



President and CEO Travel and Expense Summary

DATES	PURPOSE	LOCATION	COSTS
6/4/2018	Toll charges for HMG Statewide mtg	Orlando	\$13.65
6/7/2018	Supplies		\$12.00
6/1/18	Sunpass charge		\$71.49
6/12/18	NAEYC conference expenses	Austin, TX	\$1,259.05
6/19/2018	Supplies		\$88.30
6/21/18	Morale meeting expense		\$130.50
6/21/18	Pre-K Transition Summit and RCCDP meeting	Miami and Ft. Lauderdale	\$2,246.93
7/10/18	OEL Pre-K Transition	Niceville	\$532.10
7/20/18	One Goal Conference	Tampa	\$1,297.69
7/22/18	Supplies		\$67.59
7/23/18	Registration First 1000 Days Conf	W. Palm Beach	\$150.00
7/25/18	Pre-K Transition Summit	Clearwater	\$542.39
7/25/18	EHS-CPP Conference	Miami	\$4,924.09
8/2/18	Pre-K Transition Summit	Starke	\$478.43
8/2/18	Supplies		\$69.98
8/9/2018	Online Training		\$20.00
9/21/2018	PD Conference	Winter Park	\$440.72
9/9/2018	FLAEYC Conference	Orlando	\$747.57
9/13/2018	ECE Workforce Mtgs	Gainesville	\$389.38
9/1/2018	Supplies		\$62.49
9/10/2018	NAEYC Registration and Affiliate Mtg Dues		\$345.00
9/20/2018	NWLC Mtg Registration		\$478.00

The table above represents travel that has occurred for the past quarter

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.

Date

Robert Buesing, Chair

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22769****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
06/04/2018	07/28/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Tolls P.Kalfieh HMG Statewide mtg

Tolls P.Kalfieh HMG Statewide mtg

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 521 02 01 02 600 NA 500	N/A	Tolls P.Kalfieh HMG Statewide mtg	13.65	0.000	13.65

Approval Information

Shelley Shafer	Accounting	07/19/2018 10:45 AM
Anita Bushnyakova	Contracts Mgr	07/19/2018 9:29 AM
Shelley Shafer	Requester	07/18/2018 7:48 AM

TOTAL \$13.65

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. 22460

Thursday, July 19, 2018 Page 1 of 1

22769

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

Purchase Order

Purchase Information			Vendor Information			
Purchase Date	6/4/2018		Vendor ID	5257	For Fiscal Use	
Purchase Description	HMG Statewide mtgs		Vendor Name	TSB-Kalifeh		
			Street Address			
Purchase/Service Date	5/23/15	5/25/18	City		State	FL Zip
Requestor's Name/Dept	Phyllis Kalifeh		Phone		Fax	
			Invoice #			
			Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
2521-supp	Tolls	\$ 13.65

Expense Coding Info		Total	\$ 13.65
GL Code	53000	Approvals Fiscal Dept. <u>AB 7/19/18</u> CEO(+ \$1,000) _____	
Fund			
Audit			
FAS			
Function			
Program			
Activity			
Department			

INDIVIDUAL CARDHOLDER ACTIVITY

06-18	06-15	24431068167978002201137	AMERICAN AIR0010626331622 FORT WORTH TX MARRERO/DASIELY FFP AA Y FEE	150.00
06-18	06-17	24055238168083753011653	WALMART.COM 8009666546 800-966-6546 AR	✓ 292.87
06-18	06-17	24055238168083753011653	WALMART.COM 8009666546 800-966-6546 AR	✓ 448.41
06-19	06-18	24692168169100160892413	COURTYARD BY MARRIOTT TALLAHASSEE FL 168035 ARRIVAL: 06-18-18	✓ 120.49
06-20	06-19	24399008170295040029920	BEST BUY 00005538 MIAMI FL	✓ 24.99
06-20	06-20	24055238171083055237902	WALMART.COM 8009666546 800-966-6546 AR	✓ 32.74
06-25	06-22	24492158174637763535994	RING.COM RING YEARLY P HTTPSRING.COM CA	✓ 30.00

DEBORAH CONLEY XXXX-XXXX-XXXX-4285	CREDITS \$0.00	PURCHASES \$439.61	CASH ADVANCES \$0.00	TOTAL ACTIVITY \$439.61
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Post Date	Trans Date	Reference Number	Transaction Description	Amount
06-25	06-21	24717058173871734050617	DELTA AIR 0067157220059 BELLEVUE WA CONLEY/DEBBIE PBI DL K ATL DL K SAN DL V ATL DL V PBI	439.61

PHYLLIS KALIFEH XXXX-XXXX-XXXX-4368	CREDITS \$20.11	PURCHASES \$2,815.54	CASH ADVANCES \$0.00	TOTAL ACTIVITY \$2,795.43
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Post Date	Trans Date	Reference Number	Transaction Description	Amount
05-28	05-25	24299108146005404507134	PAN FOOD STORES 3 TALLAHASSEE FL	✓ 38.77
05-28	05-25	24164078145018859278778	ENTERPRISE RENT-A-CAR TALLAHASSEE FL 2CCQX3	✓ 88.50
05-30	05-28	24794878149900016158315	ENTERPRISE CAR TOLLS 877-8601258 NY	✓ 5.02
05-31	05-29	24692168150100196306090	UNITED 0162401277512 800-932-2732 TX KALIFEH/PHYLLIS TLH UA V FLL	✓ 169.00
05-31	05-29	24692168150100196306108	UNITED 0162401277513 800-932-2732 TX BISHOP/MARGOTDENISE TLH UA V FLL	✓ 169.00
05-31	05-29	24692168150100196306116	UNITED 0162401277514 800-932-2732 TX CLEMENTS/MELISSA TLH UA V FLL	✓ 169.00
05-31	05-29	24431068150978000936741	AMERICAN AIR0012191461007 FORT WORTH TX KALIFEH/PHYLLIS MIA AA S TLH	✓ 243.20
05-31	05-29	24431068150978000936758	AMERICAN AIR0012191461008 FORT WORTH TX BISHOP/MARGOT MIA AA S TLH	✓ 243.20
05-31	05-29	24431068150978000936766	AMERICAN AIR0012191461009 FORT WORTH TX CLEMENTS/MELISSA MIA AA S TLH	✓ 243.20
06-01	05-31	24431068151083431685675	SUNPASS*ACC25350318 888-865-5352 FL	✓ 71.49
06-06	06-04	24794878156900018539843	ENTERPRISE CAR TOLLS 877-8601258 NY	✓ 13.65
06-11	06-07	24445748159500566857095	OFFICE DEPOT #447 TALLAHASSEE FL	✓ 12.00
06-11	06-08	24492158159715985131104	UBER TRIP YYPWF HELP.UBER.COM CA	✓ 18.94
06-11	06-08	24431068160978001958247	AMERICAN AIR0010287579697 FORT WORTH TX KALIFEH/PHYLLIS EBC AA Y FEE	✓ 25.00

Continued on next pa

Missing Receipt

Let this serve as a missing receipt for tolls accumulated during the Help Me Grow Statewide Meeting for \$13.65 for Phyllis Kalifeh.



THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN COMMON CARRIER IS BILLED DIRECTLY TO THE STATE					
Date	Ticket Number or State Vehicle Number	From	To	Amount	Name of Common Carrier or State Agency Owning Vehicle

THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN TRAVEL RELATED EXPENSES ARE PAID BY USING THE CREDIT CARD	
Merchant/Vendor	Amount of Charge
Description of Item Acquired	\$270.00

Date	Merchant/Vendor	Description of item/expense	
5.23-25.18	Florida Hotel and Conference Center	Lodging	\$270.00
5.23-25.18	Enterprise	Auto rental	\$88.50
5.25.18	WSA/Pan Food Store	Gas	\$38.77
			<u>\$813.65</u>

THIS SECTION TO BE COMPLETED ONLY WHEN NON-REIMBURSEABLE ITEMS WERE PURCHASED USING THE STATE OF FLORIDA PURCHASING CARD	
Description of Item Acquired	Amount of Charge

[illegible]

Total (This amount must appear on the line "Less Non-Reimbursable Items Included on Purchasing Card" on the reverse side of this form.)

Class A travel - Continuous travel of 24 hours or more away from official headquarters.

Class B travel - Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

Class C travel - Travel for short or day trips where the traveler is not away from his official headquarters overnight.

Breakfast ----- when travel begins before 6 a.m. and extends beyond 2 p.m.

Lunch ----- when travel begins before 12 Noon and extends beyond 2 p.m.

Dinner ----- when travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during night-time hours due to special assignment.

NOTE: No allowance shall be made for meals when travel is confined to the city or town of official headquarters or immediate vicinity except assignments of official business outside the traveler's regular place of business. Meals and lodging shall be those prescribed by Section 112.061, Florida Statutes.

employment if travel expenses are approved and such special approval is noted on the original receipt. Non-reimbursable items may not be charged on the State of Florida Purchasing Card. Inadvertent non-reimbursable charges are to be deducted from the travel reimbursement claimed on the reverse side of this form. Non-reimbursable items may not be charged on the State of Florida Purchasing Card. Charges for non-reimbursable items must be completed.

Per diem shall be completed at one-fourth of authorized rate for each quarter or fraction thereof. If travel over a period of 24 hours or more will be calculated on the basis of 6-hour cycles, beginning at the hour of departure from official headquarters. Hour of departure and hour of return should be shown for beginning at midnight; less than 24-hours travel will be calculated on the basis of 6-hour cycles, beginning at the hour of departure from official headquarters. Hour of departure and hour of return should be shown for

"Actual Lodging Expenses" column and include the appropriate meal allowances in the "Meals for Class A & B Travel" column. Claims for meals allowance involving travel that did not require the traveler to be away all travel. When claiming per diem, the meal allowance columns should not be used. Claims for actual lodging expenses must appear in the separate column. When travel is by common carrier and billed directly to the traveler, the amount and

A copy of the ticket or invoice should be attached to this form. The "Other Expenses" column must include all expenses incurred by the common carrier or State vehicle while performing the contract. Justification must be provided for use of a noncontract airline (or one offering equal or lesser rates than the contract airline) or rental car (or one having lower net rate) when contract carriers are available. Additionally, justification must be provided for use of a

rental car larger than a Class "B" car. If travel is performed by the use of a State-owned vehicle, the word "State" should be inserted in the "Map/Mileage Charges" column above section designated as "Travel Performed by Common Carrier or State Vehicle" should be completed. If lodging is paid by the use of the State of Florida Purchasing Card, the words "Purchasing Card" should be inserted in the "Per Diem or Actual Lodging Expenses" column on the reverse side of this form, and the above section designated as "State of Florida Purchasing Card Charges" should be completed. Incidental charges such as telephone and telegraph expenses; (e) convention or

travel expenses which may be reimbursed include: (a) reasonable taxi fare, (b) ferry fares and bridge tolls, (c) conference registration fee. If meals are included in the registration fee, per diem should be reduced accordingly. Receipts should be obtained when required. The official Department of Transportation map should be used in computing mileage from point of origin to destination whenever possible. When any State employee is stationed in any city or town for over 30 days continuous work days, such city or town shall be deemed to be his official headquarters and he shall not be allowed per diem or subsistence after the period of 30 continuous work days has elapsed, unless extended by the approval of the agency head. If travel is to a conference or convention, the "Statement of Benefits to the State" section must be completed or a copy of the Authorization to Incur Travel Expense, Form DBF-AA-13, must be attached. Additionally, a copy of an agenda and registration receipt must be attached. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution as a misdemeanor.

State of Florida		Name Phyllis Kalifeh	Official Headquarters Tallahassee		Date 5/1/18
Authorization to Incur Travel Expenses		Department Children's Forum	Division Administration		

Purpose of Trip: To host HMGF Annual Statewide Meeting for state affiliates and stakeholders

Destination: Orlando, FL

Conference or convention travel: Explanation of benefits accruing to the State of Florida

Meetings, councils, site visits, monitoring, training, summits and all activities related to the Office of Early Learning's mission to ensure access, affordability and quality of early learning services for all of Florida's children and families.

Total Estimated Per Diem:

146

Registration Fee:

127

Car

Motel

Motel	Confirm	Rate	Nights	Cost
Florida Hotel and Conference Center	4969657	135	2	270

Airline

Airline	Dep. Flight	Time	Ret. Flight	Time	Cost

TOTAL ESTIMATED COST FOR TRIP

543.00

Comments:

I hereby certify that travel as shown above is to be incurred in connection with official business of the State

Signed:

Approved by Supervisor:

Date

5-1-18

Approved-Agency Head

Date

5-1-18

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22670****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
06/07/2018	07/19/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Supplies

Supplies

Unit Qty	Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		57300	N/A	Supplies	12.00	0.000	12.00
Account Information			Percent	Amount					
004 01 01 01 100 NA 100			0.0041	\$0.05					
004 01 01 01 100 NA 400			0.0111	\$0.13					
207 01 01 01 203 NA 600			0.0325	\$0.39					
317 01 01 01 600 NA 600			0.0792	\$0.95					
467 01 01 01 404 NA 104			0.0203	\$0.24					
468 01 01 01 404 NA 104			0.046	\$0.55					
514 01 01 01 501 NA 102			0.0218	\$0.26					
521 01 01 01 501 NA 500			0.0498	\$0.60					
624 01 01 01 301 NA 600			0.0475	\$0.57					
642 01 01 01 301 NA 600			0.1639	\$1.97					
665 01 01 01 301 NA 600			0.0373	\$0.45					
664 01 01 01 301 NA 600			0.0744	\$0.89					
819 01 01 01 801 NA 800			0.3881	\$4.66					
124 01 01 01 100 NA 400			0.0136	\$0.16					
125 01 01 01 501 NA 500			0.0104	\$0.12					

Approval Information

Shelley Shafer Accounting 07/11/2018 1:52 PM
Kerri Cloud Dir of Finance 07/10/2018 4:58 PM

TOTAL**\$12.00**

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. 22361

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	Office Depot			Vendor Name	TSB Visa <i>Kalifeh</i>	
Purchase/Service Date	6/7/18	To	6/7/18	Street Address		
Requestor's Name/Dept	Phyllis Kalifeh			City		
Department Approval	<i>[Signature]</i>			Phone		
				Invoice #		
				Terms (Due)	Pay by Invoice	

Total	\$ 12.00
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Approvals	
Fiscal Dept.	Keloud 7/10/18
CEO(+ \$1,000)	

Office DEPOT OfficeMax®

TALLAHASSEE - (850) 298-4441

06/07/2018 3:27 PM



22VTUU5PUYQYEE84F

447-2-518-544515-18.5.2

42 LAPTOP, SLEEVE, 24.99 S

Subtotal: 24.99

Sales Tax: 1.88

Total: 26.87

ewards Cert 1718: 8.55

ewards Cert 1828: 6.32

Visa 4368: 12.00

CODE 035192

Chip Read

A0000000031010 VISA CREDIT

8000008000

No Signature Required

FLORIDA CHILDREN S FORUM 1104771868

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You must complete your account to
claim your rewards and view your
status.

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office supplies, furniture and more.

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household/business.)

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and enter the survey code below:

1554 N70N XF64

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22669****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
06/01/2018	07/19/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Sunpass charge

Sunpass charge

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 004 01 01 01 100 NA 100	N/A	Sunpass charge	71.49	0.000	71.49

Approved

Approval Information

Shelley Shafer	Accounting	07/11/2018 2:16 PM
Kate Nunez	Contracts Mgr	07/11/2018 2:13 PM
Shelley Shafer	Requester	07/11/2018 2:12 PM
Shelley Shafer	Requester	07/09/2018 3:38 PM

TOTAL**\$71.49**

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

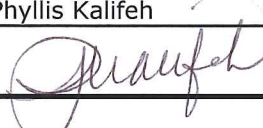


Control No. 22360

22669

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

Purchase Order

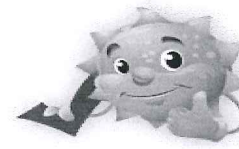
Purchase Order Information				Vendor Information		
Acct. No. (if applicable)	6/1/18			Vendor ID		For fiscal Use
Purchase Description	FDOT			Vendor Name	TSB Visa Kalifeh	
Purchase/Service Date	5/31/18	To	5/31/18	Street Address		
Requestor's Name/Dept	Phyllis Kalifeh			City		
Department Approval				Phone		
				Invoice #		
				Terms (Due)	Pay by Invoice	

Purchase Information		
Distribution Code	Item Description	Amount
Admin	SunPass	71.49
	-	
	Forum 2006 53000	71.49
	Forum 2006 Report	50.00
	Need user name/password to pull reports to match to charges	
Total		\$ 71.49

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

Approvals	
Fiscal Dept.	KR Nelsen-Nunez
CEO(+ \$1,000)	

Purchase a SunPass

[Select Transponder](#)[Account Info](#)[Funding and Payment Info](#)[Review](#)[Finished](#)**Your order has been placed.**[Access your SunPass dashboard](#)
[Return to Transponder List](#)**Your SunPass Receipt:**[Print Receipt](#)

FDOT		SUNPASS RECEIPT	
Receipt Date: May 31, 2018 Account #: 25350318 Authorization Code: 1170861280 Purchase ID: 086209		Account Address Dr. PHYLLIS KALIFEH 2807 REMINGTON GREEN CIRCLE TALLAHASSEE, FL 32308 850-322-8053	
	SunPass Slim Portable Transponder \$19.99 Quantity: 1	Items: \$19.99	
Easy Pay You have enrolled in or currently participate in Easy Pay			
Funding Amount: \$50.00			
Payment Method VISA: XXXX XXXX XXXX 4368		Sales Tax: \$1.50 Order Total: \$71.49	

In the event that you do not receive an e-mail confirmation at **PKALIFEH@THECHILDRENSFORUM.COM** within 15 minutes, please check your e-mail settings, Junk Mail/Spam folder or contact your Internet Service Provider (ISP).

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[SunPass Mobile](#)**Security & Privacy**[Privacy Policy](#)
[Safe and Secure Shopping](#)**SunPass**[Transfer of Ownership](#)

18799
6/28/2018

Invoice #	Description	Discount	Amount
09-EN-22647	Travel expenses P.Kalifeh NAEYC conf 6/8-6/12/18	\$0.00	\$1,031.10

\$1,031.10

Electronic Payment Notification

Phyllis Kalifeh
5419 Pimlico Drive
Tallahassee, FL 32309

VOID

18799
6/28/2018

Invoice	Description	Discount	Amount
09-EN-22647	Travel expenses P.Kalifeh NAEYC conf 6/8-6/12/18	\$0.00	\$1,031.10

\$1,031.10

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22647****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
06/12/2018	07/06/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Travel expenses P.Kalifeh NAEYC conf 6/8-6/12/18

Travel expenses P.Kalifeh NAEYC conf 6/8-6/12/18

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 NAEYC conf 6/8-6/12/18	1,031.10	0.000	1,031.10

Account Information	Percent	Amount
819 02 01 02 801 NA 800	0.72	\$742.39
819 02 01 02 602 NA 800	0.28	\$288.71

Approval Information

Shelley Shafer	Accounting	06/27/2018 8:50 AM
Kate Nunez	Contracts Mgr	06/26/2018 10:57 AM
Shelley Shafer	Requester	06/26/2018 9:53 AM

TOTAL**\$1,031.10**

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



Control No. 22338

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

Purchase Order Information				Vendor Information				
				Vendor ID	1008	For fiscal Use		
Purchase Description	PLI - NAEYC			Vendor Name	Phyllis Kalifeh			
				Street Address				
Purchase/Service Date	6/8/18	To	6/12/18	City		State		Zip
Requestor's Name/Dept	Phyllis Kalifeh			Phone		Fax		
Supervisor Approval				Invoice #				
				Terms (Due)				

Total	\$ 1,042.10 1031.10
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Approvals

Fiscal Dept. KR Nulken-Nancy 6/26/18

CEO(+\$1,000) Shahji

[illegible]



Hyatt Place Austin Downtown
211 East 3rd Street
Austin, TX 78701
Tel: 512-476-4440
Fax: 512-476-4404
austindowntown.place.hyatt.com

INVOICE

Phyllis Kalifeh
2807 Remington Green Cir
Tallahassee, FL 323083752
United States

Room No. 0615
Arrival 2018-06-08
Departure 2018-06-12
Page No. 1 of 2
Folio Window 1
Folio No. 23862665

Confirmation No. 6583541001

Group Name

Date	Description	Charges	Credits
06-08-2018	Deposit Transferred at C/I		-258.95
06-08-2018	Guest Room Internet (Standard) Room# 0615 : 2	4.99	
06-08-2018	Miscellaneous Sales Tax	0.41	
06-08-2018	Guest Room	227.05	
06-08-2018	State Tax	13.62	
06-08-2018	City/Local Tax	20.43	
06-08-2018	State-Cost Recovery Fee	1.37	
06-09-2018	Guest Room Internet (Standard) Room# 0615 : 2	4.99	
06-09-2018	Miscellaneous Sales Tax	0.41	
06-09-2018	Guest Room	227.05	
06-09-2018	State Tax	13.62	
06-09-2018	City/Local Tax	20.43	
06-09-2018	State-Cost Recovery Fee	1.37	
06-10-2018	Guest Room Internet (Standard) Room# 0615 : 2	4.99	
06-10-2018	Miscellaneous Sales Tax	0.41	
06-10-2018	Guest Room	227.05	
06-10-2018	State Tax	13.62	
06-10-2018	City/Local Tax	20.43	
06-10-2018	State-Cost Recovery Fee	1.37	
06-11-2018	Guest Room Internet (Standard) Room# 0615 : 2	4.99	
06-11-2018	Miscellaneous Sales Tax	0.41	
06-11-2018	Guest Room	227.05	
06-11-2018	State Tax	13.62	
06-11-2018	City/Local Tax	20.43	
06-11-2018	State-Cost Recovery Fee	1.37	
06-12-2018	American Express XXXXXXXXXXXXXXX1009		-812.53
Total		1071.48	-1071.48
Guest Signature		Balance	0.00

Deposit
Pd. by
Forum

Pd by
PK

Schedule of Events and Sponsors

2018 Schedule of Events

Saturday, June 9

8:30 a.m.–3:00/4:00 p.m. &

12:00 noon–4:00 p.m.

9:00 a.m.–5:00 p.m.

Pre-Institute Workshops
(Preregistration required)
Institute Registration

Sunday, June 10

7:00 a.m.–6:00 p.m.

8:45–10:15 a.m.

10:45 a.m.–12:45 p.m.

12:00 noon–3:30 p.m.

12:45–2:00 p.m.

2:00–4:00 p.m.

4:30–5:30 p.m.

5:30–7:00 p.m.

5:45–7:00 p.m.

Institute Registration
Opening Plenary Session
Sessions
NAEYC Exhibit Hall &
NAEYC Shop
Lunch Break
Sessions
Sessions
Networking Reception
in the Exhibit Hall
Research Poster Session

Monday, June 11

7:00 a.m.–3:00 p.m.

8:00–10:00 a.m.

10:00 a.m.–5:00 p.m.

10:45 a.m.–12:45 p.m.

12:45–2:00 p.m.

2:00–4:00 p.m.

4:00–4:45 p.m.

4:45–5:45 p.m.

Institute Registration
Sessions
NAEYC Exhibit Hall &
NAEYC Shop
Sessions
Lunch Break/Exhibit Hall
Sessions
Ping Pong Challenge in
the Exhibit Hall
Sessions

Tuesday, June 12

7:00 a.m.–12:00 noon

8:00–10:00 a.m.

10:00 a.m.–2:00 p.m.

10:45 a.m.–12:45 p.m.

12:45–2:00 p.m.

2:00–4:00 p.m.

4:30–5:30 p.m.

Institute Registration
Sessions
NAEYC Exhibit Hall &
NAEYC Shop
Sessions
Lunch Break/Prize Drawings
in the Exhibit Hall
Sessions
Sessions

Wednesday, June 13

8:00–10:00 a.m.

10:30 a.m.–12:00 noon

Sessions
Closing Plenary Session

2018 Institute Sponsors



Monday | Sessions

JW Grand Ballroom Salon 4

2:00–4:00 p.m.

Playing with mathematical ideas in the classroom and at home: A preschool family engagement program with complementary classroom and family mathematics materials

Family engagement during the early years increases school readiness and builds a strong foundation for children's later school success, but how can early childhood educators effectively involve families, particularly in the area of math learning? Learn how to promote meaningful parent–child math talk with easy and affordable math games, stories, and activities that can be used both at school and at home. Participants will learn new strategies to engage families and receive access to high-quality early math materials to take back to their families and staff.

Kristen Reed, Education Development Center; **Jessica Young**, Education Development Center.

Mathematics

JW Grand Ballroom Salon 7

2:00–4:00 p.m.

Real-world snapshots: Perspectives on birth-to-grade-3 assessment system implementation across all levels

Hear about multiple roles critical to the successful implementation of birth-to-grade-3 assessment systems. Panelists will represent roles across various levels of leadership, from teacher to administrator to district- and state-level leadership. The panelists will guide participants through a robust birth-through-grade-3 assessment system, describing its benefits; sharing their experiences related to processes, opportunities, challenges, and successes; and identifying best practices for handling assessment and overcoming obstacles.

Vincent Costanza, Teaching Strategies, LLC.

Assessment of Young Children (developmental screening, diagnostic evaluation, classroom-based assessment)

JW Grand Ballroom Salon 8

2:00–4:00 p.m.

A variety of play: Definitions, functions, and benefits

In this session, the presenters will (a) contextualize the discussion by highlighting the importance of having clear definitions of play, (b) engage participants in several types of play, such as math games, guided inquiry, imaginative words, and technological gadgets, (c) compare different types of play with regard to their functions and benefits, and (d) delineate strategies for using play to promote cognitive and social-emotional learning.

Jie-Qi Chen, Erikson Institute; **Barbara Bowman**, Erikson Institute; **Jennifer McCray**, Erikson Institute; **Mary Hynes-Berry**, Erikson Institute; **Samina Hadi-Tabassum**, Erikson Institute; **Tamara Kaldor**, Erikson Institute.

Play

Lone Star Ballroom Salon A

2:00–4:00 p.m.

National Workforce Registry Alliance 2017 Dataset: Looking back to build a better future

The National Workforce Registry Alliance released the 2017 dataset in the fall of 2017. It represents the state and regional registry data from across the nation that paint a picture of the landscape of the early childhood workforce. Also, the National Workforce Registry Alliance has developed benchmarks for state and regional registries to increase the breadth of reach. The participants will have the opportunity to discuss how the benchmarks will increase the impact of registry data nationally.

Jill Soto, New World Now; **Maria Taylor**, Childcare Education Institute; **Phyllis Kalifeh**, The Children's Forum, Inc.

Professional Development Systems

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22671****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
06/12/2018	07/19/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Transportation and parking P. Kalifeh NAEYC conf6/8-6/12/18

Transportation and parking P. Kalifeh NAEYC conf6/8-6/12/18

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000	N/A	Transportation and parking P. Kalifeh NAEYC conf6/8-6/12/18	80.95	0.000	80.95
		Account Information			Percent	Amount			
		819 02 01 02 801 NA 800			0.72	\$58.28			
		819 02 01 02 602 NA 800			0.28	\$22.67			
1	EA	0		53000 004 01 01 01 100 NA 100	N/A	Parking P. Kalifeh 6/13-6/18/18	47.00	0.000	47.00

Approval Information

Shelley Shafer Accounting 07/11/2018 1:53 PM
 Kate Nunez Contracts Mgr 07/11/2018 9:19 AM
 Shelley Shafer Requester 07/09/2018 3:38 PM

TOTAL**\$127.95**

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. 22362

Wednesday, July 11, 2018

Page 1 of 1

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

Purchase Order Information					Vendor Information				
					Vendor ID	4300		For fiscal Use	
Purchase Description	PLI - NAEYC				Vendor Name	TSB Visa <i>Kalifeh</i>			
					Street Address				
Purchase/Service Date	6/8/18	To	6/12/18		City		State	IL	Zip
Requestor's Name/Dept	Phyllis Kalifeh				Phone		Fax		
Supervisor Approval	<i>Phyllis Kalifeh</i>				Reservation#				
					Terms (Due)				

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

Approvals

Fiscal Dept. KR Nulsen-Money 7/11/18

CEO(+ \$1,000) _____

- 298 San Jacinto Blvd, Austin, TX 78701, USA
- 3600 Presidential Blvd, Austin, TX 78719, USA



Your trip with Jose

*Heads to
Airport
6-12-18*

[Help](#)

[Receipt](#)

UberX Receipt

Trip Fare	\$15.66
Subtotal	\$15.66
Tolls, Surcharges, and Fees	\$4.35
Total	\$20.01

Airport
to Hotel
6-8-18

← Trip Details

● 3600 Presidential Blvd, Austin, TX 78719, USA
■ 221 E 3rd St, Austin, TX 78701, USA

 You rated Lloyd ★★★★★

Help Receipt

UberX Receipt

Trip Fare	\$14.59
Subtotal	\$14.59
Tolls, Surcharges, and Fees	\$4.35
Total	\$18.94
Tip	\$3.00
VISA 4368 6/8/18, 1:48 PM	\$18.94
VISA 4368 6/13/18, 2:46 PM	\$3.00

Airport to
hotel

\$21.94

Airport
Parking

RPS TALLAHASSEE AIRP
3300 CAPITAL CIR SW
PARKING LOT EXIT BOOTH
TALLAHASSEE, FL. 32310
850-576-6023

Sale

XXXXXXXXXXXX4368

VISA

Entry Method: Chip

Total: \$

86.00

06/18/18

16:27:33

Inv #: 000000003

Appr Code: 010032

Apprvd: Online

VISA CREDIT

AID: A0000000031010

TVR: 80 80 00 80 00

TSI: 68 00

Customer Copy

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22674****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
06/09/2018	07/19/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	NAEYC membership P. Kalifeh

NAEYC membership P. Kalifeh

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		57550	N/A	NAEYC membership P. Kalifeh	50.00	0.000	50.00

Account Information	Percent	Amount
819 02 01 02 801 NA 800	0.72	\$36.00
819 02 01 02 602 NA 800	0.28	\$14.00

Approval Information

Shelley Shafer Accounting 07/11/2018 1:54 PM
Kerri Cloud Dir of Finance 07/10/2018 4:59 PM

TOTAL**\$50.00**

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. 22365

Wednesday, July 11, 2018 Page 1 of 1

22674

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	Membership			Vendor Name	TSB-Kalifeh		
				Street Address			
Purchase/Service Date	6/9/18	To	6/9/18	City		FL	
Requestor's Name/Dept	Tamela Nelloms			Phone			
Department Approval	Phyllis Kalfeh			Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code	Description	Amount
2819	NAEYC Membership	\$50.00
Total		\$ 50.00

Expense Coding Info	
GL Code	57550
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	Kcloud 7/10/18
CEO(+ \$1,000)	

Tamela Nelloms

From: Phyllis Kalifeh
Sent: Saturday, June 9, 2018 11:25 AM
To: Tamela Nelloms
Subject: Fwd: Order Confirmation : Invoice #284953

Will you print this out and do a PO for Membership for NAEYC for \$50?

Sent from my iPhone

Begin forwarded message:

From: "donotreply@naeyc.org" <donotreply@naeyc.org>
Date: June 9, 2018 at 10:16:21 AM CDT
To: Phyllis Kalifeh <pkalifeh@thechildrensforum.com>
Subject: Order Confirmation : Invoice #284953



National Association for the Education of Young Children

Thank you for your NAEYC order!

Please save the following invoice information for your records:

Confirmation #: 008092 **Transaction Date:** 6/9/2018 11:16:16 AM

Billing Information:

Phyllis Kalifeh
The Children's Forum, Inc.
2807 Remington Green Cir
Tallahassee, FL 32308-3752
UNITED STATES

Payment Method: Visa

Qty	Item	Price	Discount	Taxes	Shipping	Sub- Total	Paid	Balance
1.00	NAEYC Lifetime Premium Level Membership	50.00	0.00	0.00	0.00	50.00	0.00	50.00
1.00	Premium Level Membership - Florida Affiliate	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	5							
	Complimentary							
1.00	Books - Premium	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Membership Benefit							
	Teaching Young							
1.00	Children - Print Subscription for Non-Members	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Member Benefit Card							
1.00	Young Children - Print Subscription for Non-Members	0.00	0.00	0.00	0.00	0.00	0.00	0.00

© National Association for the Education of Young Children
 1313 L Street NW, Suite 500, Washington, DC 20005-4101
[202-232-8777](tel:202-232-8777) | [800-424-2460](tel:800-424-2460) | webmaster@naeyc.org

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22675****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
06/01/2018	07/19/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Baggage fee P. Kalifeh NAEYC conf

Baggage fee P. Kalifeh NAEYC conf

Unit Qty	Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000	N/A	Baggage fee P. Kalifeh NAEYC conf	50.00	0.000	50.00

Account Information	Percent	Amount
819 02 01 02 801 NA 800	0.72	\$36.00
819 02 01 02 602 NA 800	0.28	\$14.00

Approval Information

Shelley Shafer	Accounting	07/11/2018 1:55 PM
Kate Nunez	Contracts Mgr	07/11/2018 9:21 AM
Shelley Shafer	Requester	07/09/2018 3:38 PM

TOTAL**\$50.00**

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. 22366

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

Purchase Order Information				Vendor Information			
				Vendor ID		For fiscal Use	
Purchase Description	NAEYC Conf. American Airlines			Vendor Name	TSB Visa - Kalifeh		
Purchase/Service Date	5/20/18	To	5/20/18	Street Address			
Requestor's Name/Dept	Phyllis Kalifeh			City		State	Zip
Supervisor Approval	[Signature]			Phone		Fax	
				Confirmation#			
				Terms (Due)			

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

Approvals

Fiscal Dept. RR Nielsen-Nunez 7/11/18

CEO(+ \$1,000) _____



PASSENGER NAME

ALIFEH/PHYLLIS

PTO50LB 23KG AND62LI

1

25.00 USD

AUS DFW - AA DFW DEN - AA

Total with Applicable TFC
Credit Card VI XXXXXXXXXXXXX4368

25.00 USD

are 25.00USD

FC

FC

FC

Total

FLIGHT

1609

DATE

JUNE 12, 2018

PNR: MMNMJF

Agent: AUS-SSM

001

07880000

TFC=TAXES, FEES & CHARGES

T VALID FOR TRAVEL



PASSENGER NAME

ALIFEH/PHYLLIS

PTO50LB 23KG AND62LI

1

25.00 USD

AUS DFW - AA DFW AUS - AA

Total with Applicable TFC
Credit Card VI XXXXXXXXXXXXX4368

25.00 USD

are 25.00USD

FC

FC

FC

Total

FLIGHT

4116

DATE

JUNE 08, 2018

PNR: MMNMJF

Agent: TLH-SSM

001

TFC=TAXES, FEES & CHARGES

NOT VALID FOR TRAVEL

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22672****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
06/19/2018	07/19/2018	Shelley Shafer	Accounting	Documents 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 100	N/A	Supplies	88.30	0.000	88.30

Approval Information

Shelley Shafer Accounting 07/11/2018 1:53 PM
Kerri Cloud Dir of Finance 07/10/2018 4:58 PM

TOTAL**\$88.30**

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. 22363

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

Purchase Order Information				Vendor Information			
Acct. No. (if applicable)				Vendor ID			
				Vendor Name		TSB Visa <i>pl.feh</i>	
Purchase Description		Costco		Street Address			
Purchase/Service Date		6/19/18	To	6/19/18	City		
Requestor's Name/Dept		Phyllis Kalifeh		Phone			
Department Approval		<i>Phyllis Kalifeh</i>		Invoice #			
				Terms (Due)		Pay by Invoice	

Total	\$ 88.30
--------------	----------

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

Approvals

Fiscal Dept. Kelcloud 7/10/18

CEO(+ \$1,000) _____



Lantana #180
1873 West Lantana Road
Lantana, FL 33462

*Supplies
for
Oak-K
Transition
Summer*

3S Member 111880910504

E	782796 KS 40/16.9	2.99
	785094 *VF EVD NAP*	9.59 A
E	673893 PIRATE VEND	8.99
E	1073076 COTTON CANDY	8.99
E	18600 CLEMENTINES	8.99
E	18600 CLEMENTINES	8.99

VOID ~~XXXX~~

E	18600 CLEMENTINES	8.99
E	973642 MINI BABYBEL	10.99
E	83337 RED SEEDLESS	8.99
E	973642 MINI BABYBEL	10.99
E	107979 ALL CHOC BAG	15.99

SUBTOTAL	88.30
TAX	1.79
**** TOTAL	88.30

XXXXXXXXXXXX4368 CHIP Read
AID: A0000000031010
Seq#: 6715 App#: 044182
Visa Resp: APPROVED
Tran ID#: 817000006715....
Merchant ID: 990180

APPROVED - Purchase
AMOUNT: \$88.30
06/19/2018 17:23 180 6 244 75

Visa	88.30
CHANGE	0.00

A 7.0% Tax	1.79
TOTAL TAX	1.79
TOTAL NUMBER OF ITEMS SOLD =	9

06/19/2018 17:23 180 6 244 75
OP#: 75 Name: Marilyn A

Thank You!

Please Come Again

Whse:180 Trm:6 Trn:244 OP:75

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22673****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
06/21/2018	07/19/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Meeting expense

Meeting expense

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		57400 004 01 01 01 100 NA 100	N/A	Meeting expense	130.50	0.000	130.50

Approval Information

Shelley Shafer Accounting 07/11/2018 1:54 PM
Kerri Cloud Dir of Finance 07/10/2018 4:59 PM

TOTAL**\$130.50**

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. 22364

22673

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	Miami Staff Meals			Vendor Name	TSB Visa <i>Kalifeh</i>	
				Street Address		
Purchase/Service Date	6/21/18	To	6/21/18	City		
Requestor's Name/Dept	Phyllis Kalifeh			Phone		
Department Approval	<i>[Signature]</i>			Invoice #		
				Terms (Due)	Pay by Invoice	

Purchase Information		
Distribution Code	Item Description	Amount
Forum	Morale (Meals for Miami team -- breakfast and lunch)	35.61
	-	\$ 94.89
Total		\$ 130.50

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

Approvals	
Fiscal Dept.	<i>Recloud 7/10/18</i>
CEO(+ \$1,000)	

Don Davis Steakhouse

1200 NW 78 Ave Suite # 116
MIAMI, FLORIDA 33122
(305) 591-1222

Mesero: estefania Estación: 5

de Orden: 252776 Mesas
Mesa: 6B Personas: 1

1 CAFE CON LECHE ... 5.55
2 PASTELITOS. 2.00
1 Eggs Scramble
1 TOSTADA CON QUESO.
1 JUGO DE NARANJA...
1 OMELETES.
> queso cebolla y aji verde
1 PAN DE BONO

SUB TOTAL:
Impuesto 1:

TOTAL:

de cuenta: 2 <<
6/21/2018 0:04.5 A

S NOT INCLUDED

% Propina = \$4.82
% Propina = \$5.35

Suming Raw or Under
Fish, or Eggs may i
Business if you have

06/21/2018

CREDIT CARD
VISA SALE

Card # XXXXXXXXXXXX4368
Network: VISA
Chip Card: VISA CREDIT
AID: A0000000031010
ATC: 001D
ARQC: C3179BEDE44393E8
SEQ #: 8
Batch #: 272
INVOICE 8
SERVER 0023
Approval Code: 053934
Entry Method: Chip Read
Mode: Issuer

RE-TIP AMT \$28.61
TIP 7.00
TOTAL AMOUNT 35.61

(305)591-1222
DON DAVIS STEAKHOUSE
1200 NW 78 AVE #116
DORAL, FL 33126

09:44:22

ATE 6/21/18 TIME 1:30:06PM
ID 345774099880 081900038638

CHEVYS FRESH MEX MIAMI
8191 NW 12TH ST
DORAL, FL
33126
305.392.2883

PLEASE LEAVE SIGNED COPY WITH SERVER

isa XXXXXXXXXXXX4368 S
TH 056626 TBL 11 CHECK 621843
E-AUTH DINING YANET

JUNT 73.89
< 5.00

SUBTOTAL \$ 78.89
TIP \$ 16.00
TOTAL \$ 94.89

BREAKFAST

& LUNCH

For Miami TEAM

(Excluding Tallahassee
staff on
travel status)

Miami Team

Grabuity Guidelines

15% = \$4.29 18% = \$5.11
20% = \$5.72

CUSTOMER COPY

CUSTOMER COPY

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18801
7/12/2018

Invoice	Description	Discount	Amount
09-EN-22744	Travel expenses P. Kalifeh Pre-K Summit & RCCDP me...	\$0.00	\$157.57

Electronic Payment Notification

Total : \$0.00 \$157.57

Electronic Payment Notification

Phyllis Kalifeh
5419 Pimlico Drive
Tallahassee, FL 32309

VOID

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18801
7/12/2018

Invoice	Description	Discount	Amount
09-EN-22744	Travel expenses P. Kalifeh Pre-K Summit & RCCDP me...	\$0.00	\$157.57

Electronic Payment Notification

Total : \$0.00 \$157.57

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22744****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
06/21/2018	07/20/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Travel expenses P. Kalifeh Pre-K Summit & RCCDP meeting 6/19- 6/21/18

Travel expenses P. Kalifeh Pre-K Summit & RCCDP meeting 6/19-6/21/18

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 004 01 01 01 100 NA 100	N/A	Travel expenses P. Kalifeh Pre-K Summit 6/19- 6/21/18	121.57	0.000	121.57
1	EA	0		53000 514 02 01 02 301 NA 600	N/A	Travel expenses P. Kalifeh RCCDP meeting 6/19- 6/21/18	36.00	0.000	36.00

Approval Information

Shelley Shafer	Accounting	07/11/2018 3:19 PM
Kate Nunez	Contracts Mgr	07/11/2018 11:03 AM
Shelley Shafer	Requester	07/10/2018 2:21 PM

TOTAL**\$157.57**

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. 22435

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

Purchase Order Information					Vendor Information				
					Vendor ID	1008	For fiscal Use		
Purchase Description	PreK-K Summit				Vendor Name	Phyllis Kalifeh			
					Street Address				
Purchase/Service Date	6/19/18	To	6/21/18		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. KR Nelsen - Nunez 7/11/18

CEO(+ \$1,000) _____

[illegible]

Transition to Kindergarten Summit
Broward and Palm Beach
6/20/18

10:00am	Summit Kick-Off	Melinda Webster
10:30am	Summit Overview	Phyllis Kalifeh
11:00am	Child and Teacher Perspective Videos	Phyllis Kalifeh
11:15am	Break	All
11:30am	Transition Resources & Best Practices	Melissa Clements
11:45am	"Countdown to Kindergarten" Campaign	Lori Canning
12:00pm	Lunch on site	All
12:30pm	Transition Practices Questionnaire (Continue Lunch)	Community Groups
1:00pm	Share Successful Practices	Community Groups
1:30pm	Break	All
1:45pm	Small Group Activity	Denise Bishop
2:15pm	S.W.O.T.	Community Groups
2:45pm	Develop Transitions Plan	Community Groups
3:30pm	Share Key Action Steps Planned	Community Groups
3:45pm	Closing Statements	Phyllis Kalifeh Melinda Webster

***** ATTACH ORIGINAL TO TRAVEL EXPENSE REPORT**

[illegible]

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22768****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				
06/21/2018	07/28/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Auto rental P. Kalifeh Pre-K Summitt and RCCDP mtgs				
Auto rental P. Kalifeh Pre-K Summitt and RCCDP mtgs									
Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 004 01 01 01 100 NA 100	N/A	Auto rental P. Kalifeh Pre-K Summitt and RCCDP mtgs	72.80	0.000	72.80
1	EA	0		53000 514 02 01 02 301 NA 600	N/A	Auto rental P. Kalifeh Pre-K Summitt and RCCDP mtgs	36.40	0.000	36.40

Approval Information

Shelley Shafer	Accounting	07/19/2018 10:44 AM
Anita Bushnyakova	Contracts Mgr	07/19/2018 9:31 AM
Shelley Shafer	Requester	07/18/2018 7:46 AM

TOTAL**\$109.20**

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. 22459

22768

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

Purchase Order

Purchase Information				Vendor Information			
Purchase Date	6/21/2018			Vendor ID	5257		For Fiscal Use
Purchase Description	PrK Summit/RCCDP mtgs			Vendor Name	TSB-Kalifeh		
				Street Address			
Purchase/Service Date	6/19/18	6/21/18		City		State	FL Zip
Requestor's Name/Dept	Phyllis Kalifeh			Phone		Fax	
				Invoice #			
				Terms (Due)			
Purchase Information							
Distribution Code	Item Description					Amount	
2006	Auto Rental					\$	72.80
2514	Auto Rental					\$	36.40
Expense Coding Info				Total		\$ 109.20	
GL Code	53000			Approvals Fiscal Dept. <u>AB 7/18/18</u> CEO(+ \$1,000) _____			
Fund							
Audit							
FAS							
Function							
Program							
Activity							
Department							

INDIVIDUAL CARDHOLDER ACTIVITY

06-11	06-09	24639238161900017000093	NATIONAL ASSOCIATION FOR 800-4242460 DC	50.00
06-13	06-12	24492158163713137171718	UBER TRIP S2CNB HELP.UBER.COM CA	20.01
06-14	06-12	74431068164978002116861	AMERICAN AIR0010624484710 FORT WORTH TX	20.11 CR
			KALIFEH/PHYLLIS	
			RVU AA Y FEE	
06-14	06-13	24492158164717183609900	UBER TRIP YVPWF HELP.UBER.COM CA	5.00
06-14	06-12	24431068164978001505424	AMERICAN AIR0010288056341 FORT WORTH TX	25.00
			KALIFEH/PHYLLIS	
			EBC AA Y FEE	
06-20	06-18	24431068170978001567319	AMERICAN AIR0010288714799 FORT WORTH TX	25.00
			KALIFEH/PHYLLIS	
			EBC AA Y FEE	
06-20	06-18	24431068170978001567327	AMERICAN AIR0010288714967 FORT WORTH TX	25.00
			KALIFEH/STEPHEN	
			EBC AA Y FEE	
06-20	06-18	24755428170161701032033	RPS TALLAHASSEE AIRPORT TALLAHASSEE FL	86.00
06-20	06-19	24431068171898000067153	COSTCO WHSE #0180 LANTANA FL	98.30
06-22	06-21	24765018172206000000085	DON DAVIS STEAKHOUSE DORAL FL	35.61
06-22	06-21	24431068173206988001004	CHEVYS MIAMI DORAL FL	94.89
06-22	06-21	24164078172060472292493	ENTERPRISE RENT-A-CAR FORT LAUDERDA FL	109.20
			447229249	
06-22	06-20	24755428172171726072359	EMBASSY SUITES WEST PALM BEA FL <i>Denise</i>	110.00
			383062105550005 ARRIVAL: 06-20-18	
06-22	06-20	24755428172171726072375	EMBASSY SUITES WEST PALM BEA FL	110.00
			383062105550007 ARRIVAL: 06-20-18	
06-22	06-20	24755428172171726072599	EMBASSY SUITES WEST PALM BEA FL	110.00
			383062105550029 ARRIVAL: 06-20-18	
06-25	06-21	24316058173548096055690	SHELL OIL 57543957005 MIAMI FL	17.56
06-25	06-22	24755428173171733601553	RPS TALLAHASSEE AIRPORT TALLAHASSEE FL	39.00
06-25	06-21	24755428173161732873048	HAMPTON INN MIAMI FL	119.00
			420062204260005 ARRIVAL: 06-21-18	
06-25	06-21	24755428173161732873055	HAMPTON INN MIAMI FL	119.00
			420062204260006 ARRIVAL: 06-21-18	
06-25	06-21	24755428173161732873063	HAMPTON INN MIAMI FL	119.00
			420062204260007 ARRIVAL: 06-21-18	

MELISSA CLEMENTS	CREDITS	PURCHASES	CASH ADVANCES	TOTAL ACTIVITY
XXXX-XXXX-XXXX-4384	\$0.00	\$546.59	\$0.00	\$546.59

Post Date	Trans Date	Reference Number	Transaction Description	Amount
06-01	05-30	24431068151978000781211	AMERICAN AIR0012191594856 FORT WORTH TX CLEMENTS/MELISSA	513.59
06-25	06-22	24755428173171733601587	TLH AA S DFW AA S SAN AA Q DFW AA Q TLH RPS TALLAHASSEE AIRPORT TALLAHASSEE FL	33.00

JENNA JACOBSEN BROWN	CREDITS	PURCHASES	CASH ADVANCES	TOTAL ACTIVITY
XXXX-XXXX-XXXX-4475	\$0.00	\$6,342.63	\$0.00	\$6,342.63

Post Date	Trans Date	Reference Number	Transaction Description	Amount
06-01	05-31	24204298151000580630722	FACEBK KA5PGFNAD2 650-5434800 CA	25.00
06-11	06-08	24692168159100135273303	MAILCHIMP *MONTHLY MAILCHIMP.COM GA	127.50
06-13	06-12	24906418163056204315489	4IMPRINT 877-4467746 WI	728.87

Continued on next p

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22770****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
06/29/2018	07/28/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Hotel, gas and parking Kalifeh, Bishop and Clements/ Pre-K Summit and RCCDP mtgs
Hotel, gas and parking Kalifeh, Bishop and Clements/ Pre-K Summit and RCCDP mtgs					

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 514 02 01 02 301 NA 600	N/A	Hotel, gas and parking Kalifeh, Bishop and Clements/ Pre-K Summit and RCCDP mtgs	356.00	0.000	356.00
1	EA	0		53000 004 01 01 01 100 NA 100	N/A	Hotel, gas and parking Kalifeh, Bishop and Clements/ Pre-K Summit and RCCDP mtgs	387.56	0.000	387.56

Approval Information

Shelley Shafer Accounting 07/19/2018 10:46 AM
Anita Bushnyakova Contracts Mgr 07/19/2018 9:35 AM
Shelley Shafer Requester 07/18/2018 7:51 AM

TOTAL**\$743.56**

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. 22461

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

Purchase Order Information					Vendor Information					
					Vendor ID			For fiscal Use		
Purchase Description	Pre-K Summit / RCDP mtgs Hotels				Vendor Name	TSB-Admin Kalifeh				
Purchase/Service Date	6/19/18	To	6/21/18		Street Address					
Requestor's Name/Dept	Phyllis Kalifeh				City		State		Zip	
Supervisor Approval	[Signature]				Phone		Fax			
					Invoice #					
					Terms (Due)					

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

Approvals
Fiscal Dept. AB 7/19/18
CEO(+ \$1,000) _____





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Name & Address

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

Suite 1105/KNGN
Arrival Date 6/19/2018 1:13:00 PM
Departure Date 6/20/2018
Adult/Child 2/0
Suite Rate 110.00
Rate Plan: GVS
HH # 610503288 SILVER
AL:
Car:

Confirmation Number: 84172578

6/20/2018

Hilton

DATE	REFERENCE	DESCRIPTION	AMOUNT
6/19/2018	1155332	GUEST ROOM EXEMPT	\$110.00
6/20/2018	1155557	VS *4368	(\$110.00)
		BALANCE	\$0.00

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ACCOUNT NO.

CARD MEMBER NAME

ESTABLISHMENT NO. & LOCATION

ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

CARD MEMBER'S SIGNATURE

X

DATE OF CHARGE	FOLIO NO./CHECK NO.
	308490 A
AUTHORIZATION	INITIAL
PURCHASES & SERVICES	
TAXES	
TIPS & MISC.	
TOTAL AMOUNT	-110.00

PAYMENT DUE UPON RECEIPT

W
WALDORF
ASTORIA
HOTELS & RESORTS

CONRAD
HOTELS & RESORTS

canopy
BY HILTON

Hilton
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TAPESTRY
COLLECTION
BY HILTON

EMBASSY
SUITES
BY HILTON

Hilton
Garden
Inn

Hampton
BY HILTON

tru
BY HILTON

HOMEWOOD
SUITES
BY HILTON

HOME2
SUITES BY HILTON

Hilton
Grand Vacations

Hilton
HONORS

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Phone (561) 689-6400 • Fax (561) 683-7150
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Name & Address

BISHOP, MARGOT
1849 EASTON FOREST DR
TALLAHASSEE FL 32317
UNITED STATES OF AMERICA

Suite 602/KNGN
Arrival Date 6/19/2018 1:10:00 PM
Departure Date 6/20/2018

Adult/Child 2/0
Suite Rate 110.00

Rate Plan: GVS
HH # 225652949 BLUE
AL:
Car:

Confirmation Number: 84172578

6/20/2018

Hilton

DATE	REFERENCE	DESCRIPTION	AMOUNT
6/19/2018	1155445	GUEST ROOM EXEMPT	\$110.00
6/20/2018	1155556	VS *4368	(\$110.00)
		BALANCE	\$0.00

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TAPESTRY
COLLECTION
BY HILTON



ACCOUNT NO.
CARD MEMBER NAME
ESTABLISHMENT NO. & LOCATION
ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT
CARD MEMBER'S SIGNATURE
X

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

DATE OF CHARGE	FOLIO NO./CHECK NO.
	308489 A
AUTHORIZATION	INITIAL
PURCHASES & SERVICES	
TAXES	
TIPS & MISC.	
TOTAL AMOUNT	-110.00

PAYMENT DUE UPON RECEIPT



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Phone (561) 689-6400 • Fax (561) 683-7150
For reservations across the nation
www.embassysuites.com or 1-800-EMBASSY

Name & Address

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

Suite 402/KNGN
Arrival Date 6/19/2018 1:08:00 PM
Departure Date 6/20/2018
Adult/Child 2/0
Suite Rate 110.00
Rate Plan: GVS
HH # 610503288 SILVER
AL:
Car:

Melissa Clements Room

Confirmation Number: 84172578

6/20/2018

Hilton

DATE	REFERENCE	DESCRIPTION	AMOUNT
6/19/2018	1155416	GUEST ROOM EXEMPT	\$110.00
6/20/2018	1155554	VS *4368	(\$110.00)
		BALANCE	\$0.00

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TAPESTRY
COLLECTION
BY HILTON



ACCOUNT NO.

CARD MEMBER NAME

ESTABLISHMENT NO. & LOCATION

ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

CARD MEMBER'S SIGNATURE

X

DATE OF CHARGE

FOLIO NO./CHECK NO.

308488 A

AUTHORIZATION

INITIAL

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT

-110.00

PAYMENT DUE UPON RECEIPT

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

**Name and Address**

KALIFEH, PHYLLIS
5419 PIMLICO DRIVE
TALLAHASSEE, FL 32309

*Phyllis
Clements*

HAMPTON INN & SUITES BY HILTON

Room 407//KXTD
Arrival Date 06/20/18
Departure Date 06/21/18
Adult/Child 2/0
Room Rate \$119.00
Rate Plan L-GVS
Honors # 610503288
Airline:

Hotel Address

777 NORTHWEST 57TH AVENUE
MIAMI, FL 33126

Reservations
www.hamptoninn.com or
1-800-HAMPTON

Confirmation # 83128610

06/21/18 PAGE 1

DATE	REFERENCE	DESCRIPTION	AMOUNT
06/20/18	1919412	GUEST ROOM EXEMPT	\$119.00
06/21/18	1919544	*****4368	(\$119.00)
		** BALANCE **	\$0.00

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Hilton

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BY HILTON

**Hilton**
HONORS



Hampton Inn & Suites Miami - Airport South - Blue Lagoon
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Phone (305) 262-5400 • Fax (305) 262-5488

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

name
address

room number: 409/KXTD
arrival date: 6/20/2018 6:17:00 PM
departure date: 6/21/2018

adult/child: 2/0
room rate: 119.00

Rate Plan: GVS
HH # 610503288 SILVER
AL:
Car:

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.

Confirmation Number: 83128610

6/21/2018

Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safe is available for you in your room or in 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. A fee of up to 250 USD will be assessed for smoking in a non-smoking room. We do not accept Pets. A fee of up to 250 USD will be assessed for having a pet in your guestroom. In an emergency, I, or someone in my party require special evacuation assistance due to a physical disability. Please indicate yes by checking here: ☐

date	reference	description	amount	
6/20/2018	1919414	GUEST ROOM EXEMPT	\$119.00	
6/21/2018	1919545	VS *4368	(\$119.00)	
		BALANCE	\$0.00	

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thanks.

account no. VS *4368	date of charge 6/21/2018	folio/check no. 631002 A
card member name KALIFEH, PHYLLIS	authorization 020277	initial
establishment no. and location 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	purchases & services	
	taxes	
	tips & misc.	
signature of card member X	total amount	-119.00



HAMPTON INN & SUITES BY HILTON
MIAMI AIRPORT SOUTH BLUE LAGO, 777 NW 57TH
AVE.
MIAMI, FL 33126
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*Children's
Forum*

BISHOP, MARGOT

1849 EASTON FOREST DR

TALLAHASSEE FL 32317

UNITED STATES OF AMERICA

Room No: 410/KXTD
Arrival Date: 6/20/2018 6:19:00 PM
Departure Date: 6/21/2018 8:11:00 AM
Adult/Child: 2/0
Cashier ID: JGUILLEN
Room Rate: 119.00
AL:
HH # 225652949 BLUE
VAT #
Folio No/Che 631004 A

Confirmation Number: 83128610

HAMPTON INN & SUITES BY HILTON 6/21/2018 8:10:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
6/20/2018	1919415	GUEST ROOM EXEMPT	\$119.00
6/21/2018	1919546	VS *4368	(\$119.00)
BALANCE			\$0.00

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CREDIT CARD DETAIL

APPR CODE	010118	MERCHANT ID	0194006600
CARD NUMBER	VS *4368	EXP DATE	11/20
TRANSACTION ID	1919546	TRANS TYPE	Sale

Tallahassee International Airport

RECEIPT



Toledo Ticket Co., Toledo, OH
www.toledoticket.com



098379 08:49 039.00 06/22 01:11 82

Parking: \$26⁰⁰ - Summit
13⁰⁰ - Miami

\$39⁰⁰

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22771****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
06/21/2018	07/28/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Airfare for Kalifeh, Bishop and Clements/ Pre-K Summit and RCCDP mtgs

Airfare for Kalifeh, Bishop and Clements/ Pre-K Summit and RCCDP mtgs

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 004 01 01 01 100 NA 100	N/A	Airfare for Kalifeh, Bishop and Clements/ Pre-K Summit and RCCDP mtgs	824.40	0.000	824.40
1	EA	0		53000 514 02 01 02 301 NA 600	N/A	Airfare for Kalifeh, Bishop and Clements/ Pre-K Summit and RCCDP mtgs	412.20	0.000	412.20

Approval Information

Shelley Shafer	Accounting	07/19/2018 10:46 AM
Anita Bushnyakova	Contracts Mgr	07/19/2018 10:32 AM
Shelley Shafer	Requester	07/18/2018 8:45 AM

TOTAL \$1,236.60

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. 22462

Thursday, July 19, 2018 Page 1 of 1

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

Purchase Order Information					Vendor Information				
					Vendor ID			For fiscal Use	
Purchase Description	Airfare				Vendor Name	TSB Visa <i>Kal:fen</i>			
					Street Address				
Purchase/Service Date	6/19/18	To	6/21/18		City		State		Zip
Requestor's Name/Dept	Phyllis Kalifeh				Phone		Fax		
Supervisor Approval	<i>[Signature]</i>				Confirmation#				
					Terms (Due)				

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

Approvals

Fiscal Dept. AB 7/19/18

CEO(+\$1,000) _____

Phyllis Kalifeh

From: Phyllis Kalifeh
Sent: Monday, June 25, 2018 1:36 PM
To: Phyllis Kalifeh
Subject: Fwd: Your trip confirmation-UZBMOX 21JUN

Sent from my iPhone

Begin forwarded message:

From: American Airlines <no-reply@notify.email.aa.com>
Date: May 29, 2018 at 3:15:03 PM EDT
To: "PKKALIFEH@ME.COM" <pkkalifeh@me.com>
Subject: Your trip confirmation-UZBMOX 21JUN

American Airlines 



Hello Phyllis Kalifeh!

Issued: May 29, 2018



Your trip confirmation and receipt

Record locator: **UZBMOX**

[View your trip](#)

Thursday, June 21, 2018

MIA

9:45 PM



TLH

11:16 PM

Seats: 11A, 11C, 11B

Class: Economy (S)

Meals:

Miami

Tallahassee

American Airlines 3325

OPERATED BY ENVOY AIR AS AMERICAN EAGLE.

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Phyllis Kalifeh



Earn up to a \$200
statement credit + 50,000
bonus miles after qualifying
purchases [Learn more »](#)

AAdvantage # 219HPX2

Ticket # 0012191461007

Margot Bishop

Earn miles with this trip.

[Join AAdvantage »](#)

Ticket # 0012191461008

Melissa
Clements

Earn miles with this trip.

[Join AAdvantage »](#)

Ticket # 0012191461009

Your trip receipt



Visa XXXXXXXXXXXXXXX4368

Phyllis Kalifeh

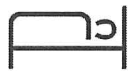
FARE-USD	\$ 213.02
TAXES AND CARRIER-IMPOSED FEES	\$ 30.18
TICKET TOTAL	\$ 243.20

Margot Bishop

FARE-USD	\$ 213.02
TAXES AND CARRIER-IMPOSED FEES	\$ 30.18
TICKET TOTAL	\$ 243.20

Melissa Clements

FARE-USD	\$ 213.02
TAXES AND CARRIER-IMPOSED FEES	\$ 30.18
TICKET TOTAL	\$ 243.20



Hotel offers



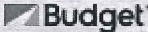
Car rental offers



Buy trip insurance



SuperShuttle

Up to 35% off base rates + 1,000 miles
 Budget

Book and save on hotels worldwide
Search now 

Free entertainment on your flight
How to watch 

Need more miles?
Buy or gift miles today 

 American Airlines

\$729.60 total

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Baggage Information

Baggage charges for your itinerary will be governed by American Airlines BAG ALLOWANCE -

Find messages, documents, photos or people

Compose Back Archive Move Delete Spam

pkalifeh@yahoo... 4
kalifehdesigns 1

Inbox 4
Unread
Starred
Drafts
Sent
More

Views Hide
Photos
Documents
Travel
Coupons
Purchases
Tutorials

Folder Show

United Airlines, Inc. <unitedairlines@united.com>
To: PKALIFEH@YAHOO.COM

May 29 at 2:35 PM

Theme

Light Medium Dark

Message layout

List Right Bottom

Inbox spacing

Small Medium Large

Message tabs

Turn on tabs to multitask

More Settings

Switch back to classic Mail Give feedback

eTicket Itinerary and Receipt for Confirmation I17GSZ

Receipt for confirmation number I17GSZ

UNITED A STAR ALLIANCE MEMBER United logo link to home page

Issue Date: May 29, 2018 Confirmation: I17GSZ

TRAVELER INFORMATION

Traveler	eTicket Number	Frequent Flyer Number	Seats
KALIFEH/PHYLLIS	0162401277512	UA-XXXXX921	---
BISHOP/MARGOT DENISE	0162401277513	---	---
CLEMENTS/MELISSA	0162401277514	---	---

FLIGHT INFORMATION

Day, Date	Flight	Class	Departure City and Time	Arrival City and Time	Aircraft	Meal
Tue, 19 JUN 18	UA3123	V	TALLAHASSEE, FL (TLH) 9:59 AM	FORT LAUDERDALE, FL (FLL) 11:45 AM	SAAB 340	

Flight operated by SILVER AIRWAYS with turbo-prop equipment.

FARE INFORMATION

Fare Breakdown

Airfare	Form of Payment
143.98	VISA
S	Last Four Digits 4568
D	
U.S. Transportation Tax	10.62
U.S. Flight Segment Tax	4.10
September 11th Security Fee	5.60
U.S. Passenger Facility Charge	4.50
Per Person Total	169.00
S	
D	
eTicket Total	507.00
S	
D	

The airfare you paid on this itinerary totals: 431.94 USD
The taxes, fees, and surcharges paid total: 75.05 USD

Fare Rules: Additional charges may apply for changes in addition to any fare rules listed.

NONREFUNDABLE/DTCTCHG FEE
Cancel reservations before the scheduled departure time or TICKET HAS NO VALUE.

Baggage allowance and charges for this itinerary.

Baggage fees are per traveler

Origin and destination for checked baggage	1 st bag	2 nd bag	Maximum weight and dimensions per piece of baggage Max wt / dim per piece
6/19/2018 Tallahassee, FL (TLH) to Fort Lauderdale, FL (FLL)	25.00 USD	35.00 USD	50.0lbs (23.0kg) - 62.0in (157.0cm)

MileagePlus Accrual Details

Date	Flight From/To	Award Miles	POB	POS	POD
6/19/2018	3123 Tallahassee, FL (TLH) Fort Lauderdale, FL (FLL)	720	B	B	144
		Award Miles	POB	POS	POD
	Phyllis's MileagePlus Accrual totals:	720	Ineligible	Ineligible	144

Important Information about MileagePlus Earning

- Accruals vary based on the terms and conditions of the traveler's frequent flyer program, the traveler's frequent flyer status and the itinerary selected. United MileagePlus® mileage accrual is subject to the rules of the MileagePlus program.
- Once travel has started, accruals will no longer display. You can view your MileagePlus account for posted accrual.
- You can earn up to 75,000 award miles per ticket. The 75,000 award miles cap may be applied to your posted flight activity in an order different than shown.
- POB are a Premier status requirement for members in the U.S. only.
- Accrual is only displayed for MileagePlus members who choose to accrue to their MileagePlus account.

eTicket Reminders

- Check-in Requirement** - Bags must be checked and boarding passes obtained at least 30 minutes prior to scheduled departure. Baggage will not be accepted and advance seat assignments may be canceled if this condition is not met.
EXCEPTION When departing from Anchorage, Atlanta, Austin, Baltimore, Chicago, Cincinnati, Cleveland, Dallas/Ft. Worth, Denver, Detroit, Fort Lauderdale, Greenville-Spartanburg, Guam, Honolulu, Houston, Indianapolis, Jacksonville, Kona, Las Vegas, Los Angeles, Maui, Miami, New York (LGA), Newark, Orange County (SNA), Orlando, Philadelphia, Phoenix, Pittsburgh, Raleigh/Durham, Reno, San Diego, San Francisco, San Juan, PR (60 minutes), Savannah, Seattle, St. Louis, St. Thomas, U.S. Virgin Islands (60 minutes), Tampa, Washington, DC (both IAD and DCA), the check-in requirement time for Passengers and Bags is 45 minutes except where noted.
- Boarding Requirement** - Passengers must be prepared to board at the departure gate with their boarding pass at least 15 minutes prior to scheduled departure.
- Failure to meet the **Boarding Requirements** may result in cancellation of reservations, denied boarding, removal of checked baggage from the aircraft and loss of eligibility for denied boarding compensation.
- Bring your boarding pass or this eTicket Receipt along with photo identification to the airport.
- The FAA now restricts carry-on baggage to one bag plus one personal item (purse, briefcase, laptop computer, etc.) per passenger. The fare rules for your ticket may restrict your carry-on baggage allowance even further.
- For up to the minute flight information, sign-up for our Flight Status Updates or call 1-800-824-6200, in Spanish 1-800-426-5561.
- If flight segments are not flown in order, your reservation will be cancelled. Rebooking will be subject to the fare rules governing your ticket.
- For the most current status of your reservation, go to our Flight Status page.
- Your eTicket is non-transferable and valid for 1 year from the issue date unless otherwise noted in the fare rules.

Data Protection Notice

Your personal data will be processed in accordance with the applicable carriers privacy policy and if your booking is made via a reservation system provider ("GDS"), with its privacy policy.

\$507 ÷ 3 =
\$169 each

Add UnitedAirlines@news.united.com to your address book. [See instructions.](#)



Tuesday, May 29, 2018

Thank you for choosing United



We're processing your reservation and will send you an eTicket Itinerary and Receipt email once completed. This process usually takes less than an hour, but in rare cases it could take longer. If you don't receive an eTicket Itinerary and Receipt email within 24 hours, please call the [United Customer Contact Center](#)

Confirmation number:

Tallahassee, FL, US (TLH)
to Fort Lauderdale, FL, US (FLL)

I17GSZ

Manage reservation

Purchase summary

3 adults (18-64)	\$431.94
Taxes and fees	\$75.06

Total	\$507.00
--------------	-----------------

Credit card payment: \$507.00 (Visa-***4368)

\$169.00

Trip summary

Tue, Jun 19, 2018

per person
Melissa
clerk

UA 3123 Operated By Silver Airways

Nonstop

7-3-18

9:50 am

Tallahassee, FL, US
(TLH)



11:45 am

Fort Lauderdale, FL, US
(FLL)

Duration: 1h 55m
Economy (V)



Non-jet aircraft type
TLH to FLL Saab 340/340B

Travelers

Phyllis Kalifeh

TLH to FLL

Known

Traveler/Pass ID:

TT11TFJT9

Frequent flyer:

UA-****921

Email address:

pkalifeh@yahoo.com

Home phone:

+1 (850) 322-8053

Margot Bishop

TLH to FLL

Melissa Clements

TLH to FLL

Melissa

Clements

7-3-18

Thursday, June 21, 2018

MIA

9:45 PM

Miami



TLH

11:16 PM

Tallahassee

Seats: [11A](#), [11C](#), [11B](#)

Class: Economy (S)

Meals:



Visa XXXXXXXXXXXXXXX4368

Phyllis Kalifeh

FARE-USD	\$ 213.02
TAXES AND CARRIER-IMPOSED FEES	\$ 30.18
TICKET TOTAL	\$ 243.20

Margot Bishop

FARE-USD	\$ 213.02
TAXES AND CARRIER-IMPOSED FEES	\$ 30.18
TICKET TOTAL	\$ 243.20

Melissa Clements

FARE-USD	\$ 213.02
TAXES AND CARRIER-IMPOSED FEES	\$ 30.18
TICKET TOTAL	\$ 243.20

*Melissa
Clements
7-3-18*

American Airlines 3325
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Phyllis Kalifeh



Earn up to a \$200
statement credit + 50,000
bonus miles after qualifying
purchases [Learn more »](#)

AAdvantage #

219HPX2

Ticket # 0012191461007

Margot Bishop

Earn miles with this trip.

[Join AAdvantage »](#)

Ticket # 0012191461008

Melissa
Clements

Earn miles with this trip.

[Join AAdvantage »](#)

Ticket # 0012191461009

Your trip receipt

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22908****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
07/09/2018	08/18/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Meeting supplies

Meeting supplies

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		57300 004 02 01 02 100 OEL Transition 100	N/A	Meeting supplies	112.38	0.000	112.38

Approved

Approval Information

Shelley Shafer	Accounting	08/10/2018 8:35 AM
Kerri Cloud	Dir of Finance	08/09/2018 9:23 AM
Shelley Shafer	Requester	08/08/2018 11:51 AM

TOTAL \$112.38

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

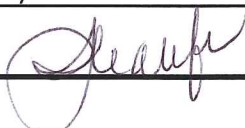


Control No. 22602

22908

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	Publix			Vendor Name	TSB Visa <i>Kalifeh</i>	
Purchase/Service Date	7/9/18	To	7/9/18	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
<i>Forum</i>	Food for Summit	112.38
<i>Transition</i>	<i>(Northwest)</i>	
Total		\$ 112.38

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

Approvals
Fiscal Dept. _____
CEO(+ \$1,000) _____

Publix

he Crossing
ohn Sims Pkwy E
ille, FL 32570

Store manager: Chad Sutherland
850-678-3002

GW PPY SD MINI MFN	4.99	F
GW BLBRRY MINI MFF	4.99	F
GW BNA MINI MFFNS	4.99	F
STRAWBERRIES PREM		
1 @ 2 FOR 5.00	2.50	F
You Saved 1.49		
STRAWBERRIES PREM		
1 @ 2 FOR 5.00	2.50	F
You Saved 1.49		
STRAWBERRIES PREM		
1 @ 2 FOR 5.00	2.50	F
You Saved 1.49		
LO 100Z CUPS	3.49	T
SOLO 100Z CUPS	3.49	T
HY HUGS & KISSES	6.49	T F
RSHEY KISSES DRK	6.49	T F
HY HUGS & KISSES	6.49	T F
REUSABLE SHP BG		
3 @ 0.99	2.97	T
MINI BABYBEL_WC	5.99	F
MINI BABYBEL_GD	5.99	F
LC MINI BABYBEL_D	5.99	F
LC MINI LT ORIG	5.99	F
PG RUBBER BANDS	0.99	T
GRAPES RED SDLS		
2.49 lb @ 2.49/ lb	6.20	F
You Saved 1.25		
GRAPES WHT SDLS		
2.01 lb @ 2.99/ lb	6.01	F
You Saved 2.03		
BANANAS		
4.85 lb @ 0.65/ lb	3.15	F
YORK CANDY	6.49	T F
ARIZONA SWEET TEA	2.90	T F
ARIZONA SWEET TEA	2.90	T F
ARIZONA GREEN TEA	2.90	T F
22QT FM ICE CHT/HD	4.99	T
TAX EXEMPT #		
Order Total	112.38	
Grand Total	112.38	
Credit Payment	112.38	
	0.00	

FORGIVEN 3.04

Savings Summary

Special Price Savings

* Your Savings at Publix *
* 7.75 *

PRESTO!

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18835
8/8/2018

Invoice	Description	Discount	Amount
09-EN-22852	Reimbursement for supplies for PreK-K Transition Sum...	\$0.00	\$7.08

Electronic Payment Notification

Total :

\$0.00

\$7.08

Electronic Payment Notification

Phyllis Kalifeh
5419 Pimlico Drive
Tallahassee, FL 32309

VOID

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18835
8/8/2018

Invoice	Description	Discount	Amount
09-EN-22852	Reimbursement for supplies for PreK-K Transition Sum...	\$0.00	\$7.08

Electronic Payment Notification

Total :

\$0.00

\$7.08

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22852****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
07/09/2018	08/10/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Reimbursement for supplies for PreK-K Transition Summit NW Florida

Reimbursement for supplies for PreK-K Transition Summit NW Florida

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	Reimbursement for supplies for PreK-K Transition Summit NW Florida	7.08	0.000	7.08

Approval Information

Shelley Shafer	Accounting	08/01/2018 2:53 PM
Kerri Cloud	Dir of Finance	07/31/2018 4:05 PM
Shelley Shafer	Requester	07/31/2018 9:44 AM

TOTAL**\$7.08**

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. 22545

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

Purchase Order Information				Vendor Information			
Acct. No. (if applicable)				Vendor ID	1008	For fiscal Use	
Purchase Description		Phyllis Kalifeh		Vendor Name	Phyllis	TSB Visa	
Purchase/Service Date		7/9/18	To	7/9/18	Street Address	Kalifeh	
Requestor's Name/Dept		Phyllis Kalifeh		City			
Department Approval		[Signature]		Phone			
				Invoice #			
				Terms (Due)	Pay by Invoice		

Expense Coding Info	
GL Code	52300
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

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

See back receipt for your chance
to win \$1000 ID #:7M40YY21902S

Walmart 
Save money. Live better.

850-389-3013 Mgr: KIMBERLY STEVENS

1300 JOHN SIMS PKWY E

NICEVILLE FL 32578

ST# 05845 OP# 009048 TE# 48 TR# 00028

GV WATER 007874235192 F 0.82 N

GV WATER 007874235192 F 0.82 N

GV WATER 007874235192 F 0.82 N

SUBTOTAL 2.46

TOTAL 2.46

CASH TEND 5.00

CHANGE DUE 2.54

ITEMS SOLD 3

7859 7942 3044 3283



08:40:10

U: Have your receipts.



Welcome to Chick-fil-A

Niceville FSU (#02366)

Niceville, FL

(850) 279.6070

Owner / Operator: ROBB SCHIEFER

www.chick-fil-a.com/niceville

CUSTOMER COPY

7/10/2018 8:30:45 AM

DINE IN

Order Number: 3435663

3 Bag of Ice 4.35

Sub. Total: \$4.35

Tax: \$0.27

Total: \$4.62

Change \$15.38

\$20 \$20.00

Register:7 Tran Seq No: 3435663

Cashier: TIFFANY

Would you like to work at your fave
Restaurant? Talk to us.

\$7⁰⁸

paid by:
Phalifl

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22909****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
07/10/2018	08/18/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Hotel and gas charges P.Kalifeh PreK Transition summit

Hotel and gas charges P.Kalifeh PreK Transition summit

Unit Qty	Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 004 02 01 02 100 OEL Transition 100	N/A	Hotel and gas charges P.Kalifeh PreK Transition summit	227.80	0.000	227.80

Approved

Approval Information

Shelley Shafer Accounting 08/10/2018 8:35 AM
Anita Bushnyakova Contracts Mgr 08/09/2018 12:05 PM
Shelley Shafer Requester 08/08/2018 11:53 AM

TOTAL \$227.80

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. 22603

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

Purchase Order Information					Vendor Information				
	PCK Transition Summit				Vendor ID			For fiscal Use	
Purchase Description	Holiday Inn				Vendor Name	TSB-Admin Kalifeh			
					Street Address				
Purchase/Service Date	7/9/18	To	7/10/18		City		State		Zip
Requestor's Name/Dept	Phyllis Kalifeh				Phone		Fax		
Supervisor Approval	[Signature]				Invoice #				
					Terms (Due)				

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

Approvals

Fiscal Dept. AB 8/9/18

CEO(+ \$1,000) _____



CONNECT
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DOWNLOAD
IHG® App



Thank You!

For Staying With Us

LOG IN TO YOUR ACCOUNT

Thanks for your stay at the Niceville-Eglin Afb. For your convenience, here is a copy of your hotel bill. We look forward to serving you again.

LOG IN TO YOUR ACCOUNT

Hotel Information

Niceville-Eglin Afb
106 Bayshore Drive
Niceville, FL 32578 US



Front Desk: 6789131

*Paid by TSB
Visa
Phyllis Kalifeh
7-10-18*

Billing Information

PhyllisKalifeh
TALLAHASSEE, FL 32308-3752
UNITED STATES

Folio Number: 126135
Confirmation Number: 28600423

Room Summary Information

Room: 227
Check-In Date: Mon 9 Jul 2018
Check-Out Date: Tue 10 Jul 2018

Date	Description	Amount
Tue 10 Jul 2018	*****4368	-199.0
Mon 9 Jul 2018	Room Accommodation	199.0

Gasoline to Niceville and Return

PAN FOOD STORE #3
2290 CAPITAL CIR NE
TALLAHASSEE FL 3230
850-386-6888

CARY116601
PAN FOOD 3
2290 CAP CIR NE
TALLAHASSEE FL

DATE 07/10/18 19:46
TRAN# 9054687
PUMP# 05
SERVICE LEVEL: SELF
PRODUCT: UNLEADED
GALLONS: 10.830
PRICE/G: \$ 2.659
FUEL SALE \$ 28.80
CREDIT \$28.80

VISA
Auth #: 084836
Resp Code: 000
Stan: 0495742396
Reference: 56181

SITE ID: CARY116601

THANK YOU
HAVE A NICE DAY

Paid TSB Visa by: *Shylis Kalifel*

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22910****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
07/10/2018	08/18/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Auto rental Pre-K Transition Summit

Auto rental Pre-K Transition Summit

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 004 02 01 02 100 OEL Transition 100	N/A	Auto rental Pre-K Transition Summit	67.72	0.000	67.72

Approval Information

Shelley Shafer Accounting 08/10/2018 8:35 AM
Anita Bushnyakova Contracts Mgr 08/09/2018 12:07 PM
Shelley Shafer Requester 08/08/2018 11:54 AM

TOTAL**\$67.72**

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. 22604

Friday, August 10, 2018

Page 1 of 1

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

Purchase Order Information					Vendor Information				
					Vendor ID	4300	For fiscal Use		
					Vendor Name	TSB Visa Kalifeh			
Purchase Description	PreK-K Transition Summit				Street Address				
Purchase/Service Date	7/9/18	To	7/10/18		City		State	IL	Zip
Requestor's Name/Dept	Phyllis Kalifeh				Phone		Fax		
Supervisor Approval					Reservation#				
					Terms (Due)				

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

Approvals

Fiscal Dept. AB 8/19/18

CEO(+ \$1,000) _____

Phyllis Kalifeh

From: DoNotReply@erac.com
Sent: Wednesday, July 11, 2018 6:46 AM
To: Phyllis Kalifeh
Subject: ENTERPRISE Rental Agreement 2TY7DW



RA #: 2TY7DW

Renter: KALIFEH,PHYLLIS

Dates & Times		Location
Pickup Jul 09, 2018 10:22 AM		3404 MAHAN DR TALLAHASSEE, FL 32308-5667 8508781500
Return Jul 11, 2018 6:44 AM		3404 MAHAN DR TALLAHASSEE, FL 32308-5667 8508781500

Vehicle	
Make/Model: NISN/ALTI	
Color: BROWN MED	
Mileage: 330	
Fuel Out: Full	Fuel In: Full
License: CTBU17	
Unit #: 7PYS4B	Vehicle #: HC211104

Charges	Price/Unit	Total
TIME & DISTANCE 07/09 - 07/11	2 @ \$28.73/DAY	\$57.46
TIRE AND BATTERY FEE	2 @ \$0.02/DAY	\$0.04
SURCHARGE	2 @ \$2.00/DAY	\$4.00
VLF RECOVERY FEE	2 @ \$0.75/DAY	\$1.50
SALES TAX	7.5000%	\$4.72
Total Charges:		\$67.72
Charge To:		VISA xxxx4368

2018-07-11 06:46:05

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18819
7/30/2018

Invoice	Description	Discount	Amount
09-EN-22818	Travel expenses One Goal Conference	\$0.00	\$215.16
09-EN-22820	Travel expenses Pre-K to K Transition Summit 7/9-7/10/...	\$0.00	\$117.12

Electronic Payment Notification

Total :

\$0.00

\$332.28

Electronic Payment Notification

Phyllis Kalifeh
5419 Pimlico Drive
Tallahassee, FL 32309

VOID

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18819
7/30/2018

Invoice	Description	Discount	Amount
09-EN-22818	Travel expenses One Goal Conference	\$0.00	\$215.16
09-EN-22820	Travel expenses Pre-K to K Transition Summit 7/9-7/10/...	\$0.00	\$117.12

Electronic Payment Notification

Total :

\$0.00

\$332.28

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22818****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
07/25/2018	08/05/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Travel expenses One Goal Conference

Travel expenses One Goal Conference

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 522 02 01 02 600 NA 500	N/A	Travel expenses One Goal Conference	107.58	0.000	107.58
1	EA	0		53000	N/A	Travel expenses One Goal Conference	107.58	0.000	107.58

Account Information	Percent	Amount
861 02 01 02 801 NA 800	0.72	\$77.46
861 02 01 02 602 NA 800	0.28	\$30.12

Approved

Approval Information

Shelley Shafer	Accounting	07/30/2018 9:48 AM
Anita Bushnyakova	Contracts Mgr	07/27/2018 1:27 PM
Shelley Shafer	Requester	07/26/2018 1:42 PM
Shelley Shafer	Requester	07/26/2018 1:41 PM

TOTAL**\$215.16**

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. 22510

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

Purchase Order Information				Vendor Information			
				Vendor ID	1008	For fiscal Use	
Purchase Description	ONE GOAL			Vendor Name	Phyllis Kalifeh		
				Street Address	5419 Pimlico Drive		
Purchase/Service Date	7/16/18	To	7/20/18	City		State	Zip
Requestor's Name/Dept	Phyllis Kalifeh			Phone		Fax	
Supervisor Approval				Invoice #			
				Terms (Due)			

Total	\$ 215.16
--------------	-----------

Approvals	
<i>Fiscal Dept.</i>	 7/25/18
<i>CEO(+ \$1,000)</i>	

STATE OF FLORIDA		TRAVELER	AGENCY		CHILDREN'S FORUM						
VOUCHER FOR REIMBURSEMENT		SOCIAL SECURITY NO.	XXX-XX-	HEADQUARTERS	TALLAHASSEE						
OF TRAVEL EXPENSES		CHECK ONE: X OFFICER/EMPLOYEE NONEMPLOYEE IND. CONTRACTOR OPS	RESIDENCE (CITY) TALLAHASSEE								
DATE	Travel Performed From Point of Origin To Destination	Purpose or Reason (Name of Conference)	Hour of Departure And Hour of Return	Meals for Class A & B Travel	Per Diem or Actual Lodging Expenses	Class C Meals	Map Mileage Claimed	Vicinity Mileage Claimed	Amount	Other Expenses	Type
07/16/18	Tallahassee to Tampa	One Goal Conference	D: 7:30 a.m.	\$ 30.00				8.1	\$ 20.00	portage	
07/17/18	Tampa	One Goal Conference		\$ 36.00							
07/18/18	Tampa	One Goal Conference		\$ 6.00							
07/19/18	Tampa	One Goal Conference		\$ 36.00							
07/20/18	Tampa to Tallahassee	Return	R: 7:30 p.m.		\$ 80.00			8			
		7/18 Research presentation luncheon paid, Wednesday dinner paid by One Goal Planning Committee									
Statement of Benefits to the State: (Conference or Convention)											
One Goal Conference/PD Advisory Meeting for TEACH, HMG Meeting											
Mission Critical Statement: "Meetings, councils, site visits, monitoring, training, summits and all activities related to the Office of Early Learning's mission to ensure access, affordability and quality of early learning services for all of Florida's children and families"											
Revolving Fund:		Advance:									
Check No.		Warrant No.									
Check Date		Warrant Date									
Agency Voucher No.		Statewide Doc. No.									
I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter; that the travel expenses were actually incurred by me as necessary in the performance of official duties; that per diem claimed has been appropriately reduced by any meals or lodging included in the convention or conference registration fees claimed by me, and that this voucher conforms in every respect with the requirements of Section 112.061, Florida Statutes											
TRAVELER'S SIGNATURE: [Signature]											
SIGNATURE DATE: 7/23/18											
FOR AGENCY USE: TITLE: CEO											
SUPERVISOR'S SIGNATURE: [Signature]											
SUPERVISOR'S TITLE: CEO											
SIGNATURE DATE: 7/23/18											

[illegible]

Home to Enterprise

mapquest

Vacinity Mileage

YOUR TRIP TO:

3404 Mahan Dr

14 MIN | 8.1 MI 

Est. fuel cost: \$0.90

Trip time based on traffic conditions as of 1:05 PM on July 27,
2018. Current Traffic: Light



Print a full health report of your car with
HUM vehicle diagnostics (800) 906-2501



1. Start out going **southeast** on Pimlico Dr toward Santa Anita Dr.

Then 0.39 miles

0.39 total miles



2. Take the 1st right onto Centerville Rd/County Hwy-151.

Centerville Rd is 0.3 miles past Santa Anita Dr.

If you reach the end of Pimlico Dr you've gone about 0.3 miles too far.

Then 4.58 miles

4.97 total miles



3. Turn left onto Fleischmann Rd.

Fleischmann Rd is just past Stenton Ave.

If you reach Centerville Ct you've gone about 0.2 miles too far.

Then 0.98 miles

5.95 total miles



4. Enter next roundabout and take the 2nd exit onto Miccosukee Rd/County Hwy-347.

Then 0.63 miles

6.58 total miles



5. Turn right onto Dempsey Mayo Rd/County Hwy-0353.

If you reach Edenfield Rd you've gone about 0.7 miles too far.

Then 0.90 miles

7.48 total miles



6. Turn right onto Mahan Dr/US-90 W/FL-10.

Mahan Dr is 0.1 miles past Lonnie Rd.

Then 0.64 miles

8.12 total miles



7. 3404 Mahan Dr, Tallahassee, FL 32308-5667, 3404 MAHAN DR is on the **right**.

Your destination is just past Silkbay Ct.

If you reach Brewster Rd you've gone a little too far.

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.

Enterprise to home

mapquest

Vacinity Mileage

YOUR TRIP TO:

5419 Pimlico Dr

15 MIN | 8.0 MI 

Est. fuel cost: \$0.88

Trip time based on traffic conditions as of 1:07 PM on July 27,
2018. Current Traffic: Moderate



Print a full health report of your car with
HUM vehicle diagnostics (800) 906-2501

Start of next leg of route



1. Start out going **southwest** on Mahan Dr/US-90 W/FL-10 toward Brewster Rd.

Then 0.49 miles

0.49 total miles



2. Turn **right** onto Capital Cir/US-319 N/FL-261.

Capital Cir is 0.3 miles past Weems Rd.

If you reach Jaydell Cir you've gone about 0.2 miles too far.

Then 0.69 miles

1.18 total miles



3. Turn **right** onto Miccosukee Rd/County Hwy-347.

Miccosukee Rd is 0.2 miles past Alexis Ln.

If you are on Capital Cir and reach Capital Medical Blvd you've gone about 0.2 miles too far.

Then 0.80 miles

1.98 total miles



4. Enter next roundabout and take the 2nd exit onto Fleischmann Rd.

Then 1.01 miles

2.99 total miles



5. Turn **right** onto Centerville Rd/County Hwy-151.

If you are on Olson Rd and reach Lonnbladh Rd you've gone about 0.1 miles too far.

Then 4.58 miles

7.57 total miles



6. Turn **left** onto Pimlico Dr.

Pimlico Dr is 0.2 miles past Donnybrook Pl.

If you reach Bradfordville Rd you've gone about 0.4 miles too far.

Then 0.39 miles

7.96 total miles



7. 5419 Pimlico Dr, Tallahassee, FL 32309-2408, 5419 PIMLICO DR is on the **left**.

Your destination is just past Santa Anita Dr.

If you reach Count Fleet Trl you've gone about 0.1 miles too far.

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.

2018 Summer Conference
One Goal: Building The Future Together
"Putting Families And Children First"

PD Advisory
Meeting on
Tuesday,
ELAC on
Tuesday



Hilton Tampa Downtown • Tampa, Florida

July 18, 19, 20, 2018

Sponsored by

Creative Center for Childhood Research & Training
Association of Early Learning Coalitions
Child Development & Education Alliance
Children's Forum
Florida Association for Child Care Management
Florida Association for the Education of Young Children
Florida Children's Services Council
Florida Department of Children & Families
Florida Department of Education
Florida Department of Health
Florida Family Child Care Home Association
Florida Head Start Association
Florida Head Start State Collaboration Office
Florida Institute of Education at University of North Florida
Nemours Brightstart!
Office of Early Learning
The Early Childhood Initiative Foundation
Training & Technical Assistance Services at Western Kentucky University
United Way of Florida

2018 SUMMER CONFERENCE

Wednesday, Thursday, Friday, July 18, 19, 20, 2018

Conference Schedule

Wednesday, July 18, 2018

10:00 a.m.-4:30 p.m.	Registration
10:00 a.m.-4:45 p.m.	Educational Programs & Services Exhibits
12:00 noon-12:45 p.m.	First Timers' Orientation Session
1:00 p.m.-3:00 p.m.	Opening General Session Keynote Speaker: Dr. John Hodge
3:15 p.m.-4:45 p.m.	Concurrent Presentations
5:00 p.m.-6:00 p.m.	"Rediscovering Your Child"
6:00 p.m.-10:00 p.m.	Free Shuttle to WestShore Plaza Mall

Thursday, July 19, 2018

8:00 a.m.-3:00 p.m.	Registration
8:00 a.m.-5:00 p.m.	Commercial Exhibits
8:30 a.m.-11:45 a.m.	Concurrent Presentations
12:00 noon-1:15 p.m.	Research Presentation includes Lunch Featuring a Florida-based Research Program Keynote Speaker: Dr. Amy Wetherby (Ticket Required)
1:30 p.m.-5:00 p.m.	Concurrent Presentations
5:00 p.m.-6:00 p.m.	Presenters' Appreciation
5:15 p.m.-10:00 p.m.	Free Shuttle to International Plaza Mall
8:00 p.m.-11:00 p.m.	"Come Alive With Music"

Friday, July 20, 2018

8:00 a.m.-11:45 a.m.	Commercial Exhibits
8:30 a.m.-11:45 a.m.	Concurrent Presentations
12:00 noon-1:30 p.m.	Closing General Session Keynote Speaker: Dr. Debbie Silver

When the presentations are finalized, they will be posted
on our web site: www.onegoalsummerconference.org.

ONE GOAL SUMMER CONFERENCE

2018 SUMMER CONFERENCE

Wednesday, Thursday, Friday, July 18, 19, 20, 2018

Conference Overview

HOT TOPICS

Early Childhood Initiatives
State and Federal Legislative Review
State Agency Updates
Developing Partnerships
Teacher/Child Interactions
Quality Care for Infants and Toddlers
Challenging Behaviors
Emotional/Social Well Being

PROGRAM TRACKS

Child Growth and Development
Collaboration
Cultural Diversity/Multicultural Education
Developmentally Appropriate Curriculum
Family Engagement
Health, Safety, and Nutrition
Management and Leadership
Mental Health/Managing Behaviors
Public Policy and Advocacy
Screenings/Assessments/Evaluations
Special Needs and Inclusion

GUEST PRESENTERS

Helen Blank
Federal Legislative Review
Ingrid Kanics
Sensory Processing/Sensory Play
Keith Pentz
Infant & Toddler

WHO SHOULD ATTEND

American Indian Prekindergarten
Child Advocates
Child Care Providers
Child Care R&R
Children's Services Councils
Directors
Disability Programs
Early Childhood Teachers
Early Head Start/Head Start
Early Intervention Programs
Early Learning Coalitions
Early Steps
Faith Based Providers
Family Child Care Providers
Family Education & Support Staff
FDLRS
Health Care Providers
Healthy Families Florida
Healthy Start
Licensing Personnel
Mental Health Providers/Therapists.
Migrant & Seasonal Head Start
Migrant/Title I Prekindergarten
Prekindergarten Providers
Program Administrators
Public Libraries
School-Age Child Care
Social Workers
Staff Development Providers
State Agencies
VPK Providers

90
Workshops!

Special Activities

"Rediscovering Your Child," hosted by the Hilton Tampa Downtown. All conference participants are invited to attend. This is an excellent opportunity to network with speakers and colleagues. Wednesday, July 18, 5:00 p.m.-6:00 p.m.

WestShore Plaza, an enclosed shopping mall, featuring 115 stores including New York & Co, Lily & Max, Ann Taylor, and restaurants include Maggiano's Little Italy, PF Chang's, Bourdon St. Cafe. Free shuttle. Wednesday, July 18, 6:00 p.m. to 10:00 p.m.

International Plaza, an open-air village of restaurants and boutiques offering over 200 specialty shops, including Nordstrom, Neiman Marcus, Abercrombie & Fitch, and restaurants which include: The Cheesecake Factory, BRIO Tuscan Grille, Bar Louie. Free shuttle. Thursday, July 19, 5:15 p.m. to 10:00 p.m.

"Come Alive With Music And Lip Sync Party," this year's theme is Hawaiian, so grab your Hawaiian shirt and enjoy an evening of music, lip sync performances, and dancing!!! Thursday, July 19, 8:00 p.m. to 11:00 p.m.

ONE GOAL SUMMER CONFERENCE

CONFERENCE REGISTRATION

CONFERENCE REGISTRATION

Registration Fees:

Received by July 12 \$75.00 per person
On-Site Registration \$100.00 per person

All registrations must be received by July 12, 2018.

After July 12, register on site.

Purchase orders make payable to Creative Center for Childhood Research & Training. The Federal ID# is 59-3130968. Original must be submitted with registration.

We are unable to accept registrations without check, money order, credit card or purchase order.

REFUND POLICY

Cancellations must be received in our office by July 12, 2018. No refunds will be made for cancellations received after this date or for "no shows." Substitutes are welcome.

REGISTRATION INFORMATION

For registration assistance, call (850) 893-6270.

SPECIAL ASSISTANCE

In accordance with Title III of the American Disability Act, we invite all registrants to advise us of any disability and any request for accommodation to that disability. Your request should be submitted as far as possible in advance of the conference by calling (850) 893-6270.

Credit Card Registration

Online: Use our secure website
at:

www.onegoalsummerconference.org

CONFERENCE REGISTRATION

(PLEASE TYPE OR PRINT LEGIBLY, CONFIRMATION FORMS/NAME TAGS MADE FROM INFORMATION BELOW, ONE NAME PER REGISTRATION FORM.)

MUST BE RECEIVED BY: JULY 12, 2018

First Name _____ MI _____ Last Name _____

Title/Position _____

Organization _____

Telephone (work) _____ Cell Phone _____

Mailing Address _____

City _____ State _____ Zip _____

Email Confirmation Address _____

Conference Fees:

☐ Registration Fee: \$75.00 per person (received by July 12)

☐ Research Presentation includes Lunch, Cost: \$35.00 per person (space limited)

Total: _____

Method of Payment:

☐ Check made payable to Creative Center for Childhood Research & Training or CCCRT

☐ Purchase Order made payable to Creative Center for Childhood Research & Training, Fed ID #59-3130968

☐ Credit Card processed through Creative Center for Childhood Research & Training, may appear on statement as Creative Center For

☐ American Express ☐ MasterCard ☐ Visa C.I.D. Code _____ (3 or 4-digit code on back MC or VI, front AX)

Name on card _____

Account Number _____ Expiration Date _____

Billing Address _____

Signature (Required) _____ Date _____

Please submit this form with payment to:

One Goal Summer Conference

13177 Old Settlement Road • Tallahassee, FL 32309

ONE GOAL SUMMER CONFERENCE

State of Florida Authorization to Incur Travel Expenses		Name: Phyllis Kalifeh		Official Headquarters: Tallahassee, FL		Date: 6/18/2018	
Department: Administration		Division:		Distribution or Fund:		861 50% 522 50%	
Purpose of Trip: One Goal Congerence/meetings				Return Date		Total Days	
Destination: Tampa, FL				7/20/2018		4	
Conference or convention travel: Explanation of benefits accruing to the State of Florida One Goal Conference/ PD Advisory Meeting for TEACH, HMG meeting				Return Time		Trip Number	
				7:00 p.m.			
Total Estimated Per Diem:				\$ 200.00			
Registration Fee:				\$ -			
Transportation				\$ 300.00			
Hotel Name				Confirm		Rate	
Flights				Departing Flight		Time	
				Returning Flight		Time	
Cost				\$ 556.00			
Cost				\$ -			
TOTAL ESTIMATED COST FOR TRIP				\$ 1,056.00			
Comments:							
I hereby certify that travel as shown above is to be incurred in connection with official business of the State							
Signed:		Approved by Supervisor:		Date		Approved- Agency Head	
				6/15/18			

*****ATTACH ORIGINAL TO TRAVEL EXPENSE REPORT**

[illegible]

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22820****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
07/10/2018	08/05/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Travel expenses Pre-K to K Transition Summit 7/9-7/10/18

Travel expenses Pre-K to K Transition Summit 7/9-7/10/18

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 004 01 01 01 100 NA 100	N/A	Travel expenses Pre- K to K Transition Summit 7/9-7/10/18	117.12	0.000	117.12

Approval Information

Shelley Shafer	Accounting	07/30/2018 9:49 AM
Anita Bushnyakova	Contracts Mgr	07/27/2018 1:58 PM
Shelley Shafer	Requester	07/26/2018 1:44 PM

TOTAL \$117.12

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. 22512

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

Purchase Order Information				Vendor Information				
				Vendor ID	1008	For fiscal Use		
				Vendor Name	Phyllis Kalifeh			
Purchase Description	PreK-K Transition Summit			Street Address				
Purchase/Service Date	7/9/18	To	7/10/18	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. AB 7/27/18

CEO(+ \$1,000) _____

[illegible]

Northwest Transition to Kindergarten Summit

July 10, 2018

10:00am	Kick-Off	Melinda Webster
10:20am	Overview & Introductions	Phyllis Kalifeh
10:45am	Vision and Current Practices Activity	Phyllis Kalifeh
11:15am	Child and Teacher Perspective Videos	Phyllis Kalifeh
11:30pm	Transition Resources & Best Practices	Denise Bishop
12:00pm	"Countdown to Kindergarten" Campaign	Lori Canning
12:30pm	Lunch on site	All
1:00pm	Perspective Taking: Maya's Story (Continue Lunch)	Phyllis Kalifeh
1:15pm	Transition System Needs Assessment	Denise Bishop & Groups
2:00pm	Share Priorities for Improvement	Denise Bishop & Groups
2:15pm	Break	All
2:30pm	S.W.O.T.	Denise Bishop & Groups
3:00pm	Transition Planning	Denise Bishop & Groups
3:30pm	Share Key Action Steps Planned	Denise Bishop & Groups
3:45pm	Closing Statements	Phyllis Kalifeh Melinda Webster

Kalifeh
7-11-18

2

[illegible]

CONFERENCE OR CONVENTION TRAVEL • EXPANATION OF BENEFITS ACCRUING TO THE CHILDREN'S FORUM

Pre-K-K Transition Summit for Northwest Florida

I HEREBY CERTIFY THAT TRAVEL AS SHOWN ABOVE IS TO BE INCURRED IN CONNECTION WITH OFFICIAL BUSINESS OF THE CHILDREN'S FORUM		APPROVED BY SUPERVISOR		DATE	FISCAL APPROVAL	DATE
EMPLOYEE SIGNATURE				6-25-18		

YOUR TRIP TO:

3404 Mahan Dr

13 MIN | 8.1 MI 

Est. fuel cost: \$0.90

Trip time based on traffic conditions as of 1:54 PM on July 27, 2018. Current Traffic: Light



Print a full health report of your car with HUM vehicle diagnostics (800) 906-2501



1. Start out going **southeast** on Pimlico Dr toward Santa Anita Dr.

Then 0.39 miles 0.39 total miles



2. Take the 1st **right** onto Centerville Rd/County Hwy-151.
Centerville Rd is 0.3 miles past Santa Anita Dr.

If you reach the end of Pimlico Dr you've gone about 0.3 miles too far.

Then 4.58 miles 4.97 total miles



3. Turn **left** onto Fleischmann Rd.
Fleischmann Rd is just past Stenton Ave.

If you reach Centerville Ct you've gone about 0.2 miles too far.

Then 0.98 miles 5.95 total miles



4. Enter next roundabout and take the 2nd exit onto Miccosukee Rd/County Hwy-347.

Then 0.63 miles 6.58 total miles



5. Turn **right** onto Dempsey Mayo Rd/County Hwy-0353.
If you reach Edenfield Rd you've gone about 0.7 miles too far.

Then 0.90 miles 7.48 total miles



6. Turn **right** onto Mahan Dr/US-90 W/FL-10.
Mahan Dr is 0.1 miles past Lonnie Rd.

Then 0.64 miles 8.12 total miles



7. 3404 Mahan Dr, Tallahassee, FL 32308-5667, 3404 MAHAN DR is on the **right**.
Your destination is just past Silkbay Ct.

If you reach Brewster Rd you've gone a little too far.

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.

Home to Enterprise

mapquest

Vinny Mileage

YOUR TRIP TO:

5419 Pimlico Dr

15 MIN | 8.0 MI 

Est. fuel cost: \$0.88

Trip time based on traffic conditions as of 1:07 PM on July 27,
2018. Current Traffic: Moderate



Print a full health report of your car with
HUM vehicle diagnostics (800) 906-2501

*Enterprise to
Home*

mapquest

Vicinity Mileage

Start of next leg of route



1. Start out going **southwest** on Mahan Dr/US-90 W/FL-10 toward Brewster Rd.

Then 0.49 miles

0.49 total miles



2. Turn **right** onto Capital Cir/US-319 N/FL-261.

Capital Cir is 0.3 miles past Weems Rd.

If you reach Jaydell Cir you've gone about 0.2 miles too far.

Then 0.69 miles

1.18 total miles



3. Turn **right** onto Miccosukee Rd/County Hwy-347.

Miccosukee Rd is 0.2 miles past Alexis Ln.

If you are on Capital Cir and reach Capital Medical Blvd you've gone about 0.2 miles too far.

Then 0.80 miles

1.98 total miles



4. Enter next roundabout and take the 2nd exit onto Fleischmann Rd.

Then 1.01 miles

2.99 total miles



5. Turn **right** onto Centerville Rd/County Hwy-151.

If you are on Olson Rd and reach Lonnbladh Rd you've gone about 0.1 miles too far.

Then 4.58 miles

7.57 total miles



6. Turn **left** onto Pimlico Dr.

Pimlico Dr is 0.2 miles past Donnybrook Pl.

If you reach Bradfordville Rd you've gone about 0.4 miles too far.

Then 0.39 miles

7.96 total miles



7. 5419 Pimlico Dr, Tallahassee, FL 32309-2408, 5419 PIMLICO DR is on the left.

Your destination is just past Santa Anita Dr.

If you reach Count Fleet Trl you've gone about 0.1 miles too far.

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22912****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
07/20/2018	08/18/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Auto rental and gas charges P. Kalifeh One Goal Conf

Auto rental and gas charges P. Kalifeh One Goal Conf

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000	N/A	Auto rental and gas charges P. Kalifeh One Goal Conf	95.94	0.000	95.94

Account Information	Percent	Amount
861 02 01 02 801 NA 800	0.72	\$69.08
861 02 01 02 602 NA 800	0.28	\$26.86

1	EA	0		53000 522 02 01 02 600 NA 500	N/A	Auto rental and gas charges P. Kalifeh One Goal Conf	95.94	0.000	95.94
---	----	---	--	-------------------------------	-----	---	-------	-------	-------

Approval Information

Shelley Shafer Accounting 08/10/2018 8:36 AM
 Anita Bushnyakova Contracts Mgr 08/09/2018 12:08 PM
 Shelley Shafer Requester 08/08/2018 11:57 AM

TOTAL**\$191.88**

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. 22606

Friday, August 10, 2018

Page 1 of 1

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

Purchase Order Information					Vendor Information				
	One Goal Conf.				Vendor ID	4300		For fiscal Use	
Purchase Description	Enterprise				Vendor Name	TSB Visa Kal.feh			
					Street Address				
Purchase/Service Date	7/16/18	To	7/20/18		City		State	IL	Zip
Requestor's Name/Dept	Phyllis Kalifeh				Phone		Fax		
Supervisor Approval	Phyllis				Reservation#				
					Terms (Due)				

Coche

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

Approvals

Fiscal Dept. AB 8/9/18

CEO(+ \$1,000) _____

Phyllis Kalifeh

From: DoNotReply@erac.com
Sent: Saturday, July 21, 2018 7:39 AM
To: Phyllis Kalifeh
Subject: ENTERPRISE Rental Agreement 2X21Y6



RA #: 2X21Y6

Renter: KALIFEH,PHYLLIS

Dates & Times		Location
Pickup Jul 16, 2018 8:07 AM		3404 MAHAN DR TALLAHASSEE, FL 32308-5667 8508781500
Return Jul 21, 2018 7:37 AM		3404 MAHAN DR TALLAHASSEE, FL 32308-5667 8508781500

Vehicle	
Make/Model: DODG/GCAR	
Color: GRAY LT	
Mileage: 543	
Fuel Out: Full	Fuel In: Full
License: NIE653	
Unit #: 7P93KN	Vehicle #: HR715753

Charges	Price/Unit	Total
TIME & DISTANCE 07/16 - 07/21	5 @ \$34.23/DAY	\$171.15
TIRE AND BATTERY FEE	5 @ \$0.02/DAY	\$0.10
VLF RECOVERY FEE	5 @ \$0.75/DAY	\$3.75
Total Charges:		\$175.00
Charge To:		VISA xxxx4368

2018-07-21 07:38:37

*Gasoline
for
rental
vehicle*

PAN FOOD STORE #3
2290 CAPITAL CIR NE
TALLAHASSEE FL 3230
850-386-6888

CARY116601
PAN FOOD 3
2290 CAP CIR NE
TALLAHASSEE FL

DATE 07/20/18 18:50
TRAN# 911
PUMP# 11
SERVICE LEVEL SELF
PRODUCT: UNLEADED
GALLONS: 6.301
PRICE/G: \$ 2.679
FUEL SALE \$ 16.88
CREDIT \$16.88

VISA
Auth #: 015063
Resp Code: 000
Stan: 0505758032
Reference: 64082

SITE ID CARY116601

THANK YOU
HAVE A NICE DAY

STATE OF FLORIDA								TRAVELER: Phyllis Kalifeh					
VOUCHER FOR REIMBURSEMENT								SOCIAL SECURITY NO. XXX-XX-					
OF TRAVEL EXPENSES								CHECK ONE: X OFFICER/EMPLOYEE NONEMPLOYEE IND. CONTRACTOR OPS					
DATE	Travel Performed From Point of Origin To Destination	Purpose or Reason (Name of Conference)	Hour of Departure And Hour of Return	Meals for Class A & B Travel	Per Diem or Actual Lodging Expenses	Class C Meals	Map Mileage Claimed	Vicinity Mileage Claimed	Amount	Type	%		
07/16/18	Tallahassee to Tampa	One Goal Conference	D: 7:30 a.m.	\$ 30.00				8.1	\$ 20.00	portage	HMG SO % TEACH SO		
07/17/18	Tampa	One Goal Conference		\$ 36.00									
07/18/18	Tampa	One Goal Conference		\$ 6.00									
07/19/18	Tampa	One Goal Conference		\$ 36.00									
07/20/18	Tampla to Tallahassee	Return	R: 7:30 p.m.		\$ 80.00			8					
		7/18 Research presentation luncheon paid, Wednesday dinner paid by One Goal Planning Committee											
Statement of Benefits to the State: (Conference or Convention)													
One Goal Conference/PD Advisory Meeting for TEACH HMG Meeting Mission Critical Statement "Meetings, councils, site visits, monitoring, training, summits and all activities related to the Office of Early Learning's mission to ensure access, affordability and quality of early learning services for all of Florida's children and families"													
Revolving Fund:	Advance:												
Check No.	Warrant No.												
Check Date	Warrant Date												
Agency Voucher No.	Statewide Doc. No.												
I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter, that the travel expenses were actually incurred by me as necessary in the performance of official duties; that per diem claimed has been appropriately reduced by any meals or lodging included in the convention or conference registration fees claimed by me, and that this voucher conforms in every respect with the requirements of Section 112.061, Florida Statutes													
Supervisor's Signature: [Signature] TITLE: CEO													
Supervisor's Title: CFO													
Signature Date: 7/23/18													
FOR AGENCY USE:													

[illegible]

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22913****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	
07/20/2018		08/18/2018		Shelley Shafer		Accounting		Documents Transferred to Abila		Hotel and parking charges P. Kalifeh One Goal Conf	
Hotel and parking charges P. Kalifeh One Goal Conf											
Qty	Unit Type	Qty Rec'd	Received Date	Account Information		Item Number	Item Description		Unit Price	Tax %	Total
1	EA	0		53000		N/A	Hotel and parking charges P. Kalifeh One Goal Conf		328.59	0.000	328.59
		Account Information			Percent	Amount					
		861 02 01 02 801 NA 800			0.72	\$236.58					
		861 02 01 02 602 NA 800			0.28	\$92.01					
1	EA	0		53000 522 02 01 02 600 NA 500		N/A	Hotel and parking charges P. Kalifeh One Goal Conf		328.59	0.000	328.59
1	EA	0		53000 004 01 01 01 100 NA 100		N/A	Hotel and parking charges P. Kalifeh One Goal Conf		40.00	0.000	40.00

Approval Information

Shelley Shafer	Accounting	08/10/2018 8:38 AM
Anita Bushnyakova	Contracts Mgr	08/09/2018 12:12 PM
Shelley Shafer	Requester	08/08/2018 12:00 PM

TOTAL \$697.18

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. 22607

Friday, August 10, 2018 Page 1 of 1

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

Purchase Order Information				Vendor Information				
	One Goal Conf.			Vendor ID		For fiscal Use		
Purchase Description	Tampa Hilton			Vendor Name	TSB-Admin Kalifeh			
				Street Address				
Purchase/Service Date	7/16/18	To	7/20/18	City		State		Zip
Requestor's Name/Dept	Phyllis Kalifeh			Phone		Fax		
Supervisor Approval	Phyllis Kalifeh			Invoice #				
				Terms (Due)				

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

Approvals	
Fiscal Dept.	<u>AB</u> <u>8/19/18</u>
CEO(+ \$1,000)	_____

NAME AND ADDRESS:

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

Room: 1732/K1E
Arrival Date: 7/16/2018 1:57:00 PM
Departure Date: 7/20/2018

Adult/Child: 1/0
Room Rate: 139.00

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



Confirmation Number: 3431928199

7/20/2018

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
7/16/2018	VALET OVERNIGHT PARKING	MHILL32	3483823	\$20.00		
7/16/2018	GUEST ROOM EXEMPT	MHILL32	3483824	\$139.00		
7/17/2018	VALET OVERNIGHT PARKING	CLSM	3486605	\$20.00		
7/17/2018	VALET OVERNIGHT PARKING	CLSM	3486606	\$20.00		
7/17/2018	GUEST ROOM EXEMPT	CLSM	3486607	\$139.00		
7/18/2018	TELEPHONE-LOCAL	LINTR	3488531	\$1.03		
7/18/2018	TELEPHONE	LINTR	3488531	\$0.15		
7/18/2018	COMMUNICATION TAX					
7/18/2018	VALET OVERNIGHT PARKING	CLSM	3489824	\$20.00		
7/18/2018	VALET OVERNIGHT PARKING	CLSM	3489825	\$20.00		
7/18/2018	GUEST ROOM EXEMPT	CLSM	3489826	\$139.00		
7/19/2018	VALET OVERNIGHT PARKING	CLSM	3492815	\$20.00		
7/19/2018	VALET OVERNIGHT PARKING	CLSM	3492816	\$20.00		
7/19/2018	GUEST ROOM EXEMPT	CLSM	3492817	\$139.00		
	BALANCE					\$697.18

Kalifeh
Personal
Vehicle



ACCOUNT NO.

DATE OF CHARGE

FOLIO NO./CHECK NO.
518549 A

CARD MEMBER NAME

AUTHORIZATION

INITIAL

ESTABLISHMENT NO. & LOCATION

ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

PURCHASES & SERVICES

TAXES

TIPS & MISC.

CARD MEMBER'S SIGNATURE

TOTAL AMOUNT

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

PAYMENT DUE UPON RECEIPT

KALIFEH DESIGNS LLC
5419 PIMLICO DR.
TALLAHASSEE, FL 32309

63-992/631

1106

DATE

7/23/18

PAY TO THE
ORDER OF

Children's Forum
Forty and no/100

\$ 40⁰⁰

DOLLARS



Security Features
Included
Details on Back

Tallahassee
State Bank

a division of SYNOVUS® BANK

MEMO

Online

[Signature]

⑆063109922⑆1007434408⑈

1106

MP

STATE OF FLORIDA		TRAVELER: Phyllis Kalifeh		AGENCY CHILDREN'S FORUM							
VOUCHER FOR REIMBURSEMENT		SOCIAL SECURITY NO. XXX-XX-		HEADQUARTERS TALLAHASSEE							
OF TRAVEL EXPENSES		CHECK ONE: ☒ OFFICER/EMPLOYEE ☐ NONEMPLOYEE IND. CONTRACTOR OPS		RESIDENCE (CITY) TALLAHASSEE							
DATE	Travel Performed From Point of Origin To Destination	Purpose or Reason (Name of Conference)	Hour of Departure And Hour of Return	Meals for Class A & B Travel	Per Diem or Actual Lodging Expenses	Class C Meals	Map Mileage Claimed	Vicinity Mileage Claimed	Amount	Type	Other Expenses
07/16/18	Tallahassee to Tampa	One Goal Conference	D: 7:30 a.m.	\$ 30.00				8.1	\$ 20.00	portage	
07/17/18	Tampa	One Goal Conference		\$ 36.00							
07/18/18	Tampa	One Goal Conference		\$ 6.00							
07/19/18	Tampa	One Goal Conference		\$ 36.00							
07/20/18	Tampa to Tallahassee	Return	R: 7:30 p.m.		\$ 80.00			8			
		7/18 Research presentation luncheon paid, Wednesday dinner paid by One Goal Planning Committee									
Statement of Benefits to the State: (Conference or Convention)											
One Goal Conference/PTD Advisory Meeting for TEACH, HMG Meeting											
Mission Critical Statement: "Meetings, councils, site visits, monitoring, training, summits and all activities related to the Office of Early Learning's mission to ensure access, affordability and quality of early learning services for all of Florida's children and families"											
Revolving Fund: Advance:											
Check No. Warrant No.											
Check Date Warrant Date											
Agency Voucher No. Statewide Doc. No.											
Agency Voucher No.											
I hereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter, that the travel expenses were actually incurred by me as necessary in the performance of official duties; that per diem claimed has been appropriately reduced by any meals or lodging included in the convention or conference registration fees claimed by me, and that this voucher conforms in every respect with the requirements of Section 112.061, Florida Statutes.											
TRAVELER'S SIGNATURE: <i>Phyllis Kalifeh</i> TITLE: <i>CEO</i>											
SIGNATURE DATE: <i>7/23/18</i>											
FOR AGENCY USE:											

TRAVEL PERFORMED BY COMMON CARRIER OR STATE VEHICLE				
THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN COMMON CARRIER IS BILLED DIRECTLY TO THE STATE AGENCY				
Date	Ticket Number or State Vehicle Number	From	To	Name of Common Carrier or State Agency Owning Vehicle
STATE OF FLORIDA PURCHASING CARD CHARGES				
THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN TRAVEL RELATED EXPENSES ARE PAID BY USING THE STATE OF FLORIDA PURCHASING CARD				
Date	Merchant/Vendor	Description of Item Acquired	Amount of Charge	
7/21/2018	Enterprise	rental car	\$	175.00
7/20/2018	Pan Food Store	gas	\$	16.88
7/20/2018	Hilton	hotel & parking	\$	697.18
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	889.06
THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN NON-REIMBURSEABLE ITEMS WERE PURCHASED USING THE STATE OF FLORIDA PURCHASING CARD				
Date	Merchant/Vendor	Description of Item Acquired	Amount of Charge	
			\$	-
GENERAL INSTRUCTIONS				
Class A travel -- Continuous travel of 24 hours or more away from official headquarters.				
Class B travel -- Continuous travel of less than 24 hours which involves overnight absence from official headquarters.				
Class C travel -- Travel for short or day trips where the traveler is not away from his official headquarters overnight.				
NOTE: No allowance shall be made for meals when travel is confined to the city or town of official headquarters or immediate vicinity except assignments of official business outside the traveler's regular place of employment if travel expenses are approved and such special approval is noted on the travel voucher. Rate of Per Diem and Meals shall be those prescribed by Section 112.061, Florida Statutes.				
Non-reimbursable items may not be charged on the State of Florida Purchasing Card. Inadvertent non-reimbursable charges are to be deducted from the travel reimbursement claimed on the reverse side of this form on the line "Less Non-Reimbursable Items Included on Purchasing Card" and the above "Non-reimbursable items" section of "State of Florida Purchasing Card Charges" section above must be completed.				
Per diem shall be completed at one-fourth of authorized rate for each quarter or fraction thereof. Travel over a period of 24 hours or more will be calculated on the basis of 6-hour cycles.				
beginning at midnight, less than 24-hours travel will be calculated on the basis of 6-hour cycles, beginning at the hour of departure from official headquarters. Hour of departure and hour of return should be shown for all travel. When claiming per diem, the meal allowance columns should not be used. Claims for actual lodging at single occupancy rate plus meal allowances should be put in the "Per Diem or Actual Lodging Expenses" column and include the appropriate meal allowances in the "Meals for Class A & B Travel" column. Claims for meals allowance involving travel that did not require the traveler to be away from headquarters overnight should be included in the "Class C Meals" column. Vicinity travel must appear in the separate column. When travel is by common carrier and billed directly to the State agency, then the "Travel description" should be included in the "Other Expenses" column. A copy of the ticket or invoice should be attached to this form. If lodging is paid by the use of the State of Florida Purchasing Card, then the "State of Florida Purchasing Card Charges" section above should be completed. The name of the common carrier should be inserted in the "Map Mileage Claimed" column in these instances. Justification must be provided for use of a noncontract airline (if one offering equal or lesser rates than the contract airline) or rental car (for one having lower net rate) when contract carriers are available. Additionally, justification must be provided for use of a rental car larger than a Class "B" car. If travel is performed by the use of a State-owned vehicle, the word "State" should be inserted in the "Map Mileage Claimed" column on the reverse side of this form, and the above section designated as "Travel Performed by Common Carrier or State Vehicle" should be completed. If lodging is paid by the use of the State of Florida Purchasing Card, the words "Purchasing Card" should be inserted in the "Per Diem or Actual Lodging Expenses" column on the reverse side of this form, and the above section designated as "State of Florida Purchasing Card Charges" should be completed. Incidental travel expenses which may be reimbursed include: (a) reasonable taxi fare; (b) ferry fares and bridge, road, and tunnel tolls; (c) storage and parking fees; (d) telephone and telegraph expenses; (e) convention or conference registration fee. If meals are included in the registration fee, per diem should be reduced accordingly. Receipts should be obtained when required. The official Department of Transportation map should be used in computing mileage from point of origin to destination whenever possible. When any State employee is stationed in any city or town for over 30 days continuous work days, such city or town shall be deemed to be his official headquarters and he shall not be allowed per diem or subsistence after the period of 30 continuous work days has elapsed, unless extended by the approval of the agency head. If travel is to a conference or convention, the "Statement of Benefits to the State" section must be completed or a copy of the Authorization to incur Travel Expense, Form DFS-AA-13, must be attached. Additionally, a copy of a agenda and and registration receipt must be attached. Any fraudulent claim for mileage, per diem or other travel expense is subject to prosecution as a misdemeanor.				

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-23283****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
09/01/2018	10/15/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Toll charges P.Kalifeh

Toll charges P.Kalifeh

Unit Qty	Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000	N/A	Toll charges P.Kalifeh	6.36	0.000	6.36

Account Information	Percent	Amount
861 02 01 02 801 NA 800	0.72	\$4.58
861 02 01 02 602 NA 800	0.28	\$1.78

Approval Information

Shelley Shafer	Accounting	10/08/2018 2:04 PM
Anita Bushnyakova	Contracts Mgr	10/07/2018 3:49 AM
Shelley Shafer	Requester	10/05/2018 9:28 AM

TOTAL**\$6.36**

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. 22986

Monday, October 8, 2018 Page 1 of 1

23283

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

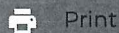
Purchase Order

Purchase Order Information				Vendor Information		
Acct. No. (if applicable)	9/1/18			Vendor ID		For fiscal Use
Purchase Description	Enterprise / FL DOT			Vendor Name	TSB Visa Kalifeh	
				Street Address		
Purchase/Service Date	7/16/18	To	7/21/18	City		
Requestor's Name/Dept	Phyllis Kalifeh			Phone		
Department Approval	Phyllis Kalifeh			Invoice #		
				Terms (Due)	Pay by Invoice	

Purchase Information		
Distribution Code	Item Description	Amount
2861	Toll charges for rental for One Goal	6.36
Total		\$ 6.36

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

Approvals	
Fiscal Dept.	Phyllis Kalifeh 10/2/18
CEO(+ \$1,000)	



Print



Itemized Receipt

Below is a summarized receipt of toll activity from your recent rental.

Your Information

Customer Name : PHYLLIS KALIFEH

Your Card Information

CC Type : VISA CARD

CC Number : *****4368

Your Payment Information

Statement ID : EHI74573505

Total Toll Amount : \$2.41

TollPass Convenience Fee : \$3.95

\$3.95 per toll usage day, max \$19.75 per rental

Total Charges : \$6.36

Your Rental Information

Rental Agency : Enterprise

Contract/Rental Agreement Number : 2X21Y6

Pick up Date and Time : 7/16/2018 8:07:00 AM
(TALLAHASSEE, FL)

Return Date and Time : 7/21/2018 7:37:00 AM
(TALLAHASSEE, FL)

Tolling Summary

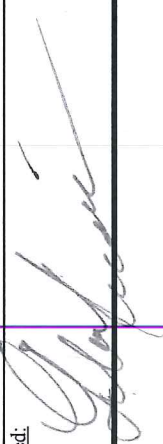
Toll Date Time	Transportation Agent	Entry Plaza	Exit Plaza	Vehicle Class	Toll Fee
07/20/2018 2:26:45 PM	Florida Department of Transportation	--	SR589 Sugarwood Main NB MP11	2	\$1.07
07/20/2018 2:22:44 PM	Florida Department of Transportation	--	SR589 Anderson Main NB MP6	2	\$1.34

Please note, there may be a delay on tolls being posted to your receipt due to a delay of the Transportation Agencies consolidated and posting tolls in a timely manner. In the event additional tolls are forwarded to us, we will process them and forward an additional e-receipt to you as soon as possible.

If you have any questions regarding toll activity that is listed on the receipt please contact us at 877-860-1258.

2

6/15/19

State of Florida Authorization to Incur Travel Expenses		Name: Phyllis Kalifeh Department: Administration		Official Headquarters: Tallahassee, FL Division:		Date: 6/18/2018
				Distribution or Fund: 861	50%	50%
Purpose of Trip: One Goal Congerence/meetings Destination: Tampa, FL				Departure Date: 7/16/2018	Return Date: 7/20/2018	Total Days: 4
Conference or convention travel: Explanation of benefits accruing to the State of Florida One Goal Conference/ PD Advisory Meeting for TEACH, HMG meeting				Departure Time: 10 a.m.	Return Time: 7:00 p.m.	Trip Number
Total Estimated Per Diem:				\$ 200.00		
Registration Fee:				\$ -		
Transportation				\$ 300.00		
Hotel	Hotel Name	Confirm	Rate	Nights	Cost	
Flights	Airline	Departing Flight	Time	Returning Flight	Time	
					\$ 556.00	
					\$ -	
TOTAL ESTIMATED COST FOR TRIP					\$ 1,056.00	
Comments:						
I hereby certify that travel as shown above is to be incurred in connection with official business of the State						
Signed: 		Approved by Supervisor: 		Date: 6/15/18	Approved-Agency Head	Date

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22911****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
07/18/2018	08/18/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Meeting expense

Meeting 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	Meeting expense	70.00	0.000	70.00

Approval Information

Shelley Shafer	Accounting	08/10/2018 8:36 AM
Kerri Cloud	Dir of Finance	08/09/2018 9:24 AM
Shelley Shafer	Requester	08/08/2018 11:56 AM

TOTAL**\$70.00**

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. 22605

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		Research Luncheon			Vendor Name		TSB-Kalifeh		
					Street Address				
Purchase/Service Date		7/18/18	To	7/18/18	City			FL	
Requestor's Name/Dept		Tamela Nelloms			Phone				
Department Approval		Phyllis Kalifeh			Invoice #				
					Terms (Due)				

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

\\main\shared\tnelloms\Desktop\Tamela 's PO.xls

Tamela Nelloms

From: Phyllis Kalifeh
Sent: Monday, July 23, 2018 7:48 PM
To: Tamela Nelloms
Subject: Fwd: CREATIVE CENTER FOR

Would you do a PO for the research luncheon at One Goal for Ana and Nayree last week? Receipt below.
Thanks!

Sent from my iPhone

Begin forwarded message:

From: Frankie <frankieallen_2000@yahoo.com>
Date: July 18, 2018 at 11:05:01 AM EDT
To: Phyllis Kalifeh <pkalifeh@thechildrensforum.com>
Subject: CREATIVE CENTER FOR

Here is your receipt.

Thank you,
CREATIVE CENTER FOR

Sent from my iPad

CREATIVE CENTER FOI
2746 W THARPE ST
TALLAHASSEE, FL 3230
TID: 01695897

07/18/18 11:04 AM

Credit Sale

*****4368

Visa

Login: ccrt

Transaction ID: 198925502

Auth Code: 041077

Total Sale: \$70.00

KALIFEH/PHYLLIS

A handwritten signature in black ink, appearing to be 'Phyllis', is written over a horizontal line. The signature is stylized and cursive.

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22914****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
07/22/2018	08/18/2018	Shelley Shafer	Accounting	Documents 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	N/A	Supplies	64.37	0.000	64.37
				Account Information	Percent	Amount			
				004 01 01 01 100 NA 100	0.0041	\$0.26			
				004 01 01 01 100 NA 400	0.0111	\$0.71			
				207 01 01 01 203 NA 600	0.0325	\$2.09			
				317 01 01 01 600 NA 600	0.0792	\$5.10			
				469 01 01 01 404 NA 104	0.0203	\$1.31			
				468 01 01 01 404 NA 104	0.046	\$2.96			
				514 01 01 01 501 NA 102	0.0354	\$2.28			
				522 01 01 01 501 NA 500	0.0498	\$3.21			
				624 01 01 01 301 NA 600	0.0475	\$3.06			
				642 01 01 01 301 NA 600	0.1639	\$10.55			
				665 01 01 01 301 NA 600	0.0373	\$2.40			
				664 01 01 01 301 NA 600	0.0744	\$4.79			
				861 01 01 01 801 NA 800	0.3881	\$24.98			
				124 01 01 01 100 NA 400	0	\$0.00			
				125 01 01 01 501 NA 500	0.0104	\$0.67			
1	EA	0		57300 004 01 01 01 100 NA 100	N/A	Supplies	3.22	0.000	3.22

Approval Information

Shelley Shafer	Accounting	08/10/2018 8:38 AM
Kerri Cloud	Dir of Finance	08/09/2018 9:24 AM
Shelley Shafer	Requester	08/08/2018 12:02 PM

TOTAL**\$67.59**

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 State sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 22608

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	7/22/18	To	7/22/18	Street Address			
Requestor's Name/Dept	Phyllis Kalifeh			City			
Department Approval				Phone	850		
				Invoice #			
				Terms (Due)	Pay by Invoice		

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

\\main\shared\pkalifeh\Desktop\Fiscal Forms\Cop...

**Details for Order #114-4709263-6609025**

Print this page for your records.

Order Placed: July 22, 2018**Amazon.com order number:** 114-4709263-6609025**Order Total: \$46.13****Shipping now****Items Ordered****Price**

1 of: *Pilot FriXion Clicker Retractable Erasable Gel Pens Fine Point (.7) Assorted Color Inks 7-pk; Make Mistakes Disappear, No Need For White Out with America's #1 Selling Pen Brand* \$10.91
Sold by: Amazon.com Services, Inc.

Condition: New

1 of: *Rocketbook Everlast Reusable Smart Notebook, Executive Size* \$32.00
Sold by: Amazon.com Services, Inc.

Condition: New

Shipping Address:

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

Item(s) Subtotal: \$42.91

Shipping & Handling: \$0.00

Total before tax: \$42.91

Sales Tax: \$3.22

Shipping Speed:

Two-Day Shipping

Total for This Shipment: \$46.13

Payment information**Payment Method:**

Visa | Last digits: 4368

Item(s) Subtotal: \$42.91

Shipping & Handling: \$0.00

Total before tax: \$42.91

Estimated tax to be collected: \$3.22

Billing address

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

Grand Total: \$46.13

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

**Details for Order #114-5576237-0621062**

Print this page for your records.

Order Placed: July 22, 2018**Amazon.com order number:** 114-5576237-0621062**Order Total: \$21.46****Shipping now****Items Ordered****Price**1 of: *Overcoming the Odds: High Risk Children from Birth to Adulthood*, Werner, \$19.96

Emmy

Sold by: Amazon.com Services, Inc.

Condition: New

Shipping Address:

Phyllis K. Kalifeh

5419 PIMLICO DR

TALLAHASSEE, FL 32309-2408

United States

Item(s) Subtotal: \$19.96

Shipping & Handling: \$0.00

Total before tax: \$19.96

Sales Tax: \$1.50

Shipping Speed:

Two-Day Shipping

Total for This Shipment: \$21.46

Payment information**Payment Method:**

Visa | Last digits: 4368

Item(s) Subtotal: \$19.96

Shipping & Handling: \$0.00

Total before tax: \$19.96

Estimated tax to be collected: \$1.50

Billing address

Phyllis Kalifeh

Children's Forum

2807 Remington Green Circle

Tallahassee, FL 32308

United States

Grand Total: \$21.46To view the status of your order, return to [Order Summary](#).[Conditions of Use](#) | [Privacy Notice](#) © 1996-2018, 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-22915****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
07/23/2018	08/18/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Registration P. Kalifeh First 1000 Days Conf.

Registration P. Kalifeh First 1000 Days Conf.

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		18200 522 02 01 02 600 NA 500	N/A	Registration P. Kalifeh First 1000 Days Conf.	150.00	0.000	150.00

Approval Information

Shelley Shafer	Accounting	08/10/2018 8:39 AM
Anita Bushnyakova	Contracts Mgr	08/09/2018 12:16 PM
Shelley Shafer	Requester	08/08/2018 12:06 PM

TOTAL**\$150.00**

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. 22609

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		First 1000 Days Conference			Vendor Name		TSB Visa <i>Kalifeh</i>			
Purchase/Service Date		7/23/18		To	7/23/18	Street Address				
Requestor's Name/Dept		Phyllis Kalifeh			City					
					Phone		850			
Department Approval		<i>Phyllis Kalifeh</i>			Invoice #					
					Terms (Due)		Pay by Invoice			

Expense Coding Info	
GL Code	18200
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

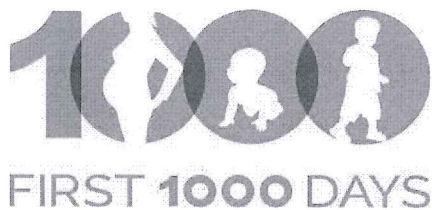
\\main\shared\pkalifeh\Desktop\Fiscal Forms\Cop...

**Receipt****Reference Number** 33471603**Date Registered** 07/23/2018**Statement Date** 07/23/2018**Event** The First 1,000 Days**Event Details** Palm Beach Convention Center
650 Okeechobee Rd
West Palm Beach Florida**Event Date** 09/26 - 09/28/2018**The following individuals are registered**

Name	Category	Total
Phyllis Kalifeh	General Attendee	\$150.00
	Total	\$150.00

Billed To**Billing Company** Children's Forum**Name** Phyllis Kalifeh**Address Line 1** 2807 Remington Green Circle**City** Tallahassee**US State** FL**Billing Zip/Postal Code** 32308**Country** United States**Email Address** pkalifeh@thechildrensforum.com

Date	Transaction Type	
07/23/2018	Transaction Amount	\$150.00
07/23/2018	Online Credit Card Payment(xxxxxxxxxxxx4368)	\$-150.00
	Balance	\$0.00



First 1000 Days Florida Summit

*Building Strong Foundations for Children
Prenatal-Age 3*

September 26-28, 2018
Palm Beach Convention Center



Agenda-At-A-Glance

A Sampling of Workshop Topics. . .

- *Opioids in pregnancy*
- *Trauma-informed home visiting*
- *Effective father engagement*
- *Recognizing and addressing implicit bias*
- *Strategies for serving dual language learners*
- *Infant mental health consultation across disciplines*
- *Using relationships to promote infant-toddler development*
- *Improving outcomes through place-based initiatives*
- *Using ACEs to build resiliency*
- *Supporting contraceptive choice*
- *Addressing perinatal depression*
- *Child care information & referral*
- *Recognizing Fetal Alcohol Spectrum Disorders (FASD) in young children*
- *Strengthening family engagement & advocacy*
- *Compassion fatigue & self care*
- *Safe Baby: supporting safe sleep*
- *Addressing social determinants of health*
- *Human trafficking*
- *Supporting breastfeeding mothers in child care*
- *Reflective supervision*
- *Working with families impacted by IPV, trauma*

And much more!

Wednesday, September 26, 2018

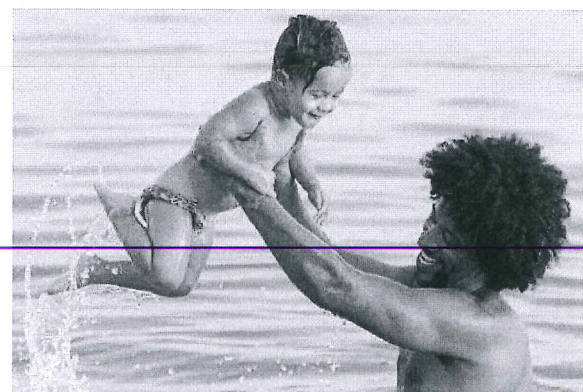
10:00am-1:00pm	Registration
1:00pm-2:15pm	Welcome & Opening Plenary
2:30pm-3:30pm	Concurrent Workshops
3:40pm-5:00pm	Concurrent Workshops
5:30pm-7:00pm	Best Practices Poster Showcase & Reception

Thursday, September 27, 2018

8:00am-9:45am	Plenary
10:00am-11:00am	Concurrent Workshops
11:00am-noon	Concurrent Workshops
12:15pm-1:40pm	Lunch & Parent Panel
1:45pm-3:00pm	Concurrent Workshops
3:10pm-5:00pm	Plenary

Friday, September 28, 2018

8:30am-9:45am	Concurrent Workshops
10:00am-11:45am	Closing Plenary
Noon-5:00pm	Post-conference Meetings



Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18838
8/8/2018

Invoice	Description	Discount	Amount
09-EN-22859	Travel expenses P. Kalifeh PreK Transition Summit	\$0.00	\$111.37
09-EN-22860	Travel expenses P. Kalifeh Keynote Speaker for EHS-C...	\$0.00	\$160.81

Electronic Payment Notification

Total :

\$0.00

\$272.18

Electronic Payment Notification

Phyllis Kalifeh
5419 Pimlico Drive
Tallahassee, FL 32309

VOID

Payee Phyllis Kalifeh
Vendor ID 1008

Account #:

18838
8/8/2018

Invoice	Description	Discount	Amount
09-EN-22859	Travel expenses P. Kalifeh PreK Transition Summit	\$0.00	\$111.37
09-EN-22860	Travel expenses P. Kalifeh Keynote Speaker for EHS-C...	\$0.00	\$160.81

Electronic Payment Notification

Total :

\$0.00

\$272.18

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-22859****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
07/25/2018	08/12/2018	Shelley Shafer	Accounting	Documents Transferred to Abila	Travel expenses P. Kalifeh PreK Transition Summit

Travel expenses P. Kalifeh PreK Transition Summit

Unit Qty	Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 004 02 01 02 100 OEL Transition 100	N/A	Travel expenses P. Kalifeh PreK Transition Summit	111.37	0.000	111.37

Approval Information

Shelley Shafer	Accounting	08/08/2018 2:17 PM
Anita Bushnyakova	Contracts Mgr	08/03/2018 12:19 PM
Shelley Shafer	Requester	08/02/2018 11:26 AM

TOTAL**\$111.37**

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. 22552

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

Purchase Order Information					Vendor Information					
					Vendor ID	1008	For fiscal Use			
Purchase Description	PreK Transition Summit				Vendor Name	Phyllis Kalifeh				
					Street Address					
Purchase/Service Date	7/24/18	To	7/25/18		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. AB 8/3/18

CEO(+ \$1,000) _____

[illegible]

Central Transition to Kindergarten Summit

July 25, 2018

10:00am	Kick-Off	Melinda Webster
10:20am	Overview & Introductions	Phyllis Kalifeh
10:45am	Vision and Current Practices Activity	Phyllis Kalifeh
11:15am	Child and Teacher Perspective Videos	Phyllis Kalifeh
11:30pm	Transition Resources & Best Practices	Melissa Clements
12:00pm	Exemplars from the field	Gail Ramsdell; Heidi Rand
12:30pm	Lunch on site	All
1:00pm	Transition System Needs Assessment	Melissa Clements & Groups
2:00pm	Share Priorities for Improvement	Melissa Clements & Groups
2:15pm	Break	All
2:30pm	S.W.O.T.	Phyllis Kalifeh & Groups
3:00pm	Transition Planning	Phyllis Kalifeh & Groups
3:30pm	Share Key Action Steps Planned	Phyllis Kalifeh & Groups
3:45pm	Closing Statements	Phyllis Kalifeh Melinda Webster

FLORIDA'S TURNPIKE
TOLL RECEIPT

DATE:07/25/18 TIME:1636 TRANS#:6361
PLAZA:ANCLOT LANE:03 COLL ID:1388
CLASS:02 TOLL:\$ 1.50 PAID:CASH

YOU WOULD HAVE SAVED \$ 0.43 AT
THIS TOLL PLAZA BY USING SUNPASS

AVAILABLE AT PUBLIX, CVS, AAA
AND WWW.SUNPASS.COM

FLORIDA'S TURNPIKE
TOLL RECEIPT

DATE:07/25/18 TIME:1645 TRANS#:7145
PLAZA:SPRING LANE:03 COLL ID:4348
CLASS:02 TOLL:\$ 1.50 PAID:CASH

YOU WOULD HAVE SAVED \$ 0.43 AT
THIS TOLL PLAZA BY USING SUNPASS

AVAILABLE AT PUBLIX, CVS, AAA
AND WWW.SUNPASS.COM

Toll Express:
\$5.25

Paid cash
by
Phyllis Taylor
7/25/18

FLORIDA'S TURNPIKE
TOLL RECEIPT

DATE:07/25/18 TIME:1702 TRANS#:4712
PLAZA:DAKHAM LANE:08 COLL ID:3355
CLASS:02 TOLL:\$ 1.50 PAID:CASH

YOU WOULD HAVE SAVED \$ 0.43 AT
THIS TOLL PLAZA BY USING SUNPASS

AVAILABLE AT PUBLIX, CVS, AAA
AND WWW.SUNPASS.COM

FLORIDA'S
TURNPIKE



TOLL RECEIPT

DATE	TIME	PLAZA	LANE	\$ PAID or ACCOUNT #
7/25				.75

YOUR TRIP TO:

3404 Mahan Dr

13 MIN | 8.1 MI 

Est. fuel cost: \$0.90

Trip time based on traffic conditions as of 1:54 PM on July 27,
2018. Current Traffic: Light



Print a full health report of your car with
HUM vehicle diagnostics (800) 906-2501

mapquest

Viainity Mileage

*Home to
Enterprise*



1. Start out going **southeast** on Pimlico Dr toward Santa Anita Dr.

Then 0.39 miles

0.39 total miles



2. Take the 1st right onto Centerville Rd/County Hwy-151.

Centerville Rd is 0.3 miles past Santa Anita Dr.

If you reach the end of Pimlico Dr you've gone about 0.3 miles too far.

Then 4.58 miles

4.97 total miles



3. Turn **left** onto Fleischmann Rd.

Fleischmann Rd is just past Stenton Ave.

If you reach Centerville Ct you've gone about 0.2 miles too far.

Then 0.98 miles

5.95 total miles



4. Enter next roundabout and take the 2nd exit onto Miccosukee Rd/County Hwy-347.

Then 0.63 miles

6.58 total miles



5. Turn **right** onto Dempsey Mayo Rd/County Hwy-0353.

If you reach Edenfield Rd you've gone about 0.7 miles too far.

Then 0.90 miles

7.48 total miles



6. Turn **right** onto Mahan Dr/US-90 W/FL-10.

Mahan Dr is 0.1 miles past Lonnie Rd.

Then 0.64 miles

8.12 total miles



7. 3404 Mahan Dr, Tallahassee, FL 32308-5667, 3404 MAHAN DR is on the right.

Your destination is just past Silkbay Ct.

If you reach Brewster Rd you've gone a little too far.

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.

YOUR TRIP TO:

5419 Pimlico Dr

15 MIN | 8.0 MI 

Est. fuel cost: \$0.88

Trip time based on traffic conditions as of 1:07 PM on July 27,
2018. Current Traffic: Moderate



Print a full health report of your car with
HUM vehicle diagnostics (800) 906-2501

*Enterprise to
Home*

mapquest

Vicinity Mileage

Start of next leg of route



1. Start out going **southwest** on Mahan Dr/US-90 W/FL-10 toward Brewster Rd.

Then 0.49 miles

0.49 total miles



2. Turn **right** onto Capital Cir/US-319 N/FL-261.

Capital Cir is 0.3 miles past Weems Rd.

If you reach Jaydell Cir you've gone about 0.2 miles too far.

Then 0.69 miles

1.18 total miles



3. Turn **right** onto Miccosukee Rd/County Hwy-347.

Miccosukee Rd is 0.2 miles past Alexis Ln.

If you are on Capital Cir and reach Capital Medical Blvd you've gone about 0.2 miles too far.

Then 0.80 miles

1.98 total miles



4. Enter next roundabout and take the 2nd exit onto Fleischmann Rd.

Then 1.01 miles

2.99 total miles



5. Turn **right** onto Centerville Rd/County Hwy-151.

If you are on Olson Rd and reach Lonnbladh Rd you've gone about 0.1 miles too far.

Then 4.58 miles

7.57 total miles



6. Turn **left** onto Pimlico Dr.

Pimlico Dr is 0.2 miles past Donnybrook Pl.

If you reach Bradfordville Rd you've gone about 0.4 miles too far.

Then 0.39 miles

7.96 total miles



7. 5419 Pimlico Dr, Tallahassee, FL 32309-2408, 5419 PIMLICO DR is on the left.

Your destination is just past Santa Anita Dr.

If you reach Count Fleet Trl you've gone about 0.1 miles too far.

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.

Childrens Forum Inc.

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

PURCHASE ORDER**09-EN-23041****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
08/01/2018	09/07/2018	Shelley Shafer	Accounting	Documents 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 02 01 02 100 OEL Transition 100	N/A	Supplies	83.56	0.000	83.56

Approval Information

Shelley Shafer	Accounting	09/06/2018 1:49 PM
Kerri Cloud	Dir of Finance	08/29/2018 4:42 PM
Shelley Shafer	Requester	08/28/2018 1:12 PM

TOTAL**\$83.56**

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. 22737

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

Purchase Order Information				Vendor Information			
Acct. No. (if applicable)	8/1/18			Vendor ID		For fiscal Use	
Purchase Description	Food & Supplies			Vendor Name	TSB Visa Kalifeh		
Purchase/Service Date	7/25/18	To	7/25/18	Street Address			
Requestor's Name/Dept	Phyllis Kalifeh			City			
Department Approval				Phone			
				Invoice #			
				Terms (Due)	Pay by Invoice		

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

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Publix

Bay Plaza
Belcher Rd.
Clearwater, FL 33764
Store Manager: Amy Schaufelberger
727-791-0138

PB REUSE BAG		0.99 T	
PB REUSABLE SHP BAG		0.99 T	
PB REUSE BAG		0.99 T	
KBLR VRTY CRKR PCK			
1 @ 2 FOR	5.00	2.50 F	
You Saved	0.49		
KBLR VRTY CRKR PCK			
1 @ 2 FOR	5.00	2.50 F	
You Saved	0.49		
SOLO 9OZ CLEAR CUP		3.49 T	
VANITY FAIR NAPKIN		2.59 T	
KELL RICE KRISP BA		1.99 F	
You Saved	1.00		
GRAPES RED SDLS			
2.22 lb @ 2.49/ lb		5.53 F	
You Saved	1.12		
GRAPES WHT SDLS			
2.20 lb @ 2.49/ lb		5.48 F	
You Saved	3.33		
APPLES AMBROSIA		3.99 F	
You Saved	1.00		
MARS MIXED MINIS		11.99 T F	
NV OT HNY GRAN BAR		6.29 F	
NV TRL MIX GRN VRT		6.29 F	
Promotion		-6.29 F	
ETERNAL WTR 1.5LTR		1.99 F	
ETERNAL WTR 1.5LTR		1.99 F	
Promotion		-1.99 F	
RAWBERRIES PREM		3.99 F	
RAWBERRIES PREM		3.99 F	
Promotion		-3.99 F	
ETERNAL WTR 1.5LTR		1.99 F	
ETERNAL WTR 1.5LTR		1.99 F	
Promotion		-1.99 F	
ETERNAL WTR 1.5LTR		1.99 F	
ETERNAL WTR 1.5LTR		1.99 F	
Promotion		-1.99 F	
BANANAS			
3.90 lb @ 0.65/ lb		2.54 F	
CHINET CRSTL PLATE		2.99 T	
TAX EXEMPT #			
PB REUSE BAG		0.99	
TAX EXEMPT VOIDED			

Order Total	65.80
Sales Tax	1.75
Grand Total	67.55
Credit Payment	67.55
Change	0.00

Welcome to Dunkin' Donuts/Baskin-Robbins
Store #340445
2551 Gulf to Bay Blvd, Clearwater
Phone: 727-725-5020

Manager: Holly
7/25/2018 8:14:33 AM

**Eat In
Order: 814**

Register: 3 Tran Seq No: 5024811
Cashier: Sydney W.

*****SALE*****

1 3x Joe Orig Blnd	14.91
Sub. Total:	\$14.91
Tax:	\$1.01
Total:	\$16.01
Discount Total:	\$0.01
Change	\$0.01
Visa:	\$16.01

VISA

Card Num : *****
Terminal : 3
Approval : 084045
AID : A000031010
TVR : 8080001000
IAD : 06010A03A08000
TSI : 6800
AR : Z3
TC : F028C8

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Tell us about today's visit at
dunkinbaskin.com within 3 days

REIVE A FREE CLASSIC DONUT
at your next visit when y
use a Medium or Larger Bag
Code: 81401-40445-0807-2580

Validation Code: _____
Restrictions on dunkindonuts.com

this receipt by 7/31/18 and get

\$2 Off a Polar Pizza

Cannot be combined with any other offer
Visit baskinrobbins.com
for coupon restrictions
Franchisee - Use PLU 4004

Visit **DunkinNation.com** for product
offers and news. Enter Code DD2957

Thank You, Come Back Again
Questions/Comments.
Please call 888-447-1252.