credit Card SALE

CHECK : 90.18  
TIP : 20.00  
TOTAL : 110.18

X \_\_\_\_\_

\*\*\*Duplicate Copy\*\*\*

CARDHOLDER WILL PAY CARD ISSUER ABOVE  
AMOUNT PURSUANT TO CARDHOLDER AGREEMENT

Tamela, Ticio, Jenna,  
Jinan, Erika P.,  
Kathy M. : PK

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER****09-EN-21680****Vendor Information****Tallahassee State Bank**

PO Box 23061  
 Columbus, GA 31902  
 Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

| Date                                                     | Require Date | Prepared By    | Workflow   | Status                            | Description                                          |
|----------------------------------------------------------|--------------|----------------|------------|-----------------------------------|------------------------------------------------------|
| 11/16/2017                                               | 12/22/2017   | Shelley Shafer | Accounting | Documents<br>Transferred to Abila | Hotel/gas expenses P. Kalifeh PD for<br>PBC and QCCC |
| <b>Hotel/gas expenses P. Kalifeh PD for PBC and QCCC</b> |              |                |            |                                   |                                                      |

| Qty | Unit Type | Qty Rec'd | Received Date | Account Information              | Item Number | Item Description                                        | Unit Price                  | Tax % | Total                          |
|-----|-----------|-----------|---------------|----------------------------------|-------------|---------------------------------------------------------|-----------------------------|-------|--------------------------------|
| 1   | EA        | 0         |               | 53000 317 02 01 02 301 NA<br>600 | N/A         | Hotel/gas expenses<br>P. Kalifeh PD for<br>PBC and QCCC | <del>487.12</del><br>697.12 | 0.000 | <del>487.12</del><br>697.12    |
| 1   | EA        | 0         |               | 53000 624 02 01 02 301 NA<br>600 | N/A         | Hotel/gas expenses<br>P. Kalifeh PD for<br>PBC and QCCC | <del>487.12</del>           | 0.000 | <del>487.12</del><br>\$1394.24 |

*Changed in m.p prior to posting*

APPROVED

**Approval Information**

Shelley Shafer Accounting 12/13/2017 1:07 PM  
 Kate Nunez Contracts Mgr 12/13/2017 12:27 PM  
 Shelley Shafer Requester 12/12/2017 10:41 AM

**TOTAL****\$974.24**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21357



2K680

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

**Purchase Order**

| Purchase Order Information                                       |          |    |          | Vendor Information                   |                |     |  |
|------------------------------------------------------------------|----------|----|----------|--------------------------------------|----------------|-----|--|
|                                                                  |          |    |          | Vendor ID                            | For fiscal Use |     |  |
| <i>PD for PBC &amp; QCCC</i><br>Purchase Description Hampton Inn |          |    |          | Vendor Name TSB-Admin <i>Kalifeh</i> |                |     |  |
|                                                                  |          |    |          | Street Address                       |                |     |  |
| Purchase/Service Date                                            | 11/13/17 | To | 11/16/17 | City                                 | State          | Zip |  |
| Requestor's Name/Dept Phyllis Kalifeh                            |          |    |          | Phone                                | Fax            |     |  |
| Supervisor Approval                                              |          |    |          | Invoice #                            |                |     |  |
|                                                                  |          |    |          | Terms (Due)                          |                |     |  |

| Purchase Information                                                               |                                          |                  |
|------------------------------------------------------------------------------------|------------------------------------------|------------------|
| Distribution Code                                                                  | Item Description                         | Amount           |
| PB & QCCC                                                                          | Hotel                                    | \$ 864.00        |
| PB & QCCC                                                                          | Gas receipts<br>(unless paid personally) | \$ 110.24        |
| Hotel expenses were for three rooms on my TSB Visa<br>Melissa, Denise, and Phyllis |                                          |                  |
| <i>2317</i>                                                                        |                                          | <i>\$487.12</i>  |
| <i>2624</i>                                                                        |                                          | <i>\$487.12</i>  |
|                                                                                    |                                          |                  |
|                                                                                    |                                          |                  |
|                                                                                    |                                          |                  |
|                                                                                    |                                          |                  |
|                                                                                    |                                          |                  |
|                                                                                    |                                          |                  |
|                                                                                    |                                          |                  |
|                                                                                    |                                          |                  |
|                                                                                    |                                          |                  |
|                                                                                    |                                          |                  |
|                                                                                    |                                          |                  |
| <b>Total</b>                                                                       |                                          | <b>\$ 974.24</b> |

| Expense Coding Info |       |
|---------------------|-------|
| GL Code             | 53000 |
| Fund                |       |
| Audit               |       |
| FAS                 |       |
| Function            |       |
| Program             |       |
| Activity            |       |
| Department          |       |

| Approvals      |                                         |
|----------------|-----------------------------------------|
| Fiscal Dept.   | <i>KR Nielsen-Nunez</i> <i>12/13/17</i> |
| CEO(+ \$1,000) |                                         |

Welcome to Shell

MI 229 Florida's Turnpike  
Cane Creek Service Plaza  
St. Cloud FL 34769

**SHELL**  
**MILE MARKER 229**  
**SAINT CLOUD, FL**  
**34769**  
**57543704019**  
**11/13/2017 687319924**  
**02:50:35 PM**

**PUMP# 10**  
**REGULAR 12.9600**  
**PRICE/GAL \$2.549**

**FUEL TOTAL \$ 33.04**

**CREDIT \$ 33.04**

XXXX XXXX XXXX 4368

VISA

Swiped

APPROVED

AUTH # 000000

INV # 000000

Bonus Savings

Don't miss out on  
INSTANT GOLD STATUS!  
Join Fuel Rewards  
and save at least  
\$0.05/gal on every  
fuel purchase.  
Pick up a FREE card  
and register at  
fuelrewards.com/gold  
or download the Fuel  
Rewards app to join!

THANK YOU  
DRIVE SAFELY

Please come again

Welcome to Shell

WEST PALM SHELL  
MILE MARKER 94  
LAKE WORTH FL.

**SHELL**  
**MILE MARKER 94**  
**LAKE WORTH, FL**  
**33467**  
**5754370**  
**11/16/2017 4500000**  
**10:25:12**

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

**PUMP# 20**  
**E85 15.8400**  
**PRICE/GAL \$2.139**

**FUEL TOTAL \$ 33.88**

\*\*\* REPRINT \*\*\* REPRINT \*\*\* REPRINT \*\*\*

**CREDIT \$ 33.88**

XXXX XXXX XXXX 4368

VISA

Swiped

AUTH # 008401

INV # 00801

Bonus Savings  
Don't miss out on  
INSTANT GOLD STATUS!  
Join Fuel Rewards  
and save at least  
\$0.05/gal on every  
fuel purchase.  
Pick up a FREE card  
and register at  
fuelrewards.com/gold  
or download the Fuel  
Rewards app to join!

THANK YOU  
PLEASE DRIVE  
SAFELY !!

Please come again

Busy Bee #25  
6458 US Hwy. 129 Nor  
Live Oak  
FL 32060  
STORE ID:

11/16/2017  
16:24:52

Pump # 01 - Self Se  
rv  
Unleaded 17.336g  
Price/Gal 2.499  
Fuel Ttl \$43.32  
Visa  
Authorization  
XXXXXXXXXXXX4368

11/16/2017 16:22:28

I agree to pay the  
above Total Amount  
according to Card  
Issuer Agreement.  
TRAN:5554048

Don't Hurry,  
Bee Happy!

www.shopthebusybee.c  
om



HAMPTON INN-HALLANDALE BEACH-AVENTURA  
1000 S. FEDERAL HIGHWAY  
HALLANDALE BEACH, FL 33009  
United States of America  
TELEPHONE 954-874-1111 • FAX 954-874-1112  
Reservations  
www.hamptoninn.com or 1 800 HAMPTON

KALIFEH, PHYLLIS  
5419 PIMLICO DRIVE  
TALLAHASSEE FL 32309  
UNITED STATES OF AMERICA

Room No: 421/KXTY  
Arrival Date: 11/13/2017 8:55:00 PM  
Departure Date: 11/14/2017  
Adult/Child: 1/0  
Cashier ID: AFOX6  
Room Rate: 148.00  
AL:  
HH # 610503288 GOLD  
VAT #  
Folio No/Che 376533 A

Confirmation Number: 80171494

HAMPTON INN-HALLANDALE BEACH-AVENTURA 11/14/2017 5:24:00 AM

| DATE                       | REF NO  | DESCRIPTION       | CHARGES  |
|----------------------------|---------|-------------------|----------|
| 11/13/2017                 | 1630959 | GUEST ROOM EXEMPT | \$148.00 |
| WILL BE SETTLED TO VS*4368 |         |                   | \$148.00 |
| EFFECTIVE BALANCE OF       |         |                   | \$0.00   |

EXPENSE REPORT SUMMARY

|              | 11/13/2017 | STAY TOTAL |
|--------------|------------|------------|
| ROOM AND TAX | \$148.00   | \$148.00   |
| DAILY TOTAL  | \$148.00   | \$148.00   |

You have earned approximately 2590 Hilton Honors points for this stay. Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 4,900 h

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Reservations  
www.hamptoninn.com or 1 800 HAMPTON

KALIFEH, PHYLLIS  
5419 PIMLICO DRIVE  
TALLAHASSEE FL 32309  
UNITED STATES OF AMERICA

Room No: 423/KXTY  
Arrival Date: 11/13/2017 8:57:00 PM  
Departure Date: 11/14/2017 11:36:00 AM  
Adult/Child: 1/0  
Cashier ID: CSUERO  
Room Rate: 148.00  
AL:  
HH # 610503288 GOLD  
VAT #  
Folio No/Che 376534 A

Confirmation Number: 80171494

HAMPTON INN-HALLANDALE BEACH-AVENTURA 11/14/2017 11:35:00 AM

| DATE        | REF NO  | DESCRIPTION       | CHARGES    |
|-------------|---------|-------------------|------------|
| 11/13/2017  | 1630961 | GUEST ROOM EXEMPT | \$148.00   |
| 11/14/2017  | 1631119 | VS *4368          | (\$148.00) |
| **BALANCE** |         |                   | \$0.00     |

EXPENSE REPORT SUMMARY

|              | 11/13/2017 | STAY TOTAL |
|--------------|------------|------------|
| ROOM AND TAX | \$148.00   | \$148.00   |
| DAILY TOTAL  | \$148.00   | \$148.00   |

You have earned approximately 2590 Hilton Honors points for this stay. Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 4,900 h

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CREDIT CARD DETAIL

|                |          |             |       |
|----------------|----------|-------------|-------|
| APPR CODE      | 010311   | MERCHANT ID | 23123 |
| CARD NUMBER    | VS *4368 | EXP DATE    | 11/20 |
| TRANSACTION ID | 1631119  | TRANS TYPE  | Sale  |





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1000 S. FEDERAL HIGHWAY  
HALLANDALE BEACH, FL 33009  
United States of America  
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Reservations  
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KALIFEH, PHYLLIS  
5419 PIMLICO DRIVE  
TALLAHASSEE FL 32309  
UNITED STATES OF AMERICA

Room No: 607/KXTY  
Arrival Date: 11/13/2017 8:54:00 PM  
Departure Date: 11/14/2017 11:38:00 AM  
Adult/Child: 1/0  
Cashier ID: CSUERO  
Room Rate: 148.00  
AL:  
HH # 610503288 GOLD  
VAT #  
Folio No/Che 376532 A

Confirmation Number: 80171494

HAMPTON INN-HALLANDALE BEACH-AVENTURA 11/14/2017 11:38:00 AM

| DATE        | REF NO  | DESCRIPTION       | CHARGES    |
|-------------|---------|-------------------|------------|
| 11/13/2017  | 1630983 | GUEST ROOM EXEMPT | \$148.00   |
| 11/14/2017  | 1631121 | VS *4368          | (\$148.00) |
| **BALANCE** |         |                   | \$0.00     |

EXPENSE REPORT SUMMARY

|              | 11/13/2017 | STAY TOTAL |
|--------------|------------|------------|
| ROOM AND TAX | \$148.00   | \$148.00   |
| DAILY TOTAL  | \$148.00   | \$148.00   |

You have earned approximately 2590 Hilton Honors points for this stay. Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 4,900 h

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CREDIT CARD DETAIL

|                |          |             |       |
|----------------|----------|-------------|-------|
| APPR CODE      | 068490   | MERCHANT ID | 23123 |
| CARD NUMBER    | VS *4368 | EXP DATE    | 11/20 |
| TRANSACTION ID | 1631121  | TRANS TYPE  | Sale  |



HAMPTON INN & SUITES BY HILTON  
MIAMI AIRPORT SOUTH BLUE LAGO, 777 NW 57TH  
AVE.  
MIAMI, FL 33126  
United States of America  
TELEPHONE 305-262-5400 • FAX 305-262-5488  
Reservations  
www.hamptoninn.com or 1 800 HAMPTON

KALIFEH, PHYLLIS  
5419 PIMLICO DRIVE  
TALLAHASSEE FL 32309  
UNITED STATES OF AMERICA

Room No: 807/KXTD  
Arrival Date: 11/14/2017 7:39:00 PM  
Departure Date: 11/16/2017 9:04:00 AM  
Adult/Child: 2/0  
Cashier ID: ENARANJO1  
Room Rate: 140.00  
AL:  
HH # 610503288 GOLD  
VAT #  
Folio No/Che 604548 A

Confirmation Number: 84105830

HAMPTON INN & SUITES BY HILTON 11/17/2017 11:02:00 AM

| DATE        | REF NO  | DESCRIPTION | CHARGES    |
|-------------|---------|-------------|------------|
| 11/16/2017  | 1847694 | GUEST ROOM  | \$140.00   |
| 11/16/2017  | 1847695 | GUEST ROOM  | \$140.00   |
| 11/16/2017  | 1847696 | VS *4368    | (\$280.00) |
| **BALANCE** |         |             | \$0.00     |

On the day of check out, hotel will use any pre-approvals requested during the stay on your Debit/Credit card for the final payment. Any Un-used pre-approval amount will be electronically transmitted to your credit/debit company for release that same day

CREDIT CARD DETAIL

|                |          |             |            |
|----------------|----------|-------------|------------|
| APPR CODE      | 007292   | MERCHANT ID | 0194006600 |
| CARD NUMBER    | VS *4368 | EXP DATE    | 11/20      |
| TRANSACTION ID | 1847686  | TRANS TYPE  | Sale       |



777 N.W. 57th Avenue • Miami, Florida 33126  
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reservations@hamptoninnmiamiairport.com

Smoking in a designated non-smoking room or bringing in a pet to any room is prohibited. I understand that if anyone in my party or I am to be or found to have been Smoking in a non-smoking room or bringing a pet, a \$250.00 non-refundable cleaning fee will be posted to my folio plus the cost of any damages to the room, carpet, furniture, linen, counter tops or other, caused by smoke, burn or pets.

Acknowledged: \_\_\_\_\_

|                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| KALIFEH, PHYLLIS<br>5419 PIMLICO DRIVE<br>TALLAHASSEE FL 32309<br>UNITED STATES OF AMERICA                                                                                                                                                                                                                                                                                                                                           | name<br>address | room number:<br>arrival date:<br>departure date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 811/KXTD<br>11/14/2017 7:40:00 PM<br>11/16/2017 9:05:00 AM |
|                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 | adult/child:<br>room rate:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2/0<br>140.00                                              |
| If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution. Initial: <u>X</u> |                 | Rate Plan:<br>HH#<br>AL:<br>Car:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | GVS<br>610503288 GOLD                                      |
| Confirmation Number: 84105830<br><br>11/17/2017                                                                                                                                                                                                                                                                                                                                                                                      |                 | Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in your room and the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. In the event of an emergency I, or someone in my party, require special evacuation due to a physical disability, please indicate yes by checking here: <input type="checkbox"/><br><br>signature: _____ |                                                            |

| date       | reference | description | amount     |
|------------|-----------|-------------|------------|
| 11/16/2017 | 1847694   | GUEST ROOM  | \$140.00   |
| 11/16/2017 | 1847695   | GUEST ROOM  | \$140.00   |
| 11/16/2017 | 1847696   | VS *4368    | (\$280.00) |
|            |           | **BALANCE** | \$0,00     |

for reservations call 1.800hampton or visit us online at [www.hamptoninnmiamiairport.com](http://www.hamptoninnmiamiairport.com)

|                                                                                                                                                                                                                                                                                                                                                                              |                      |                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------|
| account no.                                                                                                                                                                                                                                                                                                                                                                  | date of charge       | folio/check no. |
| VS *4368                                                                                                                                                                                                                                                                                                                                                                     | 11/16/2017           | 604546 A        |
| card member name                                                                                                                                                                                                                                                                                                                                                             | authorization        | initial         |
| KALIFEH, PHYLLIS                                                                                                                                                                                                                                                                                                                                                             | 047049               |                 |
| establishment no. and location<br><small>establishment agrees to transmit to card holder for payment</small><br>On the day of check out, hotel will use any pre-approvals requested during the stay on your DebiUCredit card for the final payment. Any Un-used pre-approval amount will be electronically transmitted to your crediUdebit company for release that same day | purchases & services |                 |
|                                                                                                                                                                                                                                                                                                                                                                              | taxes                |                 |
|                                                                                                                                                                                                                                                                                                                                                                              | tips & misc          |                 |
| signature of card member<br>X                                                                                                                                                                                                                                                                                                                                                | total amount         | -280.00         |



thanks.



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Smoking in a designated non-smoking room or bringing in a pet to any room is prohibited. I understand that if anyone in my party or I am to be or found to have been Smoking in a non-smoking room or bringing a pet, a \$250.00 non-refundable cleaning fee will be posted to my folio plus the cost of any damages to the room, carpet, furniture, linen, counter tops or other, caused by smoke, burn or pets.

Acknowledged: \_\_\_\_\_

|                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| KALIFEH, PHYLLIS<br>5419 PIMLICO DRIVE<br>TALLAHASSEE FL 32309<br>UNITED STATES OF AMERICA                                                                                                                                                                                                                                                                                                                                           | name<br>address | room number:<br>arrival date:<br>departure date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 805/KXTD<br>11/14/2017 7:36:00 PM<br>11/16/2017 9:04:00 AM |
|                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 | adult/child:<br>room rate:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2/0<br>140.00                                              |
| If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution. Initial: <b>X</b> |                 | Rate Plan:<br>HH#<br>AL:<br>Car:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | GVS<br>610503288 GOLD                                      |
| Confirmation Number: 84105830<br><br>11/17/2017                                                                                                                                                                                                                                                                                                                                                                                      |                 | Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in your room and the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. In the event of an emergency I, or someone in my party, require special evacuation due to a physical disability, please indicate yes by checking here: <input type="checkbox"/><br><br>signature: _____ |                                                            |

| date       | reference | description | amount     |
|------------|-----------|-------------|------------|
| 11/16/2017 | 1847694   | GUEST ROOM  | \$140.00   |
| 11/16/2017 | 1847695   | GUEST ROOM  | \$140.00   |
| 11/16/2017 | 1847696   | VS *4368    | (\$280.00) |
|            |           | **BALANCE** | \$0.00     |

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|                                                                                                                                                                                                                                                                                                                                                                              |                      |                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------|
| account no.                                                                                                                                                                                                                                                                                                                                                                  | date of charge       | folio/check no. |
| VS *4368                                                                                                                                                                                                                                                                                                                                                                     | 11/16/2017           | 604547 A        |
| card member name                                                                                                                                                                                                                                                                                                                                                             | authorization        | initial         |
| KALIFEH, PHYLLIS                                                                                                                                                                                                                                                                                                                                                             | 016506               |                 |
| establishment no. and location<br><small>establishment agrees to transmit to card holder for payment</small><br>On the day of check out, hotel will use any pre-approvals requested during the stay on your DebiUCredit card for the final payment. Any Un-used pre-approval amount will be electronically transmitted to your crediUdebit company for release that same day | purchases & services |                 |
|                                                                                                                                                                                                                                                                                                                                                                              | taxes                |                 |
|                                                                                                                                                                                                                                                                                                                                                                              | tips & misc          |                 |
| signature of card member<br><b>X</b>                                                                                                                                                                                                                                                                                                                                         | total amount         | -280.00         |



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## Tamela Nelloms

---

**From:** jennifer guillen <jennifer.guillen@hilton.com>  
**Sent:** Friday, November 17, 2017 12:00 PM  
**To:** Tamela Nelloms  
**Cc:** Elizabeth Naranjo; nicolette velez  
**Subject:** Updated Invoices from the Hampton Inn & Suites by HILTON Blue Lagoon  
**Attachments:** DOC105.pdf

Good Afternoon Ms. Pamela,

I hope this email finds you doing well. Attached you will find both invoices showing the correct charges. Please confirm when received.

Have a wonderful weekend! ☺

Kind Regards,

*Jennifer Guillen*

**Front Office Manager**

**Hampton Inn & Suites by HILTON Miami Airport South/ Blue Lagoon**

**777 NW 57th Avenue Miami, FL 33126**

**Tel: 305-262-5400**

**Fax: 305-262-5488**

**Email: [jennifer.guillen@hilton.com](mailto:jennifer.guillen@hilton.com)**

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CONFERENCE OR CONVENTION TRAVEL: EXPLANATION OF BENEFITS ACCRUING TO THE CHILDREN'S FORUM

HEREBY CERTIFY THAT TRAVEL AS SHOWN ABOVE IS TO BE INCURRED IN CONNECTION WITH OFFICIAL BUSINESS OF THE CHILDREN'S FORUM

EMPLOYEE SIGNATURE \_\_\_\_\_ APPROVED BY SUPERVISOR \_\_\_\_\_

APPROVED BY SUPERVISOR

DATE \_\_\_\_\_

FISCAL APPROVAL:

DATE \_\_\_\_\_

1031-17



# Childrens Forum Inc.

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

## PURCHASE ORDER

09-EN-21681

### Vendor Information

#### Tallahassee State Bank

PO Box 23061  
Columbus, GA 31902  
Phone - / Fax -

### Shipping Information

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                            | Description                                |
|------------|--------------|----------------|------------|-----------------------------------|--------------------------------------------|
| 11/16/2017 | 12/22/2017   | Shelley Shafer | Accounting | Documents<br>Transferred to Abila | Auto rental P. Kalifeh/PD for PBC and QCCC |

#### Auto rental P. Kalifeh/PD for PBC and QCCC

| Qty | Unit Type | Qty Rec'd | Received Date | Account Information           | Item Number | Item Description                           | Unit Price | Tax % | Total |
|-----|-----------|-----------|---------------|-------------------------------|-------------|--------------------------------------------|------------|-------|-------|
| 1   | EA        | 0         |               | 53000 317 02 01 02 301 NA 600 | N/A         | Auto rental P. Kalifeh/PD for PBC and QCCC | 73.92      | 0.000 | 73.92 |
| 1   | EA        | 0         |               | 53000 624 02 01 02 301 NA 600 | N/A         | Auto rental P. Kalifeh/PD for PBC and QCCC | 73.91      | 0.000 | 73.91 |

Approved

### Approval Information

Shelley Shafer Accounting 12/13/2017 1:07 PM  
Kate Nunez Contracts Mgr 12/13/2017 12:27 PM  
Shelley Shafer Requester 12/12/2017 10:43 AM

### TOTAL

\$147.83

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21358

Wednesday, December 13, 2017

Page 1 of 1

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

| Purchase Order Information |                  |    |          |  | Vendor Information |                  |       |                |     |  |
|----------------------------|------------------|----|----------|--|--------------------|------------------|-------|----------------|-----|--|
|                            |                  |    |          |  | Vendor ID          | 5257 4300        |       | For fiscal Use |     |  |
| Purchase Description       | PD for PBC & QCC |    |          |  | Vendor Name        | TSB Visa Kalifeh |       |                |     |  |
| Purchase/Service Date      | 11/13/17         | To | 11/16/17 |  | Street Address     |                  |       |                |     |  |
| Requestor's Name/Dept      | Phyllis Kalifeh  |    |          |  | City               |                  | State | IL             | Zip |  |
| Supervisor Approval        |                  |    |          |  | Phone              |                  | Fax   |                |     |  |
|                            |                  |    |          |  | Reservation#       |                  |       |                |     |  |
|                            |                  |    |          |  | Terms (Due)        |                  |       |                |     |  |

| Expense Coding Info |       |
|---------------------|-------|
| GL Code             | 53000 |
| Fund                |       |
| Audit               |       |
| FAS                 |       |
| Function            |       |
| Program             |       |
| Activity            |       |
| Department          |       |

**Approvals**

Fiscal Dept. KR Nielsen-Nunez 12/13/17

CEO(+ \$1,000) \_\_\_\_\_



Rental Agreement # 7515259622

Invoice # 750023511025

**Renter Information****Renter Name**  
PHYLLIS KALIFEH**Renter Address**  
5419 PIMLICO DRIVE, TALLAHASSEE  
32309**Contract**  
DEPARTMENT OF EDUCATION**Vehicle Information****DODG GCAR**  
**License #:** CIMT42  
**State/Province:** FL**Vehicle Class Driven**  
7-PASSENGER MINIVAN 5-DOOR/  
AUTOMATIC/AIR**Vehicle Class Charged**  
7-PASSENGER MINIVAN 5-DOOR/  
AUTOMATIC/AIR**Odometer Mileage/Kilometers**  
**Starting:** 11648      **Ending:** 10624  
**Total:** 1024**Trip Information****Pickup**

Mon, Nov 13 2017      08:38 AM

✈ **TALLAHASSEE EAST**  
3404 MAHAN DR ,TALLAHASSEE  
32308-5667 US**Return**

Fri, Nov 17 2017      07:03 AM

✈ **TALLAHASSEE EAST**  
3404 MAHAN DR ,TALLAHASSEE  
32308-5667 US**Rental Charges**

|                                                 |                                    |                 |
|-------------------------------------------------|------------------------------------|-----------------|
| <b>Rental Rate</b>                              | 4 day at \$34.32 / day             | \$137.28        |
| <b>Add-ons</b>                                  | Refueling Charge (\$2.61 / gallon) | \$7.83          |
| <b>Taxes and Fees</b>                           | Tire And Battery Fee 0.02/day      | \$0.08          |
|                                                 | Vlf Recovery Fee 0.66/day          | \$2.64          |
| <b>Total</b>                                    |                                    | <b>\$147.83</b> |
| (Subject to audit)                              |                                    |                 |
| Amount Charged on November 17 2017 to Visa 4368 |                                    | (\$147.83)      |
| <b>Amount Due</b>                               |                                    | (\$0.00)        |

## 2

[illegible]

**CONFERENCE OR CONVENTION TRAVEL: EXPLANATION OF BENEFITS ACCRUING TO THE CHILDREN'S FORUM**

|                                                                                                                                                           |  |                                 |                  |                          |               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------|------------------|--------------------------|---------------|
| I HEREBY CERTIFY THAT TRAVEL AS SHOWN ABOVE IS TO BE INCURRED IN CONNECTION WITH OFFICIAL BUSINESS OF THE CHILDREN'S FORUM<br>_____<br>EMPLOYEE SIGNATURE |  | APPROVED BY SUPERVISOR<br>_____ | DATE<br>10-31-17 | FISCAL APPROVAL<br>_____ | DATE<br>_____ |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------|------------------|--------------------------|---------------|

Payee Phyllis Kalifeh  
Vendor ID 1008

Account #:

18224  
11/30/2017

| Invoice     | Description                                             | Discount | Amount   |
|-------------|---------------------------------------------------------|----------|----------|
| 09-EN-21605 | Travel expenses P.Kalifeh/PD Conference for PBC and ... | \$0.00   | \$181.47 |

Electronic Payment Notification

Total :

\$0.00

\$181.47

Electronic Payment Notification

Phyllis Kalifeh  
5419 Pimlico Drive  
Tallahassee, FL 32309

VOID

Payee Phyllis Kalifeh  
Vendor ID 1008

Account #:

18224  
11/30/2017

| Invoice     | Description                                             | Discount | Amount   |
|-------------|---------------------------------------------------------|----------|----------|
| 09-EN-21605 | Travel expenses P.Kalifeh/PD Conference for PBC and ... | \$0.00   | \$181.47 |

Electronic Payment Notification

Total :

\$0.00

\$181.47

**Childrens Forum Inc.**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

**PURCHASE ORDER****09-EN-21605****Vendor Information****Phyllis Kalifeh**

5419 Pimlico Drive  
Tallahassee, FL 32309  
Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                            | Description                                                                    |
|------------|--------------|----------------|------------|-----------------------------------|--------------------------------------------------------------------------------|
| 11/16/2017 | 12/07/2017   | Shelley Shafer | Accounting | Documents<br>Transferred to Abila | Travel expenses P.Kalifeh/PD<br>Conference for PBC and QCCC 11/13-<br>11/16/17 |

**Travel expenses P.Kalifeh/PD Conference for PBC and QCCC 11/13-11/16/17**

| Qty | Unit Type | Qty Rec'd | Received Date | Account Information              | Item Number | Item Description                                                                     | Unit Price       | Tax % | Total                     |
|-----|-----------|-----------|---------------|----------------------------------|-------------|--------------------------------------------------------------------------------------|------------------|-------|---------------------------|
| 1   | EA        | 0         |               | 53000 317 02 01 02 301 NA<br>600 | N/A         | Travel expenses<br>P.Kalifeh/PD<br>Conference for PBC<br>and QCCC 11/13-<br>11/16/17 | <del>91.74</del> | 0.000 | <del>91.74</del><br>90.74 |
| 1   | EA        | 0         |               | 53000 624 02 01 02 301 NA<br>600 | N/A         | Travel expenses<br>P.Kalifeh/PD<br>Conference for PBC<br>and QCCC 11/13-<br>11/16/17 | <del>91.73</del> | 0.000 | <del>91.73</del><br>90.73 |

**Approval Information**

|                |               |                     |
|----------------|---------------|---------------------|
| Shelley Shafer | Accounting    | 11/28/2017 9:54 AM  |
| Kate Nunez     | Contracts Mgr | 11/28/2017 9:07 AM  |
| Shelley Shafer | Requester     | 11/27/2017 11:40 AM |

**TOTAL****\$183.47**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21282



21605

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

**Purchase Order**

| Purchase Information  |                                        |          |  | Vendor Information |                 |       |                |
|-----------------------|----------------------------------------|----------|--|--------------------|-----------------|-------|----------------|
| Purchase Date         |                                        |          |  | Vendor ID          | 1008            |       | For Fiscal Use |
| Purchase Description  | PD Conference for PBC and Miami office |          |  | Vendor Name        | Phyllis Kalifeh |       |                |
|                       |                                        |          |  | Street Address     |                 |       |                |
| Purchase/Service Date | 11/13/17                               | 11/16/17 |  | City               |                 | State | FL Zip         |
| Requestor's Name/Dept | Phyllis Kalifeh                        |          |  | Phone              |                 | Fax   |                |
|                       |                                        |          |  | Invoice #          |                 |       |                |
|                       |                                        |          |  | Terms (Due)        |                 |       |                |

| Purchase Information |                       |           |
|----------------------|-----------------------|-----------|
| Distribution Code    | Item Description      | Amount    |
|                      |                       |           |
| PBC & QCCC           | Travel expenses       | \$ 181.47 |
| 2317                 | PBC Assessments       | 090.74    |
|                      |                       |           |
| 2624                 | Children's Trust s.m. | 090.73    |
|                      |                       |           |
|                      |                       |           |
|                      |                       |           |
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|                      |                       |           |
|                      |                       |           |

|                     |       |                                                                                                  |           |
|---------------------|-------|--------------------------------------------------------------------------------------------------|-----------|
| Expense Coding Info |       | Total                                                                                            | \$ 181.47 |
| GL Code             | 53000 | <b>Approvals</b><br><br>Fiscal Dept. <u>KR Nulsen-Nunez 11/28/17</u><br><br>CEO(+ \$1,000) _____ |           |
| Fund                |       |                                                                                                  |           |
| Audit               |       |                                                                                                  |           |
| FAS                 |       |                                                                                                  |           |
| Function            |       |                                                                                                  |           |
| Program             |       |                                                                                                  |           |
| Activity            |       |                                                                                                  |           |
| Department          |       |                                                                                                  |           |

## Professional Development Mini-Conference Agenda

### November 14, 2017

|               |                                         |
|---------------|-----------------------------------------|
| 8:45 – 9:00   | Arrival<br>Light ala cart Breakfast     |
| 9:00 – 11:00  | Emotional Intelligence Training Session |
| 11:00 – 11:15 | Break                                   |
| 11:15 – 1:15  | Department Videos<br>Catered Lunch      |
| 1:15 – 1:30   | Break                                   |
| 1:30 – 3:00   | Wellness Activity (Chair Yoga)          |



## Miami Training Agenda

### November 15, 2017

|                    |                                  |                |
|--------------------|----------------------------------|----------------|
| 11am to 12:00pm    | Workforce Study & Talking Points | Melissa        |
| 12:00pm to 12:40pm | Lunch (catered)                  | All            |
| 12:40pm to 1:00pm  | EQ Presentation & Book Debrief   | Denise/Melissa |
| 1:00pm to 2:30pm   | Group Scenarios                  | Melissa        |
| 2:30pm to 2:45pm   | Break                            | All            |
| 2:45pm to 3:30pm   | Discuss Stressors & Responses    | Phyllis        |
| 3:30pm to 4:00pm   | Stress Management & Mindfulness  | Melissa/Denise |



[illegible]



# FLORIDA'S TURNPIKE ENTERPRISE

Tols:  
\$35<sup>90</sup>

CUSTOMER TOLL RECEIPT

Leesburg

PLAZA 003100 LANE 14  
COLL R143  
TOLL DUE 3.25  
PAID 3.25 CHANGE 1.75  
PAY TYPE CASH  
11/16/17-14:15:02.298

You would have saved \$0.31 at  
this Toll Plaza by using SUNPASS

Available at Publix, CVS,

Walgreens, AMSCOT, AAA and

[www.SUNPASS.com](http://www.SUNPASS.com)

# FLORIDA'S TURNPIKE ENTERPRISE

CUSTOMER TOLL RECEIPT

Jupiter ML

PLAZA 004150 LANE 05  
COLL 1771  
TOLL DUE 12.90  
PAID 12.90 CHANGE 7.10  
PAY TYPE CASH  
11/13/17-16:23:40.037

You would have saved \$3.30 at  
this Toll Plaza by using SUNPASS

Available at Publix, CVS,

Walgreens, AMSCOT, AAA and

[www.SUNPASS.com](http://www.SUNPASS.com)

# FLORIDA'S TURNPIKE ENTERPRISE

CUSTOMER TOLL RECEIPT

Three Lakes ML

PLAZA 004100 LANE 13  
COLL 8350  
TOLL DUE 16.50  
PAID 16.50 CHANGE 3.50  
PAY TYPE CASH  
11/16/17-13:32:06.388

You would have saved \$4.13 at  
this Toll Plaza by using SUNPASS

Available at Publix, CVS,

Walgreens, AMSCOT, AAA and

[www.SUNPASS.com](http://www.SUNPASS.com)

# FLORIDA'S TURNPIKE ENTERPRISE

CUSTOMER TOLL RECEIPT

Leesburg

PLAZA 003100 LANE 03  
COLL R289  
TOLL DUE 3.25  
PAID 3.25 CHANGE 0.00  
PAY TYPE CASH  
11/13/17-13:48:22.766

You would have saved \$0.31 at  
this Toll Plaza by using SUNPASS

Available at Publix, CVS,

Walgreens, AMSCOT, AAA and

[www.SUNPASS.com](http://www.SUNPASS.com)

## 2

[illegible]

CONFERENCE OR CONVENTION TRAVEL: EXPLANATION OF BENEFITS ACCRUING TO THE CHILDREN'S FORUM

I HEREBY CERTIFY THAT TRAVEL AS SHOWN ABOVE IS TO BE INCURRED IN CONNECTION WITH OFFICIAL BUSINESS OF THE CHILDREN'S FORUM

|                    |                        |
|--------------------|------------------------|
| EMPLOYEE SIGNATURE | APPROVED BY SUPERVISOR |
|--------------------|------------------------|

DATE \_\_\_\_\_

**FISCAL APPROVAL**

DATE \_\_\_\_\_

EMPLOYEE SIGNATURE



**Childrens Forum Inc.**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

**PURCHASE ORDER****09-EN-21805****Vendor Information****Tallahassee State Bank**

PO Box 23061  
Columbus, GA 31902  
Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date                                         | Require Date | Prepared By    | Workflow   | Status                            | Description                                     |
|----------------------------------------------|--------------|----------------|------------|-----------------------------------|-------------------------------------------------|
| 12/01/2017                                   | 01/18/2018   | Shelley Shafer | Accounting | Documents<br>Transferred to Abila | Airfare for P. Kalifeh NWLC CC<br>Advocates mtg |
| Airfare for P. Kalifeh NWLC CC Advocates mtg |              |                |            |                                   |                                                 |

| Qty | Unit<br>Type | Qty<br>Rec'd | Received<br>Date | Account<br>Information           | Item<br>Number | Item<br>Description                                | Unit<br>Price | Tax<br>% | Total  |
|-----|--------------|--------------|------------------|----------------------------------|----------------|----------------------------------------------------|---------------|----------|--------|
| 1   | EA           | 0            |                  | 53000 004 01 01 01 100 NA<br>100 | N/A            | Airfare for P. Kalifeh<br>NWLC CC Advocates<br>mtg | 495.60        | 0.000    | 495.60 |

**Approval Information**

|                |               |                    |
|----------------|---------------|--------------------|
| Shelley Shafer | Accounting    | 01/09/2018 3:04 PM |
| Kate Nunez     | Contracts Mgr | 01/09/2018 2:03 PM |
| Shelley Shafer | Requester     | 01/08/2018 3:36 PM |

**TOTAL****\$495.60**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21483

Tuesday, January 9, 2018 Page 1 of 1

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

# Purchase Order

| Purchase Order Information |                 |    |         | Vendor Information |          |                |     |
|----------------------------|-----------------|----|---------|--------------------|----------|----------------|-----|
|                            | 442747 12/1/17  |    |         | Vendor ID          |          | For fiscal Use |     |
| Purchase Description       | Delta           |    |         | Vendor Name        | TSB-VISA |                |     |
|                            |                 |    |         | Street Address     |          |                |     |
| Purchase/Service Date      | 1/9/18          | To | 1/11/18 | City               |          | State          | Zip |
| Requestor's Name/Dept      | Phyllis Kalifeh |    |         | Phone              |          | Fax            |     |
| Supervisor Approval        |                 |    |         | Confirmation#      |          |                |     |
|                            |                 |    |         | Terms (Due)        |          |                |     |

| Purchase Information |                                                                                                                      |                 |
|----------------------|----------------------------------------------------------------------------------------------------------------------|-----------------|
| Distribution Code    | Item Description                                                                                                     | Amount          |
| Forum                | Airfare                                                                                                              | \$ 495.60       |
|                      | This is the rate for Delta Comfort and charged to the TSB Visa.                                                      |                 |
|                      |                                                                                                                      |                 |
|                      | The fare for the main cabin is \$437.60. PK paid the difference of \$58 by personal check dated 11/27/17, ck. #1094. |                 |
|                      |                                                                                                                      |                 |
|                      |                                                                                                                      |                 |
|                      |                                                                                                                      |                 |
|                      |                                                                                                                      |                 |
|                      |                                                                                                                      |                 |
|                      |                                                                                                                      |                 |
|                      |                                                                                                                      |                 |
|                      |                                                                                                                      |                 |
|                      |                                                                                                                      |                 |
|                      |                                                                                                                      |                 |
|                      |                                                                                                                      |                 |
|                      |                                                                                                                      |                 |
|                      |                                                                                                                      |                 |
|                      |                                                                                                                      |                 |
|                      |                                                                                                                      | Total \$ 495.60 |

| Expense Coding Info |       |
|---------------------|-------|
| GL Code             | 53000 |
| Fund                |       |
| Audit               |       |
| FAS                 |       |
| Function            |       |
| Program             |       |
| Activity            |       |
| Department          |       |

**Approvals**

Fiscal Dept. KR Nielsen - Nuney 1/9/18

CEO (+\$1,000) \_\_\_\_\_

## Phyllis Kalifeh

**From:** Delta Air Lines <DeltaAirLines@e.delta.com>  
**Sent:** Monday, November 27, 2017 9:29 AM  
**To:** Phyllis Kalifeh  
**Subject:** Your Flight Receipt - PHYLLIS KALIFEH 09JAN18

Hello, PHYLLIS

SkyMiles #\*\*\*\*\*847 >

Your Trip Confirmation #: HUNERC

| Tue, 09JAN          | DEPART          | ARRIVE          |
|---------------------|-----------------|-----------------|
| DELTA 1884          | TALLAHASSEE, FL | ATLANTA         |
| Delta Comfort+® (W) | 7:00am          | 8:08am          |
| DELTA 2525          | ATLANTA         | BALTIMORE, MD   |
| Delta Comfort+® (W) | 9:35am          | 11:22am         |
| Thu, 11JAN          | DEPART          | ARRIVE          |
| DELTA 1153          | BALTIMORE, MD   | ATLANTA         |
| Delta Comfort+® (W) | 1:30pm          | 3:38pm          |
| DELTA 1813          | ATLANTA         | TALLAHASSEE, FL |
| Delta Comfort+® (W) | 4:20pm          | 5:25pm          |

### AUTOMATIC CHECK-IN NOW AVAILABLE

We've added Automatic Check-In to the Fly Delta app to save you time and hassle. This means if you're traveling in the United States, Puerto Rico or the U.S Virgin Islands, we'll automatically check you in 24 hours prior to your scheduled departure. Just open the app and you'll be on your way. Don't have the app? [Click here to download](#). [Learn more about automatic check-in](#).

### RESTRICTED HAZARDOUS ITEMS

To ensure the safety of our customers and employees, Delta no longer accepts **hoverboards or any lithium battery powered self-balancing personal transportation devices** on board its aircraft. These items are prohibited as both carry-on and checked baggage.

**Spare batteries for other devices, fuel cells, and e-cigarettes** are permitted in carry-on baggage only. If your carry-on bag contains these items and is gate checked, **they must be removed and carried in the cabin.** Further information and specific guidelines regarding restricted items can be found [here](#).

#### ARRIVE ON TIME

During the holiday season, Hartsfield Jackson International Airport (ATL) will experience a high volume of passengers traveling. This will result in long lines at the TSA security and baggage checkpoints. We encourage customers to arrive at least 2 hours prior to their domestic flight's departure and at least 3 hours prior to their international flight's departure in order to arrive at the gate on time.

#### ARRIVE ON TIME

During the holiday season, Hartsfield Jackson International Airport (ATL) will experience a high volume of passengers traveling. This will result in long lines at the TSA security and baggage checkpoints. We encourage customers to arrive at least 2 hours prior to their domestic flight's departure and at least 3 hours prior to their international flight's departure in order to arrive at the gate on time.

#### Passenger Info

| NAME               | FLIGHT     | SEAT |
|--------------------|------------|------|
| PHYLLIS KALIFEH    | DELTA 1884 | 11A  |
| SkyMiles #*****847 | DELTA 2525 | 11D  |
|                    | DELTA 1153 | 12D  |
|                    | DELTA 1813 | 11A  |

Visit [delta.com](#) or use the Fly Delta app to view, select or change your seat.  
If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit My Trips to access a receipt of your purchase.

#### Flight Receipt

Ticket #: 0062304483155

Place of Issue: Delta.com

Ticket Issue Date: 27NOV17

Ticket Expiration Date: 27NOV18

#### METHOD OF PAYMENT

VI\*\*\*\*\*4368

#### CHARGES

\$495.60 USD

437.60 -

\$58.00

PK to pay difference

Delta Comfort  
Main Cabin

MY TRIPS

BOOK A TRIP

FLIGHT STATUS

CHECK IN

Phyllis Kalifeh

## BOOK A TRIP

New Search

Express Checkout

## FLIGHTS

TUE  
09  
JANTLH • BWI  
07:00 AM 11:22 AMDL 1884, DL 2525  
4h 22m | 1 STOPMain Cabin (X) |  
Main Cabin (X)  
Changeable / Nonrefundable

Change Flight

Price per  
Passenger \$364.65Taxes, Fees  
and Charges \$72.95

Delta Air Lines Baggage Information

Details Select Seats

THU  
11  
JANBWI • TLH  
1:30 PM 8:10 PMDL 1153, DL 1849  
6h 40m | 1 STOPMain Cabin (X) |  
Main Cabin (X)  
Changeable / Nonrefundable

Change Flight

Delta Air Lines Baggage Information

Details Select Seats

2152 Medallion® Qualification Miles (MQMs) earned  
1825 Miles earned<sup>1</sup>

365 Medallion Qualification Dollars (MQDs) earned

MILEAGE CALCULATOR

Pay With Miles



## EXCLUSIVE CARD MEMBER BENEFIT

## Phyllis, Use Pay with Miles

UP TO \$50 OFF FOR EACH 5,000 MILES | YOUR CURRENT MILES: 201,261

Reduce the cost of your trip with Pay With Miles, an exclusive feature for Delta SkyMiles Credit Card Members. Use the menu to select miles to apply. *Terms and conditions apply.*

Total Price (USD) \$437.60

## PASSENGERS

Are You Traveling?

YES

NO

1

Passenger  
Information

If the full name below is not an exact match to the name on your government-issued identification, edit your Passenger Info. This Secure Flight Passenger Data is for use by the Transportation Security Administration Only.

| PREFIX                     | FIRST NAME    | MIDDLE NAME           | LAST NAME               | SUFFIX |
|----------------------------|---------------|-----------------------|-------------------------|--------|
| --                         | Phyllis       |                       | Kalifeh                 | --     |
| FREQUENT FLYER PROGRAM     |               | FREQUENT FLYER NUMBER | SKYBONUS/BLUEBIZ NUMBER |        |
| Delta Air Lines / SkyMiles |               | 2138122847            | --                      |        |
| GENDER                     | DATE OF BIRTH | KNOWN TRAVELER NUMBER | REDRESS NUMBER          |        |
| Female                     | 08-25-1953    | --                    | --                      |        |

Contact  
Information

| DEVICE TYPE                    | COUNTRY           | PHONE NUMBER     |
|--------------------------------|-------------------|------------------|
| Cell                           | United States (1) | 850 - 322 - 8053 |
| EMAIL                          |                   |                  |
| pkalifeh@thechildrensforum.com |                   |                  |

Edit Passenger Info

SEATS

TLH • ATL

ATL • BWI

BWI • ATL

ATL • TLH

SELECT SEATS

KALIFEH DESIGNS LLC  
5419 PIMLICO DR.  
TALLAHASSEE, FL 32309

63-992/631

1094

DATE 11-27-17

PAY TO THE  
ORDER OF

Children's Forum

Fifty eight and no/100

\$ 58<sup>00</sup>

DOLLARS



Security Features  
Indicated  
Details on Back

**Tallahassee  
State Bank**

a division of SYNOVUS® BANK

MEMO

Delta Comfort Debt.

[Signature]

MP

⑆063109922⑆1007434408⑆

1094





**Childrens Forum Inc.**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

**PURCHASE ORDER****09-EN-21806****Vendor Information****Tallahassee State Bank**

PO Box 23061  
Columbus, GA 31902  
Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                            | Description |
|------------|--------------|----------------|------------|-----------------------------------|-------------|
| 12/01/2017 | 01/18/2018   | Shelley Shafer | Accounting | Documents<br>Transferred to Abila | Supplies    |

**Supplies**

| Qty | Unit Type | Qty Rec'd | Received Date | Account Information              | Item Number | Item Description | Unit Price | Tax % | Total    |
|-----|-----------|-----------|---------------|----------------------------------|-------------|------------------|------------|-------|----------|
| 1   | EA        | 0         |               | 57300 004 01 01 01 100 NA<br>100 | N/A         | Supplies         | 3,800.00   | 0.000 | 3,800.00 |

Approved

**Approval Information**

|                |                |                     |
|----------------|----------------|---------------------|
| Shelley Shafer | Accounting     | 01/09/2018 3:04 PM  |
| Kerri Cloud    | Dir of Finance | 01/09/2018 11:36 AM |
| Shelley Shafer | Requester      | 01/08/2018 3:38 PM  |

**TOTAL \$3,800.00**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21484

Tuesday, January 9, 2018 Page 1 of 1

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

| Purchase Order Information |                 |    |         | Vendor Information |                  |                |
|----------------------------|-----------------|----|---------|--------------------|------------------|----------------|
| Acct. No. (if applicable)  |                 |    |         | Vendor ID          |                  | For fiscal Use |
| Purchase Description       | Amazon          |    |         | Vendor Name        | TSB Visa Kalifeh |                |
| Purchase/Service Date      | 12/1/17         | To | 12/1/17 | Street Address     |                  |                |
| Requestor's Name/Dept      | Phyllis Kalifeh |    |         | City               |                  |                |
| Department Approval        | Phyllis Kalifeh |    |         | Phone              |                  |                |
|                            |                 |    |         | Invoice #          | 7/1/2040         |                |
|                            |                 |    |         | Terms (Due)        | Pay by Invoice   |                |

| Expense Coding Info |       |
|---------------------|-------|
| GL Code             | 51300 |
| Fund                |       |
| Audit               |       |
| FAS                 |       |
| Function            |       |
| Program             |       |
| Activity            |       |
| Department          |       |

\\main\shared\pkalifeh\Desktop\Fiscal Forms\P.O.Template.xls



**Details for Order #113-3387184-6008238**

[Print this page for your records.](#)

**Order Placed:** December 1, 2017  
**Amazon.com order number:** 113-3387184-6008238  
**Order Total: \$1,150.00**

**Not Yet Shipped**

**Items Ordered**

23 of: *Amazon.com \$50 Gift Card in a Greeting Card (Christmas Tree)*  
Sold by: ACI Gift Cards, Inc.

Condition: New

**Price**  
\$50.00

**Shipping Address:**

Phyllis K. Kalifeh  
5419 PIMLICO DR  
TALLAHASSEE, FL 32309-2408  
United States

**Shipping Speed:**

Saturday Delivery

**Payment information**

**Payment Method:**

Visa | Last digits: 4368

**Billing address**

Phyllis Kalifeh  
Children's Forum  
2807 Remington Green Circle  
Tallahassee, FL 32308  
United States

Item(s) Subtotal: \$1,150.00  
Shipping & Handling: \$0.00

-----  
Total before tax: \$1,150.00  
Estimated tax to be collected: \$0.00

**Grand Total: \$1,150.00**





Details for Order #113-1024169-0014659

[Print this page for your records.](#)

Order Placed: December 1, 2017  
Amazon.com order number: 113-1024169-0014659  
Order Total: \$2,650.00

Not Yet Shipped

Items Ordered

50 of: Amazon.com \$50 Gift Card in a Kraft Paper Reveal with Jingle Bells  
Sold by: ACI Gift Cards, Inc.

Condition: New

3 of: Amazon.com \$50 Gift Card in a Santa Chimney Reveal  
Sold by: ACI Gift Cards, Inc.

Condition: New

Price  
\$50.00

\$50.00

Shipping Address:

Phyllis K. Kalifeh  
5419 PIMLICO DR  
TALLAHASSEE, FL 32309-2408  
United States

Shipping Speed:

Saturday Delivery

Payment information

Payment Method:

Visa | Last digits: 4368

Billing address

Phyllis Kalifeh  
Children's Forum

Item(s) Subtotal: \$2,650.00  
Shipping & Handling: \$0.00

-----  
Total before tax: \$2,650.00  
Estimated tax to be collected: \$0.00

2807 Remington Green Circle  
Tallahassee, FL 32308  
United States

-----  
**Grand Total: \$2,650.00**

To view the status of your order, return to [Order Summary](#).

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## Phyllis Kalifeh

---

**From:** Shelley Shafer  
**Sent:** Friday, December 1, 2017 7:42 AM  
**To:** Phyllis Kalifeh  
**Subject:** RE: # of employees

Good morning,

We have 76 employees.

---

**From:** Phyllis Kalifeh  
**Sent:** Thursday, November 30, 2017 9:05 PM  
**To:** Shelley Shafer  
**Subject:** # of employees

Can you tell me how many employees we have now? Thanks.

Sent from my iPhone

**Childrens Forum Inc.**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

**PURCHASE ORDER****09-EN-21807****Vendor Information****Tallahassee State Bank**

PO Box 23061  
Columbus, GA 31902  
Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                            | Description |
|------------|--------------|----------------|------------|-----------------------------------|-------------|
| 12/03/2017 | 01/18/2018   | Shelley Shafer | Accounting | Documents<br>Transferred to Abila | Supplies    |

**Supplies**

| Qty | Unit<br>Type | Qty<br>Rec'd | Received<br>Date | Account<br>Information           | Item<br>Number | Item<br>Description | Unit<br>Price | Tax<br>% | Total |
|-----|--------------|--------------|------------------|----------------------------------|----------------|---------------------|---------------|----------|-------|
| 1   | EA           | 0            |                  | 57300 004 01 01 01 100 NA<br>100 | N/A            | Supplies            | 29.98         | 0.000    | 29.98 |

**Approval Information**

|                |                |                     |
|----------------|----------------|---------------------|
| Shelley Shafer | Accounting     | 01/09/2018 3:04 PM  |
| Kerri Cloud    | Dir of Finance | 01/09/2018 11:37 AM |
| Shelley Shafer | Requester      | 01/08/2018 3:40 PM  |

**TOTAL****\$29.98**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21485

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

| Purchase Order Information |                 |    |         | Vendor Information |             |    |                |
|----------------------------|-----------------|----|---------|--------------------|-------------|----|----------------|
| Acct. No. (if applicable)  |                 |    |         | Vendor ID          |             |    | For fiscal Use |
| Purchase Description       | Christmas Cards |    |         | Vendor Name        | TSB-Kalifeh |    |                |
|                            |                 |    |         | Street Address     |             |    |                |
| Purchase/Service Date      | 12/3/17         | To | 12/3/17 | City               |             | FL | Zip            |
| Requestor's Name/Dept      | Tamela Nelloms  |    |         | Phone              |             |    |                |
| Department Approval        | Phyllis Kalifeh |    |         | Invoice #          |             |    |                |
|                            |                 |    |         | Terms (Due)        |             |    |                |

| Expense Coding Info |       |
|---------------------|-------|
| GL Code             | 57300 |
| Fund                |       |
| Audit               |       |
| FAS                 |       |
| Function            |       |
| Program             |       |
| Activity            |       |
| Department          |       |

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Tallahassee #1026

4067 Lagniappe Way

Tallahassee, FL 32317

1K Member 111782825462

RESALE ON

1456756 XMAS CARDS 14.99

1456756 XMAS CARDS 14.99

G:858012541150C4 EXP:

RESALE TOTAL 29.98

NON RESALE TOTAL 0.00

SUBTOTAL 29.98

TAX 0.00

\*\*\*\* TOTAL 29.98

XXXXXXXXXXXX4368 CHIP Read

AID: A0000000031010

Seq# 3332 App#: 028605

Visa Resp: APPROVED

Tran ID#: 733700003332...

Merchant ID: 991026

APPROVED - Purchase

AMOUNT: \$29.98

12/03/2017 16:09 1026 3 229 8

Visa 29.98

CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD - 2

12/03/2017 16:09 1026 3 229 8

**Childrens Forum Inc.**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

**PURCHASE ORDER****09-EN-21808****Vendor Information****Tallahassee State Bank**

PO Box 23061  
Columbus, GA 31902  
Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                            | Description              |
|------------|--------------|----------------|------------|-----------------------------------|--------------------------|
| 12/05/2017 | 01/18/2018   | Shelley Shafer | Accounting | Documents<br>Transferred to Abila | FLAEYC Board mtg expense |

**FLAEYC Board mtg expense**

| Qty | Unit Type | Qty Rec'd | Received Date | Account Information              | Item Number | Item Description         | Unit Price | Tax % | Total  |
|-----|-----------|-----------|---------------|----------------------------------|-------------|--------------------------|------------|-------|--------|
| 1   | EA        | 0         |               | 57300 004 01 01 01 100 NA<br>100 | N/A         | FLAEYC Board mtg expense | 144.22     | 0.000 | 144.22 |

Approved

**Approval Information**

|                |                |                     |
|----------------|----------------|---------------------|
| Shelley Shafer | Accounting     | 01/09/2018 3:05 PM  |
| Kerri Cloud    | Dir of Finance | 01/09/2018 11:37 AM |
| Shelley Shafer | Requester      | 01/08/2018 3:41 PM  |

**TOTAL****\$144.22**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21486

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

| Purchase Order Information |                                                                                   |    |         | Vendor Information |          |       |                |     |
|----------------------------|-----------------------------------------------------------------------------------|----|---------|--------------------|----------|-------|----------------|-----|
|                            |                                                                                   |    |         | Vendor ID          |          |       | For fiscal Use |     |
| Purchase Description       | FLAAYC / Board                                                                    |    |         | Vendor Name        | TSB-VISA |       |                |     |
|                            |                                                                                   |    |         | Street Address     |          |       |                |     |
| Purchase/Service Date      | 12/5/17                                                                           | To | 12/8/17 | City               |          | State |                | Zip |
| Requestor's Name/Dept      | Phyllis Kalifeh                                                                   |    |         | Phone              |          | Fax   |                |     |
| Supervisor Approval        |  |    |         | Confirmation#      |          |       |                |     |
|                            |                                                                                   |    |         | Terms (Due)        |          |       |                |     |

| Expense Coding Info |       |
|---------------------|-------|
| GL Code             | 53000 |
| Fund                |       |
| Audit               |       |
| FAS                 |       |
| Function            |       |
| Program             |       |
| Activity            |       |
| Department          |       |

Fiscal Dept. KCloud 1/9/18

CEO(+\$1,000)





Welcome to Tobias

12/8/2017 13:18

Check: 7724308  
Server: Vanessa  
Cashier: Vanessa  
Table: 2  
Covers: 3

Regular Check

Seat#: 5  
1 Loaded Wedge Sal 13.50  
1 Tobias Chicken P 16.00  
1 Hot Tea 1 bag 2.50

Subtotal 32.00  
Tax 2.08  
Total 34.08

TIP: 6.00

TOTAL: 40.08

HOTEL: \_\_\_\_\_

ROOM/ACCT No.: \_\_\_\_\_

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

12/07/17

19:31

SALES DRAFT

Cala Bella

CHECK: 7491437  
TABLE: 130  
MERCH ID: 1513150009  
CASHIER: Tony  
TERMINAL: 749

Visa

NAME: KAI TFFH/PHYLLIS  
NUMBER: XXXXX4368  
EXPIRE: XX/XX  
AUTH: 013445  
AMOUNT: 84.14

TOTAL: 84.14

Tip: 20.00

TOTAL: 104.14

I agree to pay above total  
amount according to my card  
issuer agreement.

X  
SIGNATURE

Customer Copy

# Childrens Forum Inc.

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

## PURCHASE ORDER

09-EN-21809

### Vendor Information

#### Tallahassee State Bank

PO Box 23061  
Columbus, GA 31902  
Phone - / Fax -

### Shipping Information

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                            | Description |
|------------|--------------|----------------|------------|-----------------------------------|-------------|
| 12/05/2017 | 01/18/2018   | Shelley Shafer | Accounting | Documents<br>Transferred to Abila | Gas charges |

#### Gas charges

| Qty | Unit Type | Qty Rec'd | Received Date | Account Information        | Item Number    | Item Description | Unit Price | Tax % | Total |
|-----|-----------|-----------|---------------|----------------------------|----------------|------------------|------------|-------|-------|
| 1   | EA        | 0         |               | 53000                      | N/A            | Gas charges      | 15.86      | 0.000 | 15.86 |
|     |           |           |               | <b>Account Information</b> | <b>Percent</b> | <b>Amount</b>    |            |       |       |
|     |           |           |               | 004 01 01 01 100 NA 100    | 0.0041         | \$0.07           |            |       |       |
|     |           |           |               | 004 01 01 01 100 NA 400    | 0.0111         | \$0.18           |            |       |       |
|     |           |           |               | 207 01 01 01 203 NA 600    | 0.0325         | \$0.52           |            |       |       |
|     |           |           |               | 317 01 01 01 600 NA 600    | 0.0792         | \$1.26           |            |       |       |
|     |           |           |               | 467 01 01 01 404 NA 104    | 0.0203         | \$0.32           |            |       |       |
|     |           |           |               | 468 01 01 01 404 NA 104    | 0.046          | \$0.73           |            |       |       |
|     |           |           |               | 514 01 01 01 501 NA 102    | 0.0218         | \$0.35           |            |       |       |
|     |           |           |               | 521 01 01 01 501 NA 500    | 0.0498         | \$0.79           |            |       |       |
|     |           |           |               | 624 01 01 01 301 NA 600    | 0.0475         | \$0.75           |            |       |       |
|     |           |           |               | 642 01 01 01 301 NA 600    | 0.1639         | \$2.60           |            |       |       |
|     |           |           |               | 665 01 01 01 301 NA 600    | 0.0373         | \$0.59           |            |       |       |
|     |           |           |               | 664 01 01 01 301 NA 600    | 0.0744         | \$1.18           |            |       |       |
|     |           |           |               | 819 01 01 01 801 NA 800    | 0.3881         | \$6.16           |            |       |       |
|     |           |           |               | 124 01 01 01 100 NA 400    | 0.0136         | \$0.22           |            |       |       |
|     |           |           |               | 125 01 01 01 501 NA 500    | 0.0104         | \$0.16           |            |       |       |
| 1   | EA        | 0         |               | 53000                      | N/A            | Gas charges      | 15.86      | 0.000 | 15.86 |
|     |           |           |               | <b>Account Information</b> | <b>Percent</b> | <b>Amount</b>    |            |       |       |
|     |           |           |               | 819 02 01 02 801 NA 800    | 0.72           | \$11.42          |            |       |       |
|     |           |           |               | 819 02 01 02 602 NA 800    | 0.28           | \$4.44           |            |       |       |



Control No. 21487

| Unit Qty | Type | Received Rec'd Date | Account Information | Item Number | Item Description | Unit Price | Tax % | Total |
|----------|------|---------------------|---------------------|-------------|------------------|------------|-------|-------|
|----------|------|---------------------|---------------------|-------------|------------------|------------|-------|-------|

Approved

#### Approval Information

|                |               |                    |
|----------------|---------------|--------------------|
| Shelley Shafer | Accounting    | 01/09/2018 3:05 PM |
| Kate Nunez     | Contracts Mgr | 01/09/2018 2:03 PM |
| Shelley Shafer | Requester     | 01/08/2018 3:43 PM |

|              |                |
|--------------|----------------|
| <b>TOTAL</b> | <b>\$31.72</b> |
|--------------|----------------|

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21487

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

| Purchase Order Information |                     |    |         |  | Vendor Information |                          |       |                |     |  |
|----------------------------|---------------------|----|---------|--|--------------------|--------------------------|-------|----------------|-----|--|
|                            |                     |    |         |  | Vendor ID          |                          |       | For fiscal Use |     |  |
| Purchase Description       | Rosen Shingel Creek |    |         |  | Vendor Name        | TSB-Admin <i>Kalifeh</i> |       |                |     |  |
|                            |                     |    |         |  | Street Address     |                          |       |                |     |  |
| Purchase/Service Date      | 12/5/17             | To | 12/8/17 |  | City               |                          | State |                | Zip |  |
| Requestor's Name/Dept      | Phyllis Kalifeh     |    |         |  | Phone              |                          | Fax   |                |     |  |
| Supervisor Approval        | <i>[Signature]</i>  |    |         |  | Invoice #          |                          |       |                |     |  |
|                            |                     |    |         |  | Terms (Due)        |                          |       |                |     |  |

| Expense Coding Info |       |
|---------------------|-------|
| GL Code             | 53000 |
| Fund                |       |
| Audit               |       |
| FAS                 |       |
| Function            |       |
| Program             |       |
| Activity            |       |
| Department          |       |

Fiscal Dept. RR Nielsen - Nunez 1/9/18

CEO(+ \$1,000) \_\_\_\_\_

Welcome to Shell  
OKAHUMPKA SHELL  
MM#299 FL. TURNPIKE  
WILDWOOD FL.

SHELL  
MILE MARKER # 299  
WILDWOOD, FL  
34785  
57543701809  
12/08/2017 837993937  
03:21:06 PM

PUMP# 7  
E85 15.039G  
PRICE/GAL \$2.109

FUEL TOTAL \$ 31.72

CREDIT \$ 31.72

XXXX XXXX XXXX 4368  
VISA  
Swiped  
APPROVED  
AUTH # 888068  
INV # 858268

-----  
Bonus Savings  
Don't miss out on  
INSTANT GOLD STATUS!  
Join Fuel Rewards  
and save at least  
\$0.05/gal on every  
fuel purchase.  
Pick up a FREE card  
and register at  
[fuelrewards.com/gold](http://fuelrewards.com/gold)  
or download the Fuel  
Rewards app to join!

THANK YOU  
PLEASE DRIVE  
SAFELY!!!  
Please come again





Payee Phyllis Kalifeh  
Vendor ID 1008

Account #:

18234  
12/14/2017

| Invoice     | Description                                            | Discount | Amount   |
|-------------|--------------------------------------------------------|----------|----------|
| 09-EN-21715 | Travel expenses P.Kalifeh/Forum BOD mtg,Americorps ... | \$0.00   | \$116.00 |

Electronic Payment Notification

Total :

\$0.00

\$116.00

Electronic Payment Notification

Phyllis Kalifeh  
5419 Pimlico Drive  
Tallahassee, FL 32309

VOID

Payee Phyllis Kalifeh  
Vendor ID 1008

Account #:

18234  
12/14/2017

| Invoice     | Description                                            | Discount | Amount   |
|-------------|--------------------------------------------------------|----------|----------|
| 09-EN-21715 | Travel expenses P.Kalifeh/Forum BOD mtg,Americorps ... | \$0.00   | \$116.00 |

Electronic Payment Notification

Total :

\$0.00

\$116.00

# Childrens Forum Inc.

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

## PURCHASE ORDER

09-EN-21715

### Vendor Information

#### Phyllis Kalifeh

5419 Pimlico Drive  
Tallahassee, FL 32309  
Phone - / Fax -

### Shipping Information

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                            | Description                                                                                                                         |
|------------|--------------|----------------|------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 12/08/2017 | 12/22/2017   | Shelley Shafer | Accounting | Documents<br>Transferred to Abila | Travel expenses P.Kalifeh/Forum BOD mtg,Americorps Advisory Team mtg and Keynote speaker at Leadership Luncheon on Higher Ed Report |

Travel expenses P.Kalifeh/Forum BOD mtg,Americorps Advisory Team mtg and Keynote speaker at Leadership Luncheon on Higher Ed Report

| Qty | Unit Type | Qty Rec'd | Received Date | Account Information | Item Number | Item Description                                                                                                                    | Unit Price | Tax % | Total |
|-----|-----------|-----------|---------------|---------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-------|
| 1   | EA        | 0         |               | 53000               | N/A         | Travel expenses P.Kalifeh/Forum BOD mtg,Americorps Advisory Team mtg and Keynote speaker at Leadership Luncheon on Higher Ed Report | 38.67      | 0.000 | 38.67 |

| Account Information     | Percent | Amount  |
|-------------------------|---------|---------|
| 819 02 01 02 801 NA 800 | 0.72    | \$27.84 |
| 819 02 01 02 602 NA 800 | 0.28    | \$10.83 |

|   |    |   |  |       |     |                                                                                                                                     |       |       |       |
|---|----|---|--|-------|-----|-------------------------------------------------------------------------------------------------------------------------------------|-------|-------|-------|
| 1 | EA | 0 |  | 53000 | N/A | Travel expenses P.Kalifeh/Forum BOD mtg,Americorps Advisory Team mtg and Keynote speaker at Leadership Luncheon on Higher Ed Report | 38.67 | 0.000 | 38.67 |
|---|----|---|--|-------|-----|-------------------------------------------------------------------------------------------------------------------------------------|-------|-------|-------|

| Account Information     | Percent | Amount  |
|-------------------------|---------|---------|
| 004 01 01 01 100 NA 100 | 0.0041  | \$0.16  |
| 004 01 01 01 100 NA 400 | 0.0111  | \$0.43  |
| 207 01 01 01 203 NA 600 | 0.0325  | \$1.26  |
| 317 01 01 01 600 NA 600 | 0.0792  | \$3.06  |
| 467 01 01 01 404 NA 104 | 0.0203  | \$0.79  |
| 468 01 01 01 404 NA 104 | 0.046   | \$1.78  |
| 514 01 01 01 501 NA 102 | 0.0218  | \$0.84  |
| 521 01 01 01 501 NA 500 | 0.0498  | \$1.93  |
| 624 01 01 01 301 NA 600 | 0.0475  | \$1.84  |
| 642 01 01 01 301 NA 600 | 0.1639  | \$6.34  |
| 665 01 01 01 301 NA 600 | 0.0373  | \$1.44  |
| 664 01 01 01 301 NA 600 | 0.0744  | \$2.88  |
| 819 01 01 01 801 NA 800 | 0.3881  | \$15.01 |
| 124 01 01 01 100 NA 400 | 0.0136  | \$0.53  |
| 125 01 01 01 501 NA 500 | 0.0104  | \$0.40  |



Control No. 21392

| Qty | Unit Type | Qty Rec'd | Received Date | Account Information           | Item Number | Item Description                                                                                                                                            | Unit Price | Tax % | Total |
|-----|-----------|-----------|---------------|-------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|-------|
| 1   | EA        | 0         |               | 53000 125 02 01 02 111 NA 600 | N/A         | Travel expenses<br>P.Kalifeh/Forum BOD<br>mtg,Americorps<br>Advisory Team mtg<br>and Keynote<br>speaker at<br>Leadership<br>Luncheon on Higher<br>Ed Report | 38.66      | 0.000 | 38.66 |

Approved

#### Approval Information

|                |               |                     |
|----------------|---------------|---------------------|
| Shelley Shafer | Accounting    | 12/13/2017 1:13 PM  |
| Kate Nunez     | Contracts Mgr | 12/13/2017 12:56 PM |
| Shelley Shafer | Requester     | 12/12/2017 1:38 PM  |
| Shelley Shafer | Requester     | 12/12/2017 1:34 PM  |

|              |                 |
|--------------|-----------------|
| <b>TOTAL</b> | <b>\$116.00</b> |
|--------------|-----------------|

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21392

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

| Purchase Information  |                                                                                                                    |         |                                        |                 |          |
|-----------------------|--------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------|-----------------|----------|
| Purchase Date         |                                                                                                                    |         |                                        |                 |          |
| Purchase Description  | Orlando Travel                                                                                                     |         | Vendor ID                              | 1008            |          |
|                       |                                                                                                                    |         | Vendor Name                            | Phyllis Kalifeh |          |
|                       |                                                                                                                    |         | Street Address                         |                 |          |
| Purchase/Service Date | 12/5/17                                                                                                            | 12/8/17 | City                                   | State           | FL Zip   |
| Requestor's Name/Dept | Phyllis Kalifeh                                                                                                    |         | Phone                                  | Fax             |          |
|                       |                                                                                                                    |         | Invoice #                              |                 |          |
|                       |                                                                                                                    |         | Terms (Due)                            |                 |          |
| Purchase Information  |                                                                                                                    |         |                                        |                 |          |
| Distribution Code     | Item Description                                                                                                   |         |                                        |                 | Amount   |
| TEACH/HMG/Forum       | Forum Board mtg, Americorps Advisory Team mtg<br>and Keynote speaker at Leadership Luncheon on<br>Higher Ed Report |         |                                        |                 |          |
| 2819                  | TEACH                                                                                                              |         |                                        |                 | \$ 38.67 |
| 2521 Admin            | HMG Forum                                                                                                          |         |                                        |                 | \$ 38.67 |
| 2125                  | Americorps                                                                                                         |         |                                        |                 | \$ 38.66 |
|                       |                                                                                                                    |         |                                        |                 |          |
|                       |                                                                                                                    |         |                                        |                 |          |
|                       |                                                                                                                    |         |                                        |                 |          |
|                       |                                                                                                                    |         |                                        |                 |          |
|                       |                                                                                                                    |         |                                        |                 |          |
|                       |                                                                                                                    |         |                                        |                 |          |
|                       |                                                                                                                    |         |                                        |                 |          |
|                       |                                                                                                                    |         |                                        |                 |          |
|                       |                                                                                                                    |         |                                        |                 |          |
|                       |                                                                                                                    |         |                                        |                 |          |
|                       |                                                                                                                    |         |                                        |                 |          |
| Expense Coding Info   |                                                                                                                    |         | Total                                  | \$ 116.00       |          |
| GL Code               | 53000                                                                                                              |         | Approvals                              |                 |          |
| Fund                  |                                                                                                                    |         | Fiscal Dept. R. Nielsen-Nunes 12/13/17 |                 |          |
| Audit                 |                                                                                                                    |         | CEO(+ \$1,000)                         |                 |          |
| FAS                   |                                                                                                                    |         |                                        |                 |          |
| Function              |                                                                                                                    |         |                                        |                 |          |
| Program               |                                                                                                                    |         |                                        |                 |          |
| Activity              |                                                                                                                    |         |                                        |                 |          |
| Department            |                                                                                                                    |         |                                        |                 |          |

[illegible]





Payee Phyllis Kalifeh  
Vendor ID 1008

Account #:

18241  
12/15/2017

| Invoice     | Description                                             | Discount | Amount  |
|-------------|---------------------------------------------------------|----------|---------|
| 09-EN-21737 | Travel expenses P. Kalifeh/Forum BOD mtg, Americorps... | \$0.00   | \$44.00 |

Electronic Payment Notification

Total :

\$0.00

\$44.00

Electronic Payment Notification

Phyllis Kalifeh  
5419 Pimlico Drive  
Tallahassee, FL 32309

VOID

Payee Phyllis Kalifeh  
Vendor ID 1008

Account #:

18241  
12/15/2017

| Invoice     | Description                                             | Discount | Amount  |
|-------------|---------------------------------------------------------|----------|---------|
| 09-EN-21737 | Travel expenses P. Kalifeh/Forum BOD mtg, Americorps... | \$0.00   | \$44.00 |

Electronic Payment Notification

Total :

\$0.00

\$44.00

# Childrens Forum Inc.

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

## PURCHASE ORDER

09-EN-21737

### Vendor Information

#### Phyllis Kalifeh

5419 Pimlico Drive  
Tallahassee, FL 32309  
Phone - / Fax -

### Shipping Information

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                         | Description                                                                                                       |
|------------|--------------|----------------|------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------|
| 12/08/2017 | 12/25/2017   | Shelley Shafer | Accounting | Documents Transferred to Abila | Travel expenses P. Kalifeh/Forum BOD mtg, Americorps Advisory Team mtg and Keynote speaker at Leadership Luncheon |

Travel expenses P. Kalifeh/Forum BOD mtg, Americorps Advisory Team mtg and Keynote speaker at Leadership Luncheon

| Qty | Unit Type | Qty Rec'd | Received Date | Account Information | Item Number | Item Description                                                                                                  | Unit Price | Tax % | Total |
|-----|-----------|-----------|---------------|---------------------|-------------|-------------------------------------------------------------------------------------------------------------------|------------|-------|-------|
| 1   | EA        | 0         |               | 53000               | N/A         | Travel expenses P. Kalifeh/Forum BOD mtg, Americorps Advisory Team mtg and Keynote speaker at Leadership Luncheon | 14.67      | 0.000 | 14.67 |

| Account Information     | Percent | Amount  |
|-------------------------|---------|---------|
| 819 02 01 02 801 NA 800 | 0.72    | \$10.56 |
| 819 02 01 02 602 NA 800 | 0.28    | \$4.11  |

|   |    |   |  |       |     |                                                                                                                   |       |       |       |
|---|----|---|--|-------|-----|-------------------------------------------------------------------------------------------------------------------|-------|-------|-------|
| 1 | EA | 0 |  | 53000 | N/A | Travel expenses P. Kalifeh/Forum BOD mtg, Americorps Advisory Team mtg and Keynote speaker at Leadership Luncheon | 14.67 | 0.000 | 14.67 |
|---|----|---|--|-------|-----|-------------------------------------------------------------------------------------------------------------------|-------|-------|-------|

| Account Information     | Percent | Amount |
|-------------------------|---------|--------|
| 004 01 01 01 100 NA 100 | 0.0041  | \$0.06 |
| 004 01 01 01 100 NA 400 | 0.0111  | \$0.16 |
| 207 01 01 01 203 NA 600 | 0.0325  | \$0.48 |
| 317 01 01 01 600 NA 600 | 0.0792  | \$1.16 |
| 467 01 01 01 404 NA 104 | 0.0203  | \$0.30 |
| 468 01 01 01 404 NA 104 | 0.046   | \$0.67 |
| 514 01 01 01 501 NA 102 | 0.0218  | \$0.32 |
| 521 01 01 01 501 NA 500 | 0.0498  | \$0.73 |
| 624 01 01 01 301 NA 600 | 0.0475  | \$0.70 |
| 642 01 01 01 301 NA 600 | 0.1639  | \$2.40 |
| 665 01 01 01 301 NA 600 | 0.0373  | \$0.55 |
| 664 01 01 01 301 NA 600 | 0.0744  | \$1.09 |
| 819 01 01 01 801 NA 800 | 0.3881  | \$5.69 |
| 124 01 01 01 100 NA 400 | 0.0136  | \$0.20 |
| 125 01 01 01 501 NA 500 | 0.0104  | \$0.15 |



Control No. 21414

| Qty | Unit Type | Qty Rec'd | Received Date | Account Information           | Item Number | Item Description                                                                                                  | Unit Price | Tax % | Total |
|-----|-----------|-----------|---------------|-------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------|------------|-------|-------|
| 1   | EA        | 0         |               | 53000 126 02 01 02 301 NA 600 | N/A         | Travel expenses P. Kalifeh/Forum BOD mtg, Americorps Advisory Team mtg and Keynote speaker at Leadership Luncheon | 14.66      | 0.000 | 14.66 |

Approved

#### Approval Information

|                |               |                    |
|----------------|---------------|--------------------|
| Shelley Shafer | Accounting    | 12/15/2017 2:37 PM |
| Kate Nunez     | Contracts Mgr | 12/15/2017 2:29 PM |
| Shelley Shafer | Requester     | 12/15/2017 2:22 PM |

|              |                |
|--------------|----------------|
| <b>TOTAL</b> | <b>\$44.00</b> |
|--------------|----------------|

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21414

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

[illegible]

21715

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

**Purchase Order**

| Purchase Information  |                                                                                                              |         |  | Vendor Information |                 |           |                |
|-----------------------|--------------------------------------------------------------------------------------------------------------|---------|--|--------------------|-----------------|-----------|----------------|
| Purchase Date         |                                                                                                              |         |  | Vendor ID          | 1008            |           | For Fiscal Use |
| Purchase Description  | Orlando Travel                                                                                               |         |  | Vendor Name        | Phyllis Kalifeh |           |                |
|                       |                                                                                                              |         |  | Street Address     |                 |           |                |
| Purchase/Service Date | 12/5/17                                                                                                      | 12/8/17 |  | City               |                 | State     | FL Zip         |
| Requestor's Name/Dept | Phyllis Kalifeh                                                                                              |         |  | Phone              |                 | Fax       |                |
|                       |                                                                                                              |         |  | Invoice #          |                 |           |                |
|                       |                                                                                                              |         |  | Terms (Due)        |                 |           |                |
| Purchase Information  |                                                                                                              |         |  |                    |                 |           |                |
| Distribution Code     | Item Description                                                                                             |         |  |                    |                 | Amount    |                |
| TEACH/HMG/Forum       |                                                                                                              |         |  |                    |                 |           |                |
| <del>Americorps</del> | Forum Board mtg, Americorps Advisory Team mtg and Keynote speaker at Leadership Luncheon on Higher Ed Report |         |  |                    |                 |           |                |
| 2819                  | TEACH                                                                                                        |         |  |                    |                 | \$        | 38.67          |
| 2521 Admin            | HMG Forum                                                                                                    |         |  |                    |                 | \$        | 38.67          |
| 2125 2126             | Americorps                                                                                                   |         |  |                    |                 | \$        | 38.66          |
|                       |                                                                                                              |         |  |                    |                 |           |                |
|                       |                                                                                                              |         |  |                    |                 |           |                |
|                       |                                                                                                              |         |  |                    |                 |           |                |
|                       |                                                                                                              |         |  |                    |                 |           |                |
|                       |                                                                                                              |         |  |                    |                 |           |                |
|                       |                                                                                                              |         |  |                    |                 |           |                |
|                       |                                                                                                              |         |  |                    |                 |           |                |
|                       |                                                                                                              |         |  |                    |                 |           |                |
|                       |                                                                                                              |         |  |                    |                 |           |                |
|                       |                                                                                                              |         |  |                    |                 |           |                |
| Expense Coding Info   |                                                                                                              |         |  | Total              |                 | \$ 116.00 |                |
| GL Code               | 53000                                                                                                        |         |  |                    |                 |           |                |
| Fund                  |                                                                                                              |         |  |                    |                 |           |                |
| Audit                 |                                                                                                              |         |  |                    |                 |           |                |
| FAS                   |                                                                                                              |         |  |                    |                 |           |                |
| Function              |                                                                                                              |         |  |                    |                 |           |                |
| Program               |                                                                                                              |         |  |                    |                 |           |                |
| Activity              |                                                                                                              |         |  |                    |                 |           |                |
| Department            |                                                                                                              |         |  |                    |                 |           |                |

**Approvals**

Fiscal Dept. K. Nulsen-Nunes 12/13/17

CEO(+ \$1,000) \_\_\_\_\_

[illegible]





# Childrens Forum Inc.

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

## PURCHASE ORDER

09-EN-21810

### Vendor Information

#### Tallahassee State Bank

PO Box 23061  
Columbus, GA 31902  
Phone - / Fax -

### Shipping Information

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                            | Description                                                            |
|------------|--------------|----------------|------------|-----------------------------------|------------------------------------------------------------------------|
| 12/12/2017 | 01/19/2018   | Shelley Shafer | Accounting | Documents<br>Transferred to Abila | Toll charges P. Kalifeh/PD for Miami and PBC offices 11/13/17-11/16/17 |

Toll charges P. Kalifeh/PD for Miami and PBC offices 11/13/17-11/16/17

| Qty | Unit Type | Qty Rec'd | Received Date | Account Information           | Item Number | Item Description                                                       | Unit Price | Tax % | Total |
|-----|-----------|-----------|---------------|-------------------------------|-------------|------------------------------------------------------------------------|------------|-------|-------|
| 1   | EA        | 0         |               | 53000 317 02 01 02 301 NA 600 | N/A         | Toll charges P. Kalifeh/PD for Miami and PBC offices 11/13/17-11/16/17 | 12.25      | 0.000 | 12.25 |
| 1   | EA        | 0         |               | 53000 624 02 01 02 301 NA 600 | N/A         | Toll charges P. Kalifeh/PD for Miami and PBC offices 11/13/17-11/16/17 | 12.25      | 0.000 | 12.25 |

Put Toll Charges in  
the Travel expenses  
for 11/16/17

Adjusted to correct in m.i.p  
see attached report

TOTAL

\$24.50 60

\$ 24.60

09/2018 3:05 PM

09/2018 2:04 PM

09/2018 8:33 AM

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21488

Tuesday, January 9, 2018

Page 1 of 1

21810

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

**Purchase Order**

| Purchase Information  |                              |          |  | Vendor Information                                                                             |             |          |                |
|-----------------------|------------------------------|----------|--|------------------------------------------------------------------------------------------------|-------------|----------|----------------|
| Purchase Date         | 12/12/2017                   |          |  | Vendor ID                                                                                      | 5257        |          | For Fiscal Use |
| Purchase Description  | PD for Maimi and PBC offices |          |  | Vendor Name                                                                                    | TSB-Kalifeh |          |                |
|                       |                              |          |  | Street Address                                                                                 |             |          |                |
| Purchase/Service Date | 11/13/17                     | 11/16/17 |  | City                                                                                           |             | State    | FL Zip         |
| Requestor's Name/Dept | Phyllis Kalifeh              |          |  | Phone                                                                                          |             | Fax      |                |
|                       |                              |          |  | Invoice #                                                                                      |             |          |                |
|                       |                              |          |  | Terms (Due)                                                                                    |             |          |                |
| Purchase Information  |                              |          |  |                                                                                                |             |          |                |
| Distribution Code     | Item Description             |          |  |                                                                                                |             | Amount   |                |
|                       |                              |          |  |                                                                                                |             |          |                |
| 2317                  | Tolls                        |          |  |                                                                                                |             | \$       | 12.25          |
|                       |                              |          |  |                                                                                                |             |          |                |
| 2624                  | Tolls                        |          |  |                                                                                                |             | \$       | 12.25          |
|                       |                              |          |  |                                                                                                |             |          |                |
|                       |                              |          |  |                                                                                                |             |          |                |
|                       |                              |          |  |                                                                                                |             |          |                |
|                       |                              |          |  |                                                                                                |             |          |                |
|                       |                              |          |  |                                                                                                |             |          |                |
|                       |                              |          |  |                                                                                                |             |          |                |
|                       |                              |          |  |                                                                                                |             |          |                |
|                       |                              |          |  |                                                                                                |             |          |                |
|                       |                              |          |  |                                                                                                |             |          |                |
|                       |                              |          |  |                                                                                                |             |          |                |
|                       |                              |          |  |                                                                                                |             |          |                |
|                       |                              |          |  |                                                                                                |             |          |                |
|                       |                              |          |  |                                                                                                |             |          |                |
|                       |                              |          |  |                                                                                                |             |          |                |
|                       |                              |          |  |                                                                                                |             |          |                |
|                       |                              |          |  |                                                                                                |             |          |                |
| Expense Coding Info   |                              |          |  | Total                                                                                          |             | \$ 24.50 |                |
| GL Code               | 53000                        |          |  | <b>Approvals</b><br><br>Fiscal Dept. <u>KR Nulsen-Nuney</u> 1/9/18<br><br>CEO(+ \$1,000) _____ |             |          |                |
| Fund                  |                              |          |  |                                                                                                |             |          |                |
| Audit                 |                              |          |  |                                                                                                |             |          |                |
| FAS                   |                              |          |  |                                                                                                |             |          |                |
| Function              |                              |          |  |                                                                                                |             |          |                |
| Program               |                              |          |  |                                                                                                |             |          |                |
| Activity              |                              |          |  |                                                                                                |             |          |                |
| Department            |                              |          |  |                                                                                                |             |          |                |

## INDIVIDUAL CARDHOLDER ACTIVITY

DEBORAH CONLEY  
XXXX-XXXX-XXXX-4285

CREDITS  
\$0.00

PURCHASES  
\$100.00

CASH ADVANCES  
\$0.00

TOTAL ACTIVITY  
\$100.00

| Post Date | Trans Date | Reference Number        | Transaction Description    | Amount |
|-----------|------------|-------------------------|----------------------------|--------|
| 12-01     | 11-30      | 24247607334300544574268 | TEACHSTONE 434-293-3909 VA | 100.00 |

PHYLLIS KALIFEH  
XXXX-XXXX-XXXX-4368

CREDITS  
\$0.00

PURCHASES  
\$4,535.11

CASH ADVANCES  
\$0.00

TOTAL ACTIVITY  
\$4,535.11

| Post Date | Trans Date | Reference Number        | Transaction Description                              | Amount   |
|-----------|------------|-------------------------|------------------------------------------------------|----------|
| 11-29     | 11-27      | 24717057332873320637765 | DELTA AIR 0062304483155 DELTA.COM CA KALIFEH/PHYLLIS | 495.60   |
| 12-04     | 12-01      | 24692167335100465690257 | TLH DL W ATL DL W BWI DL W ATL DL W TLH              | 1,150.00 |
| 12-04     | 12-01      | 24692167335100464255763 | AMAZON.COM AMZN.COM/BILL WA                          | 2,650.00 |
| 12-06     | 12-03      | 24431067338898000033322 | AMAZON.COM AMZN.COM/BILL WA                          | 29.98    |
| 12-11     | 12-08      | 24316057343548085037151 | COSTCO WHSE #1026 TALLAHASSEE FL                     | 31.72    |
| 12-11     | 12-08      | 24906047343041600114959 | SHELL OIL 57543701809 WILDWOOD FL                    | 40.08    |
| 12-11     | 12-07      | 24906047343041600059338 | ROSEN SHINGLE TOBIAS ORLANDO FL                      | 104.14   |
| 12-14     | 12-12      | 24794877347900016981270 | ROSEN SHNGL CALA BELLA ORLANDO FL                    | 24.60    |
| 12-26     | 12-22      | 24692167356100091656239 | ENTERPRISE CAR TOLLS 877-8601258 NY                  | 8.99     |
|           |            |                         | AMAZON MKTPLACE PMTS AMZN.COM/BILL WA                |          |

MELISSA CLEMENTS  
XXXX-XXXX-XXXX-4384

CREDITS  
\$0.00

PURCHASES  
\$193.50

CASH ADVANCES  
\$0.00

TOTAL ACTIVITY  
\$193.50

| Post Date | Trans Date | Reference Number        | Transaction Description                          | Amount |
|-----------|------------|-------------------------|--------------------------------------------------|--------|
| 12-11     | 12-09      | 24164077344018405593374 | ENTERPRISE RENT-A-CAR TALLAHASSEE FL D513441     | 54.50  |
| 12-11     | 12-05      | 24906047340041600089212 | ROSEN HOTELS SHNGL CRK ORLANDO FL R69867SB065747 | 139.00 |
|           |            |                         | ARRIVAL: 12-05-17                                |        |

JENNA JACOBSEN BROWN  
XXXX-XXXX-XXXX-4475

CREDITS  
\$0.00

PURCHASES  
\$229.95

CASH ADVANCES  
\$0.00

TOTAL ACTIVITY  
\$229.95

| Post Date | Trans Date | Reference Number        | Transaction Description               | Amount |
|-----------|------------|-------------------------|---------------------------------------|--------|
| 12-01     | 11-30      | 24164077334069300468131 | FEDEXOFFICE 00022038 TALLAHASSEE FL   | 39.15  |
| 12-04     | 12-01      | 24692167335100498026347 | STK*BIGSTOCKPHOTO.COM 855-272-5125 NY | 35.00  |
| 12-11     | 12-08      | 24445747343100290393845 | OFFICE DEPOT #447 TALLAHASSEE FL      | 28.30  |
| 12-11     | 12-08      | 24692167342100502887552 | MAILCHIMP *MONTHLY MAILCHIMP.COM GA   | 127.50 |

Continued on next pag





Rental Agreement # 7515259622

Invoice # 750023511025

**Renter Information****Renter Name**  
PHYLLIS KALIFEH**Renter Address**  
5419 PIMLICO DRIVE, TALLAHASSEE  
32309**Contract**  
DEPARTMENT OF EDUCATION**Vehicle Information****DODG GCAR**  
**License #:** CIMT42  
**State/Province:** FL**Vehicle Class Driven**  
7-PASSENGER MINIVAN 5-DOOR/  
AUTOMATIC/AIR**Vehicle Class Charged**  
7-PASSENGER MINIVAN 5-DOOR/  
AUTOMATIC/AIR**Odometer Mileage/Kilometers**  
**Starting:** 11648      **Ending:** 10624  
**Total:** 1024**Trip Information****Pickup**

Mon, Nov 13 2017

08:38 AM

**Return**

Fri, Nov 17 2017

07:03 AM

✈ **TALLAHASSEE EAST**  
3404 MAHAN DR, TALLAHASSEE  
32308-5667 US✈ **TALLAHASSEE EAST**  
3404 MAHAN DR, TALLAHASSEE  
32308-5667 US**Rental Charges**

|                                                 |                                    |                 |
|-------------------------------------------------|------------------------------------|-----------------|
| <b>Rental Rate</b>                              | 4 day at \$34.32 / day             | \$137.28        |
| <b>Add-ons</b>                                  | Refueling Charge (\$2.61 / gallon) | \$7.83          |
| <b>Taxes and Fees</b>                           | Tire And Battery Fee 0.02/day      | \$0.08          |
|                                                 | Vlf Recovery Fee 0.66/day          | \$2.64          |
| <b>Total</b>                                    |                                    | <b>\$147.83</b> |
| (Subject to audit)                              |                                    |                 |
| Amount Charged on November 17 2017 to Visa 4368 |                                    | (\$147.83)      |
| <b>Amount Due</b>                               |                                    | <b>(\$0.00)</b> |

*Original Invoice*

## 2

EMPLOYEE SIGNATURE



Unposted General Ledger Transactions - A-Unposted Entry-sks  
12/12/2017  
18-APIVisaDecKalif3 - Visa Invoice

Report Total

**Childrens Forum Inc.**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

**PURCHASE ORDER****09-EN-21841****Vendor Information****Tallahassee State Bank**

PO Box 23061  
Columbus, GA 31902  
Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                            | Description |
|------------|--------------|----------------|------------|-----------------------------------|-------------|
| 12/22/2017 | 01/20/2018   | Shelley Shafer | Accounting | Documents<br>Transferred to Abila | Supplies    |

**Supplies**

| Qty | Unit Type | Qty Rec'd | Received Date | Account Information              | Item Number | Item Description | Unit Price | Tax % | Total |
|-----|-----------|-----------|---------------|----------------------------------|-------------|------------------|------------|-------|-------|
| 1   | EA        | 0         |               | 57300 004 01 01 01 100 NA<br>100 | N/A         | Supplies         | 8.99       | 0.000 | 8.99  |

**Approval Information**

|                |                |                     |
|----------------|----------------|---------------------|
| Shelley Shafer | Accounting     | 01/10/2018 10:06 AM |
| Kerri Cloud    | Dir of Finance | 01/10/2018 9:09 AM  |
| Shelley Shafer | Requester      | 01/10/2018 8:13 AM  |

**TOTAL****\$8.99**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21519

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

# Purchase Order

| Purchase Order Information |                         |    |           |  | Vendor Information |             |    |  |                |
|----------------------------|-------------------------|----|-----------|--|--------------------|-------------|----|--|----------------|
| Acct. No. (if applicable)  |                         |    |           |  | Vendor ID          |             |    |  | For fiscal Use |
| Purchase Description       | Accessories<br>Supplies |    |           |  | Vendor Name        | TSB-Kalifeh |    |  |                |
|                            |                         |    |           |  | Street Address     |             |    |  |                |
| Purchase/Service Date      | 12/22/17                | To | 12/122/17 |  | City               |             | FL |  |                |
| Requestor's Name/Dept      | Tamela Nelloms          |    |           |  | Phone              |             |    |  |                |
| Department Approval        | Phyllis Kalifeh         |    |           |  | Invoice #          |             |    |  |                |
|                            |                         |    |           |  | Terms (Due)        |             |    |  |                |

[illegible]

| Expense Coding Info |       |
|---------------------|-------|
| GL Code             | 57300 |
| Fund                |       |
| Audit               |       |
| FAS                 |       |
| Function            |       |
| Program             |       |
| Activity            |       |
| Department          |       |

**Approvals**

Fiscal Dept. KCloud 1/10/18

CEO(+ \$1,000) \_\_\_\_\_

**Final Details for Order #113-4069470-8973017**

Print this page for your records.

**Order Placed:** December 20, 2017

**Amazon.com order number:** 113-4069470-8973017

**Order Total: \$8.99**

**Shipped on December 22, 2017****Items Ordered****Price**

1 of: *Apple Watch Lot of 2x Clear iWatch Case Full Protection Slide On Bumper Slim Skin [Watch Gel Cover] Corner Protective Case Shockproof Ultra Thin Series 1, 2 & 3 Accessories (42mm)* **\$8.99**

Sold by: Tech Express Online ([seller profile](#))

Condition: New

**Shipping Address:**

Phyllis K. Kalifeh  
5419 PIMLICO DR  
TALLAHASSEE, FL 32309-2408  
United States

Item(s) Subtotal: \$8.99  
Shipping & Handling: \$0.00

-----  
Total before tax: \$8.99  
Sales Tax: \$0.00

-----  
**Total for This Shipment: \$8.99**  
-----

**Shipping Speed:**

Two-Day Shipping

**Payment information****Payment Method:**

Visa | Last digits: 4368

Item(s) Subtotal: \$8.99  
Shipping & Handling: \$0.00

-----  
Total before tax: \$8.99  
Estimated tax to be collected: \$0.00

-----  
**Grand Total: \$8.99**  
-----

**Billing address**

Phyllis Kalifeh  
Children's Forum  
2807 Remington Green Circle  
Tallahassee, FL 32308  
United States

**Credit Card transactions**

Visa ending in 4368: December 22, 2017: \$8.99

To view the status of your order, return to [Order Summary](#).

## Tamela Nelloms

---

**From:** Phyllis Kalifeh  
**Sent:** Tuesday, January 9, 2018 11:53 AM  
**To:** Tamela Nelloms  
**Subject:** Re: PK Visa

I looked and looked at all of my orders on Amazon and finally found it. It is a mistake and apparently the account defaulted to the Forum Visa after I bought the gift cards.

Will you do a PO for me to back the purchase and I'll send the invoice. Then I will pay the \$8.99 with a check when I get home. See if that will work for Shelley.

Thanks!

Sent from my iPhone

On Jan 9, 2018, at 11:28 AM, Tamela Nelloms <[tnelloms@thechildrensforum.com](mailto:tnelloms@thechildrensforum.com)> wrote:

Hi Phyllis,

Do you have the receipt for the Amazon charge Shelley's asking about below?

---

**From:** Shelley Shafer  
**Sent:** Tuesday, January 9, 2018 10:35 AM  
**To:** Tamela Nelloms  
**Subject:** PK Visa

Tam,

There is a charge on PK's Visa for Amazon \$8.99 on 12/22/17, I don't have a PO for that charge, can you check on that for me please? Thanks!

*Best,*

*Shelley*  
**Shelley Shafer**  
**Payroll/Fiscal Specialist**

<image001.jpg>  
2807 Remington Green Circle  
Tallahassee, Fl. 32308  
850-681-7002

**PHYLLIS K KALIFEH** 1106  
2807 REMINGTON GREEN CIR.  
TALLAHASSEE, FL 32308

63-992/631

1149

DATE 1-2-17

PAY TO THE  
ORDER OF

Children's Forum  
Eight and 99/100

\$ 899

DOLLARS



Security Features  
Included  
Details on Back.

**Tallahassee  
State Bank**  
a division of SYNOVUS BANK

MEMO

Amazon

[Signature]

MP

⑆063109922⑆1003552138⑈

1149



Payee      Phyllis Kalifeh  
Vendor ID   1008

Account #:

18265  
1/26/2018

| Invoice     | Description                                               | Discount | Amount   |
|-------------|-----------------------------------------------------------|----------|----------|
| 09-EN-21876 | Travel expenses P.Kalifeh/State and National Advocates... | \$0.00   | \$138.92 |

Electronic Payment Notification

Total :

\$0.00

\$138.92

Electronic Payment Notification

Phyllis Kalifeh  
5419 Pimlico Drive  
Tallahassee, FL 32309

VOID

Payee      Phyllis Kalifeh  
Vendor ID   1008

Account #:

18265  
1/26/2018

| Invoice     | Description                                               | Discount | Amount   |
|-------------|-----------------------------------------------------------|----------|----------|
| 09-EN-21876 | Travel expenses P.Kalifeh/State and National Advocates... | \$0.00   | \$138.92 |

Electronic Payment Notification

Total :

\$0.00

\$138.92

**Childrens Forum Inc.**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

**PURCHASE ORDER****09-EN-21876****Vendor Information****Phyllis Kalifeh**

5419 Pimlico Drive  
Tallahassee, FL 32309  
Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                            | Description                                                                          |
|------------|--------------|----------------|------------|-----------------------------------|--------------------------------------------------------------------------------------|
| 01/11/2018 | 02/04/2018   | Shelley Shafer | Accounting | Documents<br>Transferred to Abila | Travel expenses P.Kalifeh/State and<br>National Advocates for CC mtg 1/9-<br>1/11/18 |

**Travel expenses P.Kalifeh/State and National Advocates for CC mtg 1/9-1/11/18**

| Unit<br>Qty | Type | Qty<br>Rec'd | Received<br>Date | Account<br>Information           | Item<br>Number | Item<br>Description                                                                        | Unit<br>Price | Tax<br>% | Total  |
|-------------|------|--------------|------------------|----------------------------------|----------------|--------------------------------------------------------------------------------------------|---------------|----------|--------|
| 1           | EA   | 0            |                  | 53000 004 01 01 01 100 NA<br>100 | N/A            | Travel expenses<br>P.Kalifeh/State and<br>National Advocates<br>for CC mtg 1/9-<br>1/11/18 | 138.92        | 0.000    | 138.92 |

Approved

**Approval Information**

|                |               |                     |
|----------------|---------------|---------------------|
| Shelley Shafer | Accounting    | 01/25/2018 2:33 PM  |
| Kate Nunez     | Contracts Mgr | 01/25/2018 1:45 PM  |
| Shelley Shafer | Requester     | 01/25/2018 11:18 AM |

**TOTAL****\$138.92**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21555

CEO(+\$1,000)

[illegible]



SHARED CAB w/ 3  
COLLECTRESS - my  
portion

Please refer to rate schedules in each taxicab. Should you have any questions regarding lost articles or service, please call BWI Taxi Management, Inc. (410-859-1102) or the Maryland Aviation Administration (410-859-7033). Thank you

**Chauffeur** \_\_\_\_\_

**CAB NO.** 22

**DATE** 1/5/18

**TRANSPORTATION TO** MI Washington

**NAME** *Phyllis K. Kistner*

**RECEIVED FROM:**

**BWI TAXI MANAGEMENT, INC.**  
BALTIMORE/WASHINGTON  
INTERNATIONAL AIRPORT  
MARYLAND...21240

**Operator of**  
410-859-1100  
410-859-1102

**BMI** AIRPORT CAB 26585-006

|            |      |
|------------|------|
| METER FARE |      |
| BAGGAGE    |      |
| TOLLS      |      |
| OTHER      |      |
| TIP        | 2.00 |
| TOTAL      | 2.00 |

4 WAYS TO BOOK A RIDE:  
- Call or text (410) 685 1212  
- www.yellowcabofbaltimore.com  
- Download zTrip.com/d  
- Promo code BMORE10

**TRIP ID:** 10680119  
**START:** 1/11/2018 11:04:03 AM  
**END:** 1/11/2018 11:35:52 AM  
**DISTANCE:** 20.0 mi

**Fare** \$0.00  
**Extras** \$0.00  
**Tolls** \$0.00  
**Flat Rate** \$60.00  
**Discount** \$(-60.00)  
**Subtotal** \$60.00  
**Cash** \$60.00

**Baltimore Yellow Cab**  
Associated Cab Co.  
550 N. Crain Hwy, Suite #3  
Glen Burnie, MD 20061  
(410) 766-1234  
Cab# 406  
Driver# 7311  
2100 Huntingdon Ave  
Baltimore, MD  
(410) 685-1212  
1/11/2018 11:39:53 AM

SHARED CAB w/ 3  
my portion  
CASH \$25.00



NATIONAL WOMEN'S LAW CENTER  
11 Dupont Circle, NW, Suite 800  
Washington, DC 20036

**National and State Child Care Advocates 30th Annual Meeting:  
Opportunity to Move Child Care Forward**

Mt. Washington Conference Center  
Baltimore, MD

January 9-11, 2018

---

**Tuesday, January 9**

|           |                                                                                        |
|-----------|----------------------------------------------------------------------------------------|
| 4:00 p.m. | Welcome, Introduction, and Agenda Review: Pullen Plaza<br>Helen Blank & Bill Potapchuk |
| 5:00 p.m. | What Lies Ahead in Washington: The Federal Outlook<br>Helen Blank                      |
| 5:45 p.m. | Break                                                                                  |
| 6:15 p.m. | Dinner: Hayward Dining Room                                                            |
| 7:30 p.m. | Octagon Room                                                                           |

---

**Wednesday, January 10**

|            |                                                                                                                                                                           |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:30 a.m.  | Breakfast: Cafeteria                                                                                                                                                      |
| 9:00 a.m.  | Challenges and Opportunities in States<br>Michigan: Bobby Dorigo Jones<br>Massachusetts: Wayne Ysaguirre and Amy O'Leary<br>Maine: Rita Furlow<br>California: Kim Kruckel |
| 10:15 a.m. | Break                                                                                                                                                                     |





**Childrens Forum Inc.**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

**PURCHASE ORDER****09-EN-21907****Vendor Information****Tallahassee State Bank**

PO Box 23061  
Columbus, GA 31902  
Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                            | Description                                                           |
|------------|--------------|----------------|------------|-----------------------------------|-----------------------------------------------------------------------|
| 01/23/2018 | 02/15/2018   | Shelley Shafer | Accounting | Documents<br>Transferred to Abila | Transportation P. Kalifeh Childrens<br>week activities at the Capital |

**Transportation P. Kalifeh Childrens week activities at the Capital**

| Unit<br>Qty | Unit<br>Type | Qty<br>Rec'd | Received<br>Date | Account<br>Information           | Item<br>Number | Item<br>Description                                                         | Unit<br>Price | Tax<br>% | Total |
|-------------|--------------|--------------|------------------|----------------------------------|----------------|-----------------------------------------------------------------------------|---------------|----------|-------|
| 1           | EA           | 0            |                  | 53000 004 01 01 01 100 NA<br>100 | N/A            | Transportation P.<br>Kalifeh Childrens<br>week activities at<br>the Capital | 11.51         | 0.000    | 11.51 |

Approved

**Approval Information**

|                |               |                     |
|----------------|---------------|---------------------|
| Shelley Shafer | Accounting    | 02/07/2018 1:43 PM  |
| Kate Nunez     | Contracts Mgr | 02/07/2018 12:12 PM |
| Shelley Shafer | Requester     | 02/05/2018 1:41 PM  |

**TOTAL \$11.51**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21587





Today, 3:57 PM

\$11.51

Chevrolet Sonic 3292HC

● 219 S Adams St, Tallahassee, FL 32301, USA

■ 2882 Remington Green Ln, Tallahassee, FL 32308,...



Your trip with Jacquelyn

[Help](#)

[Receipt](#)

### uberX Receipt

|                             |         |
|-----------------------------|---------|
| Trip Fare                   | 9.81    |
| Subtotal                    | \$9.81  |
| Tolls, Surcharges, and Fees | 1.70    |
| Total                       | \$11.51 |

Unposted General Ledger Transactions - A-Unposted Entry-sks  
2/7/2018  
18-APIVisaJanKalifeh - MWFMOD-Imported by Shelley Shafer

Report Total

Payee      Phyllis Kalifeh  
Vendor ID   1008

Account #:

18282  
2/22/2018

| Invoice     | Description                                       | Discount | Amount   |
|-------------|---------------------------------------------------|----------|----------|
| 09-EN-21952 | Travel expenses P. Kalifeh/CDEA Conf 2/16-2/17/18 | \$0.00   | \$182.60 |

Electronic Payment Notification

Total :\$0.00\$182.60

Electronic Payment Notification

Phyllis Kalifeh  
5419 Pimlico Drive  
Tallahassee, FL 32309

VOID

Payee      Phyllis Kalifeh  
Vendor ID   1008

Account #:

18282  
2/22/2018

| Invoice     | Description                                       | Discount | Amount   |
|-------------|---------------------------------------------------|----------|----------|
| 09-EN-21952 | Travel expenses P. Kalifeh/CDEA Conf 2/16-2/17/18 | \$0.00   | \$182.60 |

Electronic Payment Notification

Total :\$0.00\$182.60



**Childrens Forum Inc.**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

**PURCHASE ORDER****09-EN-21952****Vendor Information****Phyllis Kalifeh**

5419 Pimlico Drive  
Tallahassee, FL 32309  
Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                            | Description                                          |
|------------|--------------|----------------|------------|-----------------------------------|------------------------------------------------------|
| 02/17/2018 | 03/02/2018   | Shelley Shafer | Accounting | Documents<br>Transferred to Abila | Travel expenses P. Kalifeh/CDEA Conf<br>2/16-2/17/18 |

**Travel expenses P. Kalifeh/CDEA Conf 2/16-2/17/18**

| Qty | Unit<br>Type | Qty<br>Rec'd | Received<br>Date | Account<br>Information | Item<br>Number | Item<br>Description                                     | Unit<br>Price | Tax<br>% | Total  |
|-----|--------------|--------------|------------------|------------------------|----------------|---------------------------------------------------------|---------------|----------|--------|
| 1   | EA           | 0            |                  | 53000                  | N/A            | Travel expenses P.<br>Kalifeh/CDEA Conf<br>2/16-2/17/18 | 182.60        | 0.000    | 182.60 |

| Account Information     | Percent | Amount   |
|-------------------------|---------|----------|
| 819 02 01 02 801 NA 800 | 0.72    | \$131.47 |
| 819 02 01 02 602 NA 800 | 0.28    | \$51.13  |

**Approval Information**

|                |               |                     |
|----------------|---------------|---------------------|
| Shelley Shafer | Accounting    | 02/21/2018 2:07 PM  |
| Kate Nunez     | Contracts Mgr | 02/20/2018 5:12 PM  |
| Shelley Shafer | Requester     | 02/20/2018 10:49 AM |

**TOTAL****\$182.60**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21634

Wednesday, February 21, 2018 Page 1 of 1

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

| Purchase Order Information |                 |    |         | Vendor Information |                 |       |                |     |  |
|----------------------------|-----------------|----|---------|--------------------|-----------------|-------|----------------|-----|--|
|                            |                 |    |         | Vendor ID          | 1008            |       | For fiscal Use |     |  |
| Purchase Description       | CDEA Conference |    |         | Vendor Name        | Phyllis Kalifeh |       |                |     |  |
|                            |                 |    |         | Street Address     |                 |       |                |     |  |
| Purchase/Service Date      | 2/16/18         | To | 2/17/18 | City               |                 | State |                | Zip |  |
| Requestor's Name/Dept      | Phyllis Kalifeh |    |         | Phone              |                 | Fax   |                |     |  |
| Supervisor Approval        |                 |    |         | Invoice #          |                 |       |                |     |  |
|                            |                 |    |         | Terms (Due)        |                 |       |                |     |  |

| Expense Coding Info |       |
|---------------------|-------|
| GL Code             | 53000 |
| Fund                |       |
| Audit               |       |
| FAS                 |       |
| Function            |       |
| Program             |       |
| Activity            |       |

**Approvals**

Fiscal Dept. RR Nulsen-Nunez <sup>2/20/18</sup>

CEO(+ \$1,000) \_\_\_\_\_

## Rent Vehicle vs. Drive your Own Vehicle

**Input data into Column E:**

|                               |    |       |
|-------------------------------|----|-------|
| Daily Rental Cost             | \$ | 35.00 |
| # Days Rental                 |    | 2     |
| Average MPG of Rental         |    | 25    |
| Average Price/Gal of Gas      | \$ | 2.60  |
| # Miles to Drive (Round Trip) |    | 400   |
| Mileage Reimb Rate            |    | 0.445 |



**Calculation Performed Automatically:**

|                          | <u>Rental Car</u> | <u>Personal Car</u> |
|--------------------------|-------------------|---------------------|
| Rental Car Cost          | \$ 70.00          |                     |
| Est. Gas Cost for Rental | \$ 41.60          |                     |
| Mileage Reimbursement    |                   | \$ 178.00           |
| Total Cost               | <u>\$ 111.60</u>  | <u>\$ 178.00</u>    |
| Difference               |                   | \$ (66.40)          |

**Answer:**

**Rent a Car**



1140 Kingsley Ave, Orange Park, FL 32073 to 2807 Remington Green Cir Drive 199 miles, 3 h 5 min

## 1140 Kingsley Ave

Orange Park, FL 32073

### Get on I-295 N in Jacksonville from Kingsley Ave and Park Ave

- 1. Head east on Kingsley Ave toward Azalea Ln

8 min (3.2 mi)

---

2. Use the left 2 lanes to turn left onto Park Ave

1.0 mi

---

3. Continue onto Roosevelt Blvd

1.8 mi

---

4. Use the right lane to merge onto I-295 N via the ramp to Savannah

190 ft

---

4. Use the right lane to merge onto I-295 N via the ramp to Savannah

0.3 mi

### Follow I-10 W and I-75 N to US-221 S/US-84 W/W Hill Ave in Valdosta. Take exit 16 from I-75 N

- 5. Merge onto I-295 N

1 h 45 min (124 mi)

---

6. Take exit 21B to merge onto I-10 W toward Lake City

11.1 mi

---

7. Take exit 296B to merge onto I-75 N toward Valdosta

60.6 mi

---

8. Take exit 16 for US-84/US-221 toward Valdosta/Quitman

52.2 mi

---

9. Keep right at the fork, follow signs for U.S. 221 and merge onto US-221 S/US-84 W/W Hill Ave

0.2 mi

---

9. Keep right at the fork, follow signs for U.S. 221 and merge onto US-221 S/US-84 W/W Hill Ave

131 ft

### Get on I-10 W in Jefferson County from Ashville Hwy

- 10. Merge onto US-221 S/US-84 W/W Hill Ave

55 min (48.9 mi)

---

Continue to follow US-221 S/US-84 W

14.9 mi

---

11. Turn left onto S Court St

0.8 mi

---

12. Slight right onto US-221 S

12.6 mi

---

13. Turn right onto Ashville Hwy

14.1 mi

-  14. Turn left onto St Margaret's Church Rd  
0.1 mi
-  15. Turn right onto US-90 W/E Washington St  
1.0 mi
-  16. At the traffic circle, take the 3rd exit onto US-19 S/S Jefferson St  
 Continue to follow US-19 S  
4.9 mi
-  17. Turn right to merge onto I-10 W toward Tallahassee  
0.4 mi

**Follow I-10 W to US-319 S/Capital Cir NE in Tallahassee. Take exit 203 from I-10 W**

18 min (21.7 mi)

-  18. Merge onto I-10 W  
21.4 mi
-  19. Use the right 2 lanes to take exit 203 for U.S. 319/Capital Circle NE toward Thomasville Rd  
0.3 mi

**Follow US-319 S/Capital Cir NE to Remington Green Cir**

2 min (0.9 mi)

-  20. Use the left 2 lanes to turn left onto US-319 S/Capital Cir NE  
0.8 mi
-  21. Turn right onto Remington Green N  
223 ft
-  22. Turn right onto Remington Green Cir  
 Destination will be on the left  
10 ft

**2807 Remington Green Cir**

Tallahassee, FL 32308

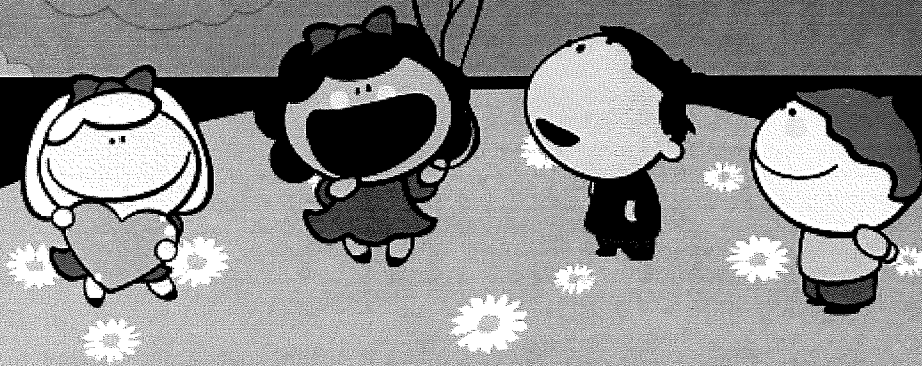
These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

[illegible]



Hotel: Hilton Garden Inn, 1201 ~~Kings Avenue~~, JY

# 24<sup>th</sup> Annual Conference Celebrating Children



Hosted by the  
**CHILD DEVELOPMENT EDUCATION ALLIANCE**  
A Professional Organization for Christian Early Care Educators

**February 16 & 17, 2018**

**First Baptist Church of Orange Park**

**1140 Kingsley Ave • Orange Park, Florida 32073**

For more Information call 904-573-8831 or 8833

Fax 904-573-8839 • For updates on web go to [www.cdealliance.org](http://www.cdealliance.org)

*Jesus said, "Let the little children come to me, and do not hinder them, for the Kingdom of heaven belongs to such as these."*

*Matthew 19:14*

***Celebrating Children***  
***Friday & Saturday – Comprehensive Package***      ***1.5 CEUs***  
***Friday ~ February 16, 2018***  
***Registration Begins – 7:00 AM***

**CONFERENCE SESSIONS**

***Opening Session 8:00 – 9:30 AM***

Donna K Thornton Roberts

**Becoming a Professional**

**1.5 hours - .15 CEUs**

| <b>Session II</b>                           | <b>9:45 AM – 11:15 AM</b>       | <b>1.5 hours - .15 CEUs</b> |
|---------------------------------------------|---------------------------------|-----------------------------|
| The Power of Intentionality                 | Suzanne Adinolfi                | Everyone                    |
| Putting It on Paper                         | Leslie Morrison & Brandi Lavoie | Everyone                    |
| Language Development for Infants & Toddlers | Christine Stephens              | I/T/T                       |
| WEE Learn Updates for <b>Pre-K</b>          | GINNA ASHBY                     | Teachers                    |

*Attendees may enjoy a fellowship lunch at the location of choice*

| <b>Session III</b>                          | <b>12:30 PM – 2:00 PM</b> | <b>1.5 hours - .15 CEUs</b> |
|---------------------------------------------|---------------------------|-----------------------------|
| Parent Involvement 101                      | Brandi Lavoie             | Preschool                   |
| Hats Around the World                       | Brian Payne               | Everyone                    |
| Gaining Peak Performance                    | Donna Thornton-Roberts    | Administrators              |
| What's New in Child Care Regulation?        | Samantha Wass de Czege    | Everyone                    |
| <b>Session IV</b>                           | <b>2:15 PM - 3:45 PM</b>  | <b>1.5 hours - .15 CEUs</b> |
| STEM                                        | Suzanne Adinolfi          | Preschool                   |
| You Gotta Have A Plan                       | Jumora Cooper             | Preschool                   |
| Sound This Out                              | Dana Merritt              | Everyone                    |
| Updates from the Florida OEL                | Erin Smeltzer             | Administrators              |
| Language Development for Infants & Toddlers | Christine Stephens        | I/T/T                       |
| Winter Olympics without Snow                | Brian Payne               | Everyone                    |

**Friday Evening & Saturday – Regular Package**      **1.0 CEUs**

*Registration from 3:45 PM - 6:15 PM*

**Enjoy a time to shop and save with our vendors!**

**Keynote & Musical Moments 4:30 PM – 6:30 PM      Multipurpose Gym**

*Liz Huntley*

**Knowing the Story Behind their Eyes – Part I**

Liz will share her personal Story to demonstrate the power and impact on the early stages of child development by its early childhood programs. You don't want to miss it!



|                                                                              |                          |                          |
|------------------------------------------------------------------------------|--------------------------|--------------------------|
| <b>Dine and Learn</b>                                                        | <b>1 hour - .1 CEU</b>   |                          |
| <b>Olive Garden Pasta and Salad Bar Dinner</b>                               | <b>6:30 PM – 7:30 PM</b> | <b>Multipurpose Gym</b>  |
| <i>Included in Registration. Friday Dinner is indicated on your nametag.</i> |                          |                          |
| <b>Celebrating Children 7:30 PM – 8:30 PM</b>                                |                          |                          |
| A professional reflection of Celebrating Children through <b>CDEA</b>        |                          | Speaker – Ellen McKinley |

**Saturday – February 17, 2018**  
**Saturday Only Registration Begins @ 7:30 AM**

|                                        |                                   |                          |
|----------------------------------------|-----------------------------------|--------------------------|
| <b>Session I</b>                       | <b>8:00 AM - 9:30 AM</b>          | <b>2 hours - .2 CEUs</b> |
| Make Your Educational Dreams Come True | Lisa Adams                        | Everyone                 |
| STEM                                   | Suzanne Adinolfi                  | Preschool                |
| You Gotta Have a Plan                  | Jumora Cooper                     | Preschool                |
| WEE Learn Updates for Pre-K            | Ginna Ashby                       | Teachers                 |
| Phyllis Kalifeh                        | Expanding the Educational Picture | Everyone                 |

### Keynote

**9:45 – 11:45 AM**

**Port**

*Liz Huntley*

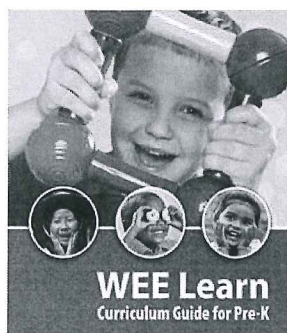
### Knowing the Story Behind their Eyes – Part II

Liz will share her personal Story to demonstrate the power and impact on the early stages of child development by its early childhood programs. You don't want to miss it!

|                                                                               |                          |                         |
|-------------------------------------------------------------------------------|--------------------------|-------------------------|
|                                                                               | <b>Lunch and Vendors</b> |                         |
| <b>Chick-Fil-A Lunch</b>                                                      | <b>11:45-12:45PM</b>     | <b>Multipurpose Gym</b> |
| <i>Included in Registration. Saturday Lunch is indicated on your nametag.</i> |                          |                         |

|                                                  |                           |                             |
|--------------------------------------------------|---------------------------|-----------------------------|
| <b>Session II</b>                                | <b>12:45 PM – 2:15 PM</b> | <b>1.5 hours - .15 CEUs</b> |
| The Power of Intentionality                      | Suzanne Adinolfi          | Everyone                    |
| Parent Involvement 101                           | Brandi Lavoie             | Preschool                   |
| Early Intervention for Language Delayed Children | Dana Merritt              | Everyone                    |
| Hats Around the World                            | Brian Payne               | Everyone                    |
| The Singing-Reading Connection                   | Angie Lechwar             | I/T/T                       |

|                                                |                                 |                             |
|------------------------------------------------|---------------------------------|-----------------------------|
| <b>Session III</b>                             | <b>2:30 PM – 4:00 PM</b>        | <b>1.5 hours - .15 CEUs</b> |
| Putting It on Paper                            | Leslie Morrison & Brandi Lavoie | Everyone                    |
| Winter Olympics without Snow                   | Brian Payne                     | Everyone                    |
| The Singing-Reading Connection                 | Angie Lechwar                   | I/T/T                       |
| VPK Dramatic Play that Teaches Math & Literacy | Sheridan Amerling               | Preschool                   |



**Come and See our latest version of the WEE Learn Pre-K guides.**  
**Over 1200 pages of material rich with developmentally appropriate learning.**  
**Additional 500 Pages of:** *Phonological Awareness, Alphabet Knowledge, Recipes and Sensory Play, STEM – Science, Technology, Engineering, and Mathematics, Targeted Skills Activities, Unit Vocabulary and Compound Words, Additional Skills and Activities, Accommodations for Children with Special Needs, Accommodations for English Language Learners, and a Scope and Sequence for every guide.*

# CELEBRATING 25 YEARS!

February 16 & 17, 2018

MAKE ONE COPY FOR EACH PARTICIPANT

NAME \_\_\_\_\_

CDEA MEMBER? ☐ YES ☐ NO

PROGRAM NAME \_\_\_\_\_

PHONE (\_\_\_\_\_) \_\_\_\_\_

\*E-MAIL \_\_\_\_\_

\*Email is required for confirmation.

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

## Please check all that apply:

- ☐ Family Child Care ☐ Private Christian Center  
☐ Church Center ☐ Administrator  
☐ K - Five Teacher ☐ Threes, Fours Teacher  
☐ Infant, Toddler, Twos Teacher  
☐ Before/After School Teacher

*Introducing Keynote Speaker*

*Liz Huntley*

*Serving the Lord as a National Speaker*

*Welcome aboard Liz!*

Please register for one of the Packages below.

### COMPREHENSIVE 2 DAY PACKAGE

8:00 AM Friday—4:30 PM Saturday

14 Hours - 1.4 CEUs

With Friday Dinner and Saturday Lunch.

December 15 through February 1 \$ 159 \_\_\_\_\_

After February 1 \$ 172 \_\_\_\_\_

### FRIDAY EVENING & SATURDAY PACKAGE

5:00 PM Friday—4:30 PM Saturday

8 Hours -.8 CEUs

With Friday Dinner and Saturday Lunch

December 15 through February 1 \$ 140 \_\_\_\_\_

After February 1 \$ 155 \_\_\_\_\_

## 2018 Conference Registration cont.

### CONDENSED 1 DAY PACKAGE

(Please select one)

[ ] 8:00 AM — 8:30 PM, **Friday Only** — .8 CEUs  
With Friday Dinner

December 15 through February 1 \$ 106 \_\_\_\_\_

After February 1 \$ 126 \_\_\_\_\_

OR

[ ] 8:00 AM — 4:30 PM, **Saturday Only** — .6 CEUs  
With Saturday Lunch

December 15 through February 1 \$ 102 \_\_\_\_\_

After February 1 \$ 117 \_\_\_\_\_

### COME and SEE

The New Pre-K WEE Learn Curriculum Guides!

You are going to love them. ☺

### COME and SEE

The installation of Donna K. Thornton-Roberts  
as your new President and celebrate with Ellen  
the last 25 years of **CDEA**.

### MEMBER CONFERENCE DISCOUNTS

To receive \$15 Conference Discount, Membership  
must run through February 2018.

New or Renewing Members - Please submit  
Separate **CDEA** Membership Applications  
to receive \$15 Conference Discount.

### SPECIAL EVENTS

Pre-Registration Required

Thursday Evening Networking Dinner [ ]

Pay at the restaurant

Check if attending

SUBTOTAL \$ \_\_\_\_\_

Members Only

Subtract \$15 Discount \$ \_\_\_\_\_

Conference TOTAL \$ \_\_\_\_\_

Cancellation FEE \$20 per person

No Refunds after January 15, 2018

Mail/FAX Registration Form to: **CDEA**

PO Box 1491, Orange Park, FL 32067

Phone: 904.573.8831 FAX: 904.573.8839

Pay by: ☐ Check

☐ Order and pay online at [www.cdealliance.org](http://www.cdealliance.org)

Includes 1.5 CEU hours. Best deal ever! Make your reservation now!

All CEUs are Nationally Accepted IACET

|                                                                            |                  |           |                  |           |                                         |  |                 |
|----------------------------------------------------------------------------|------------------|-----------|------------------|-----------|-----------------------------------------|--|-----------------|
| <b>Children's Forum, Inc.</b><br><b>Travel Authorization Request (TAR)</b> | Employee:        |           | Phyllis Kalifeh  |           | Purpose/Benefit of Trip:                |  | DATE            |
|                                                                            | Destination:     |           | Dates of Travel: |           | Present at CDEA Conference (TEACH, HMG) |  | 2/1/2018        |
|                                                                            | Jacksonville, FL |           | Departure:       |           | Funds Charged/ Percentage:              |  | Others on Trip: |
|                                                                            |                  |           | Return:          |           | T.E.A.C.H. %                            |  |                 |
|                                                                            |                  | 2/16/2018 |                  | 2/17/2018 |                                         |  |                 |

|                                                                                                                                                               |  |                               |  |                                                     |  |             |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------|--|-----------------------------------------------------|--|-------------|--|
| <p>CONFERENCE OR CONVENTION TRAVEL: EXPLANATION OF BENEFITS ACCRUING TO THE CHILDREN'S FORUM</p> <p>Forum board meeting and speaking at FLAEYC conference</p> |  | <p>DATE</p> <p>2/1/18</p>     |  | <p>FISCAL APPROVAL</p>                              |  | <p>DATE</p> |  |
| <p>I HEREBY CERTIFY THAT TRAVEL AS SHOWN ABOVE IS TO BE INCURRED IN CONNECTION WITH OFFICIAL BUSINESS OF THE CHILDREN'S FORUM</p>                             |  | <p>APPROVED BY SUPERVISOR</p> |  | <p>EMPLOYEE SIGNATURE</p> <p><i>[Signature]</i></p> |  |             |  |

**Childrens Forum Inc.**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

**PURCHASE ORDER****09-EN-22034****Vendor Information****Tallahassee State Bank**

PO Box 23061  
Columbus, GA 31902  
Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                            | Description                                        |
|------------|--------------|----------------|------------|-----------------------------------|----------------------------------------------------|
| 02/17/2018 | 03/23/2018   | Shelley Shafer | Accounting | Documents<br>Transferred to Abila | Hotel charges P. Kalifeh CDEA Conf<br>2/16-2/17/18 |

**Hotel charges P. Kalifeh CDEA Conf 2/16-2/17/18**

| Qty | Unit<br>Type | Qty<br>Rec'd | Received<br>Date | Account<br>Information | Item<br>Number | Item<br>Description                                   | Unit<br>Price | Tax<br>% | Total  |
|-----|--------------|--------------|------------------|------------------------|----------------|-------------------------------------------------------|---------------|----------|--------|
| 1   | EA           | 0            |                  | 53000                  | N/A            | Hotel charges P.<br>Kalifeh CDEA Conf<br>2/16-2/17/18 | 159.00        | 0.000    | 159.00 |

| Account Information     | Percent | Amount   |
|-------------------------|---------|----------|
| 819 02 01 02 801 NA 800 | 0.72    | \$114.48 |
| 819 02 01 02 602 NA 800 | 0.28    | \$44.52  |

**Approval Information**

Shelley Shafer      Accounting      03/13/2018 2:34 PM  
Kate Nunez      Contracts Mgr      03/13/2018 1:20 PM  
Shelley Shafer      Requester      03/13/2018 9:08 AM

**TOTAL****\$159.00**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 21719



**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

| Purchase Order Information |                    |    |         |  | Vendor Information |                          |       |                |     |
|----------------------------|--------------------|----|---------|--|--------------------|--------------------------|-------|----------------|-----|
|                            |                    |    |         |  | Vendor ID          |                          |       | For fiscal Use |     |
| Purchase Description       | Hilton Garden Inn  |    |         |  | Vendor Name        | TSB-Admin <i>Kalifeh</i> |       |                |     |
|                            |                    |    |         |  | Street Address     |                          |       |                |     |
| Purchase/Service Date      | 2/16/18            | To | 2/17/18 |  | City               |                          | State |                | Zip |
| Requestor's Name/Dept      | Phyllis Kalifeh    |    |         |  | Phone              |                          |       | Fax            |     |
| Supervisor Approval        | <i>[Signature]</i> |    |         |  | Invoice #          |                          |       |                |     |
|                            |                    |    |         |  | Terms (Due)        |                          |       |                |     |

| Expense Coding Info |       |
|---------------------|-------|
| GL Code             | 53000 |
| Fund                |       |
| Audit               |       |
| FAS                 |       |
| Function            |       |
| Program             |       |
| Activity            |       |
| Department          |       |

**Approvals**

Fiscal Dept. KR Nulsen-Nuney 3/13/18

CEO(+ \$1,000) \_\_\_\_\_



**Hilton  
Garden Inn®**  
Jacksonville/Orange Park

145 Park Avenue • Orange Park, FL 32073  
Phone (904) 458-1577 • Fax (904) 458-1570  
Reservations: 1 877 STAY HGI or  
www.JacksonvilleOrangePark.StayHGI.com

Name & Address

KALIFEH, PHYLLIS  
5419 PIMLICO DRIVE  
TALLAHASSEE FL 32309  
UNITED STATES OF AMERICA

Room 311/Q2RRV  
Arrival Date 2/16/2018 2:32:00 PM  
Departure Date 2/17/2018

Adult/Child 2/0  
Room Rate 159.00

Rate Plan: OGEXR1  
HH # 610503288 GOLD  
AL: DL #2138122847  
Car:

*Folio*

Confirmation Number: 3414800841

 HILTON  
HONORS

2/17/2018

| DATE      | DESCRIPTION       | ID       | REF. NO. | CHARGES  | CREDITS    | BALANCE |
|-----------|-------------------|----------|----------|----------|------------|---------|
| 2/16/2018 | GUEST ROOM EXEMPT | JLLOYD3  | 941915   | \$159.00 |            |         |
| 2/17/2018 | VS *4368          | GESTRADA | 942034   |          | (\$159.00) |         |
|           | **BALANCE**       |          |          |          |            | \$0.00  |

Hilton Honors (R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 5,000 hotels and resorts in 100 countries, please visit Honors.com

 WALDORF  
ASTORIA  
HOTELS & RESORTS

CONRAD  
HOTELS & RESORTS

 Hilton  
HOTELS & RESORTS

 DOUBLETREE  
BY HILTON

 EMBASSY  
SUITES

 Hilton  
Garden Inn

 Hampton  
HOTELS & SUITES

 HOMEWOOD  
SUITES  
BY HILTON

 HOME2  
HOTELS & SUITES

 Hilton  
Grand Vacations

ACCOUNT NO.  
VS \*4368

CARD MEMBER NAME  
KALIFEH, PHYLLIS

ESTABLISHMENT NO. & LOCATION ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

CARD MEMBER'S SIGNATURE

X

DATE OF CHARGE  
2/17/2018

FOLIO NO./CHECK NO.  
276206 A

AUTHORIZATION  
085702

INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT -159.00

PAYMENT DUE UPON RECEIPT

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.



**Childrens Forum Inc.**

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

**PURCHASE ORDER****09-EN-22081****Vendor Information****Shipping Information****Tallahassee State Bank**

PO Box 23061  
Columbus, GA 31902  
Phone - / Fax -

2807 Remington Green Circle  
Tallahassee, FL 32308  
(850) 681-7002 Ext  
Shelley Shafer

| Date       | Require Date | Prepared By    | Workflow   | Status                            | Description                                      |
|------------|--------------|----------------|------------|-----------------------------------|--------------------------------------------------|
| 02/22/2018 | 03/23/2018   | Shelley Shafer | Accounting | Documents<br>Transferred to Abila | Wifi charges for P. Kalifeh/Webinar for<br>TEACH |

**Wifi charges for P. Kalifeh/Webinar for TEACH**

| Qty | Unit<br>Type | Qty<br>Rec'd | Received<br>Date | Account<br>Information | Item<br>Number | Item<br>Description                                 | Unit<br>Price | Tax<br>% | Total |
|-----|--------------|--------------|------------------|------------------------|----------------|-----------------------------------------------------|---------------|----------|-------|
| 1   | EA           | 0            |                  | 57300                  | N/A            | Wifi charges for P.<br>Kalifeh/Webinar for<br>TEACH | 10.99         | 0.000    | 10.99 |

| Account Information     | Percent | Amount |
|-------------------------|---------|--------|
| 819 02 01 02 801 NA 800 | 0.72    | \$7.91 |
| 819 02 01 02 602 NA 800 | 0.28    | \$3.08 |

**Approval Information**

|                |                |                     |
|----------------|----------------|---------------------|
| Shelley Shafer | Accounting     | 03/13/2018 3:10 PM  |
| Kerri Cloud    | Dir of Finance | 03/13/2018 2:11 PM  |
| Shelley Shafer | Requester      | 03/13/2018 12:45 PM |

**TOTAL****\$10.99**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



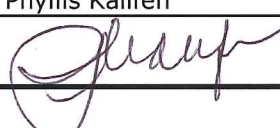
Control No. 21767

Tuesday, March 13, 2018 Page 1 of 1

22081

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

**Purchase Order**

| Purchase Order Information |                                                                                   |    |         | Vendor Information |                      |                       |
|----------------------------|-----------------------------------------------------------------------------------|----|---------|--------------------|----------------------|-----------------------|
| Acct. No. (if applicable)  |                                                                                   |    |         | Vendor ID          |                      | <i>For fiscal Use</i> |
| Purchase Description       | United Inflight Wifi                                                              |    |         | Vendor Name        | TSB - <i>Kalifeh</i> |                       |
| Purchase/Service Date      | 2/22/18                                                                           | To | 2/22/18 | Street Address     |                      |                       |
| Requestor's Name/Dept      | Phyllis Kalifeh                                                                   |    |         | City               |                      |                       |
| Department Approval        |  |    |         | Phone              |                      |                       |
|                            |                                                                                   |    |         | Invoice #          |                      |                       |
|                            |                                                                                   |    |         | Terms (Due)        | Pay by Invoice       |                       |

| Purchase Information |                                                                                                                                           |                 |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Distribution Code    | Item Description                                                                                                                          | Amount          |
| TEACH <i>12819</i>   | Wifi Charge to participate in webinar while in flight on the Transforming the Financing of ECE through the National Academies of Science. | 10.99           |
|                      |                                                                                                                                           |                 |
|                      |                                                                                                                                           |                 |
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|                      |                                                                                                                                           |                 |
|                      |                                                                                                                                           |                 |
|                      |                                                                                                                                           |                 |
| <b>Total</b>         |                                                                                                                                           | <b>\$ 10.99</b> |

| Expense Coding Info |              |
|---------------------|--------------|
| GL Code             | <i>57300</i> |
| Fund                |              |
| Audit               |              |
| FAS                 |              |
| Function            |              |
| Program             |              |
| Activity            |              |
| Department          |              |

| Approvals      |                       |
|----------------|-----------------------|
| Fiscal Dept.   | <i>Keloud 3/13/18</i> |
| CEO(+ \$1,000) |                       |

## Phyllis Kalifeh

---

**From:** Phyllis Kalifeh  
**Sent:** Tuesday, March 13, 2018 12:24 PM  
**To:** Phyllis Kalifeh  
**Subject:** Fwd: United Airlines Inflight Wi-Fi Receipt - Flight 1156

Sent from my iPhone

Begin forwarded message:

**From:** "UnitedAirlines@united.com" <UnitedAirlines@united.com>  
**Date:** February 22, 2018 at 12:52:32 PM EST  
**To:** Phyllis Kalifeh <pkalifeh@thechildrensforum.com>  
**Subject:** United Airlines Inflight Wi-Fi Receipt - Flight 1156



### Inflight Wi-Fi Receipt

Issue Date: 2/22/2018

**Traveler**  
Phyllis Kalifeh

**Receipt Number**  
01629227763520

**Method of Payment**  
VI xxxx xxxx xxxx 4368

**Cardholder Name**  
Phyllis Kalifeh

### FLIGHT INFORMATION

| Day      | Date              | Flight | Departure City    | Arrival City     |
|----------|-------------------|--------|-------------------|------------------|
| Thursday | February 22, 2018 | 1156   | Orlando, FL (MCO) | Denver, CO (DEN) |

### CHARGES

| Description          | Quantity | Charges     |
|----------------------|----------|-------------|
| Basic                |          |             |
| Internet:Full flight | 1        | \$10.99 USD |

After using our Wi-Fi service,  
please take a moment to tell us  
[about your Wi-Fi experience](#)

**TOTAL** \$10.99 USD

### Additional Information

- We are expanding our Inflight Wi-Fi network. Learn more at [united.com/WIFI](http://united.com/WIFI)
- **Tip:** MileagePlus® members can switch Internet access to another device while in flight. Learn about free enrollment and benefits at [united.com/MileagePlus](http://united.com/MileagePlus)
- If you experience technical difficulty or system outage from your United Wi-Fi purchase today and would like to request a refund, please visit the [Refunds section of united.com](http://united.com/Refunds) to submit your request. We apologize for the inconvenience. A member of our team will respond to your inquiry.