

# PRESIDENT & CEO TRAVEL AND EXPENSE SUMMARY

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

DATES	PURPOSE	LOCATION	COSTS
01/07/2021	Coffee pots & filters for kitchen		\$32.66
02/11/2021	Gift cards for Miami and Palm Beach Staff		80.00
02/26/2021	Annual NAEYC and FLAEYC membership		\$150.00

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

March 19, 2021

Date

Robert Buesing, Chair
Children's Forum Board of Directors

Payee Vendor ID

Capital One 6427

Account #

21-00197 2/3/2021

Vendor ID	6427		Account #.		2/3/2021
Invoi	ce		Description	Discount	Amount
09-EN-26733		Supplies		\$0.00	\$32.66
-					

Total:

21-00197

\$32.66

\*\*\*\*Thirty Two and 66/100 Dollars

2/3/2021

\$0.00

\$32.66

Capital One PO Box 60599 City of Industry, CA 91716-0599

Payee Vendor ID

Capital One

6427

Account #:

21-00197 2/3/2021

voice	Description Discount	Amount
	Supplies \$0.00	\$32.60
		0 \$32.
	Total: \$0.0	0

## Childrens Forum Inc.

1211 Governors Square Blvd. STE 200 Tallahassee, FL 32301 (850)487-6300 Kate Nunez 2/ APIcapitalone2/2 cg

# **PURCHASE ORDER**

09-EN-26733

#### Vendor Information

#### **Shipping Information**

#### Capital One

PO Box 60599

City of Industry, CA 91716-0599

Phone - / Fax -

1211 Governors Square Blvd.

**STE 200** 

Tallahassee, FL 32301

(850)487-6300

Kate Nunez

Date	Require Date	Prepared By	Workflow	Status	Description
02/03/2021	02/04/2021	Colleen Groot	Accounting	Documents Transferred to Abila	Supplies

Qty	Unit Type	Qty Received Rec'd 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	32.66	0.000	32.66

**Approval Information** 

Colleen Groot Kate Nunez Colleen Groot Dir of Finance Accounting Requester 02/02/2021 2:07 PM 01/27/2021 9:49 AM 01/25/2021 3:04 PM TOTAL \$32.66

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 # 85-8012541150C-4







Payment Due Date Feb. 03, 2021	For online and phone payments, the deadline is 8pm ET.
New Balance	Minimum Payment Due
\$32.66	\$15.00

MINIMUM PAYMENT WARNING: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:

If you make no	You will pay off	And you will
additional charges using	the balance shown	end up paying
this card and each	on this statement	an estimated
month you pay	in about	total of
Minimum Payment	4 Month(s)	\$34

If you would like information about credit counseling services, call 1-888-326-8055.

Account Summary	
Previous Balance	\$3,952.77
Payments	- \$3,952.77
Other Credits	\$0.00
Transactions	+ \$32.66
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
New Balance	= \$32.66
Credit Limit	\$12,000.00
Available Credit (as of Jan. 09, 2021)	\$11,967.34
Cash Advance Credit Limit	\$12,000.00
Available Credit for Cash Advances	\$11,967.34

Rewards Balance as of 01/08/2021 \$76.14	Track and redeem your rewards with o mobile-app or on www.capitalone.co	
Previous Balance	Earned	Redeemed
\$4.56	\$71.58	\$0.00

#### **Account Notifications**



You are enrolled in AutoPay. You've selected to pay the New Balance shown on this statement, which will be debited from your bank account on your due date. If your payment is more than the current balance on your due date, we will only debit the current balance.

Pay or manage your account on our mobile app or at www.capitalone.com.

Customer Service: 1-800-867-0904

See reverse for Important Information

Pay your bill on the go.

Pay your bill securely and review transactions with the

Capital One® mobile app.

Text ONE to 80101 to download the app. Messaging & Data rates may apply.

400039



Please send us this portion of your statement and only one check (or one money order) to ensure your payment is processed promptly. Allow at least seven business days for delivery.

Payment Due Date: Feb. 03, 2021

Account Ending in 6095

**New Balance** 

Minimum Payment Due

\$32.66

\$15.00

Amount Enclosed

PHYLLIS K KALIFEH CHILDREN'S FORUM SUITE 200/FISCAL DEPARTMENT 1211 GOVERNORS SQUARE BLVD EPPS-LOESE 17 - 3322AHAJJAT

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Capital One P.O. Box 60599 City of Industry, CA 91716-0599 



# **Transactions**

Visit www.capitalone.com/sparkbusiness to see detailed

# PHYLLIS K KALIFEH #6095: Payments, Credits and Adjustments

escription	Amount
	- \$3,952.77
	APITAL ONE AUTOPAY PYMTAuthDate 3-Jan

#### PHYLLIS K KALIFEH #6095: Transactions

Date	Description	Amount
Jan 7	BED BATH & BEYOND	\$32.66
	#388TALLAHASSEEFL	
PHYLLIS K KALIFEH #6095: Total		\$32.66
Total Ti	ransactions for This Period	\$32.66

Fee	ī
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Date	Description	Amount
Total F	ees for This Period	\$0.00

Interest	Charged
----------	---------

Total Interest for This Period	\$0.00
Interest Charge on Other Balances	\$0.00
Interest Charge on Cash Advances	\$0.00
Interest Charge on Purchases	\$0.00

# Totals Year-to-Date

**Total Interest charged** 

Total Fees charged	\$0.00

\$0.00

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Interest Charge Calculation

Type of Balance	Annual Percentage Rate(APR)	Balance Subject to Interest Rate	Interest Charge
Purchases	16.99% P	\$0.00	\$0.00
Cash Advances	22.99% P	\$0.00	\$0.00

P,L,D,F = Variable Rate. See reverse of page 1 for details.

300084



# Stay on top of your credit score.

Monitor your credit score with CreditWise\* built right into the Capital One\* mobile app.

Text ONE to 80101 to download the app. Messaging & Data rates may apply.

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

# Purchase Order

Purchase O	rdar Informat	tion		Vendor In	formation	
Acct. No. (f applicable)	Company of the Company of the Company		Vendor ID	6427	For fiscal Use	RUM !
			Vendor Name		Capital One CC	
Purchase Description	Bad Bath and	d Beyond	Street Address			
Purchase, Service Date	1/8/21 10		City			
Requestor Name/Dent	Phyllis Ka	The second secon	Phone			
Department Approval		lialy	Invoice # Terms (Due)			
TOWN ALL SAFE AND ADDRESS OF THE SAFE AND ADDRESS OF T				Paymen	+ 3 cheduled	grent 3rd
THE RESIDENCE OF THE PARTY OF T		Purchase I	nformation		0	
Distribution Code	Committee and the second	Item Desc	iption		Amount	
Forum		Coffee Pot ar	d Filters			32.66
2006			The state of the s			32.00
A Company of the Comp	Me naid	tay but it was	cheaper using m	v 20% off		
The second secon			my 20% is in m			
		name. Just	A PERSONAL PROPERTY AND ADDRESS OF THE PERSON NAMED AND ADDRES	iy decount		
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COMMAND No. 8.170 Allerina pitras						
The state of the s					al companies	
And the second s						
		acang		Total	\$	32.66
Expense Cop	The second secon					
GL Code	57300				ovals	
Fund					1/21-1	1
AUOIC			Fiscal Dept.	KNN	1/26/21	
71.5						
Function	And the second s					
Process n			CEO(+\$1,000)			
Authy						
Dep men						

# BED BATH & BEYOND

Bed Bath & BEYOND #388 1574 GOVERNORS SQUARE BLVD TALLAHASSEE FL 32301 (850) 877-9353

388 01/07/21-1440 802265 91-8598

RVN # 0038-8859-8091-0107-2100

FILTER BASKET 200C 1T	
5543762952 OUR PRICE	2.99
20% OFF TTL T	0.60-
YOUR PRICE	2.39
COFMKR 12C GRAY B& 1T	
5087582801 OUR PRICE	34.99
20% OFF TTL T	7.00-
YOUR PRICE	27.99
SUBTOTAL	30.38
TAX	2.28
**** BALANCE	32 56
Sale - APPROVED	
VISA CREDIT	

VISA CREDIT ENTRY: Chip Read

ACCT#: \*\*\*\*\*\*\*\*\*6095 AID: A0000000031010

CVMR: Signature Captured

MODE: ISSUER AUTH#: 01406G AMT: USD\$ 32.66 MERCH ID: 5057388992

VISA	32.66
CHANGE	0.00
FL 7.50% SALES TAX	2.28
TOTAL TAX	2.28
YOUR TOTAL SAVINGS \$	7.60

COUPONS APPLIED: 1

1- 20% OFF TTL \$ 7.60

01/07/21 1440 388 91 8598 802265





# Scheduled Payments

Account Ending in ...6095

DATE	DESCRIPTION	CATEGORY	CARD	AMOUNT
Feb 03	AutoPay from Synovus Bank0301	Payment	Phyllis K. 6095	-\$32.66



Payment Information			
Payment Due Date Mar. 03, 2021	For online and phone payments, the deadline is 8pm ET.		
New Balance	Minimum Payment Due		
\$0.00	\$0.00		

Account Summary	
Previous Balance	\$32.66
Payments	- \$32.66
Other Credits	\$0.00
Transactions	+ \$0.00
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
New Balance	= \$0.00
Credit Limit	\$12,000.00
Available Credit (as of Feb. 06, 2021)	\$12,000.00
Cash Advance Credit Limit	\$12,000.00
Available Credit for Cash Advances	\$12,000.00

Rewards Balance as of 02/05/2021		eem your rewards with our
\$76.79	mobile app	or on www.capitalone.com
Previous Balance	Earned	Redeemed
\$76.14	\$0.65	\$0.00

#### **Account Notifications**



You are enrolled in AutoPay. You've selected to pay the New Balance shown on this statement, which will be debited from your bank account on your due date. If your payment is more than the current balance on your due date, we will only debit the current balance.

Pay or manage your account on our mobile app or at www.capitalone.com.

Customer Service: 1-800-867-0904

See reverse for Important Information

Get the app designed to save time.

Effortlessly manage your account on the go with

Text ONE to 80101 to download the app. Messaging & Data rates may apply.

the Capital One mobile app.

400038



Please send us this portion of your statement and only one check (or one money order) to ensure your payment is processed promptly. Allow at least seven business days for delivery.

Payment Due Date: Mar. 03, 2021

Account Ending in 6095

New Balance

III

Minimum Payment Due

Amount Enclosed

\$0.00

\$0.00

PHYLLIS K KALIFEH CHILDREN'S FORUM SUITE 200/FISCAL DEPARTMENT 1211 GOVERNORS SQUARE BLVD EPPS-LOESE 17 - 3322AHALLAT

Capital One P.O. Box 60599 City of Industry: CA 91716-0599 ող ||Վրեվ||կ||Ավթվոլիդումուլ||ՎրդլիԱկվոլիվ||կ

How can I Avoid Paying Interest Charges? If you pay your New Balance in full by the due date each month, we will not charge interest on new transactions that post to the purchase balance. If you have been paying in full without Interest Charges, but fail to pay your next New Balance in full, we will charge interest on the unpaid balance. Interest Charges on Cash Advances and Special Transfers start on the transaction date. Promotional offers may allow you to pay less than the total New Balance and avoid paying interest on new transactions that post to your purchase balance. See the front of your statement for additional information.

How is the Interest Charge Determined? Interest Charges accrue from the date of the transaction, date the transaction is processed or the first day of the Billing Cycle. Interest accrues daily on every unpaid amount until it is paid in full. Interest accrued during a Billing Cycle posts to your account at the end of the Billing cycle and appears on your next statement. You may owe Interest Charges even if you pay the entire New Balance one month, but did not do so the prior month. Once you start accruing Interest Charges, you generally must pay your New Balance in full two consecutive Billing Cycles before Interest Charges stop being posted to your Statement. Interest Charges are added to the corresponding segment of your account.

<u>Do you assess a Minimum Interest Charge?</u> We may assess a minimum Interest Charge of \$0.00 for each Billing Cycle if your account is subject to an Interest Charge.

How do you Calculate the Interest Charge? We use a method called Average Daily Balance (including new transactions).

- 1. First, for each segment we take the beginning balance each day and add in new transactions and the periodic Interest Charge on the previous day's balance. Then we subtract any payments and credits for that segment as of that day. The result is the daily balance for each segment. However, if your previous statement balance was zero or a credit amount, new transactions which post to your purchase segment are not added to the daily balance.
- Next, for each segment, we add the daily balances together and divide the sum by the number of days in the Billing Cycle. The result is the Average Daily Balance for each segment.
- 3. At the end of each Billing Cycle, we multiply your Average Daily Balance for each segment by the daily periodic rate (APR divided by 365) for that segment, and then we multiply the result by the number of days in the Billing Cycle. We add the Interest Charges for all segments together. The result is your total Interest Charge for the Billing Cycle.

The Average Daily Balance is referred to as the Balance Subject to Interest Rate in the Interest Charge Calculation section of this Statement.

NOTE: Due to rounding or a minimum Interest Charge, this calculation may vary slightly from the Interest Charge actually assessed.

<u>How can my Variable APR change?</u> Your APRs may increase or decrease based on one of the following indices (reported in The *Wall Street Journal*). The letter code below corresponds with the letter next to your APRs in the Interest Charge Calculation section of this statement

	How do we calculate your APR(s)? Index + margin	When your APR(s) will change
P L	Prime Rate + margin 3 month LIBOR + margin	The first day of the Billing Cycles that end in Jan., April, July, and Oct.
D F	Prime Rate + margin 1 month LIBOR + margin	The first day of each Billing Cycle.

How can I Avoid Membership Fees? If a Renewal Notice is printed on this statement, you may avoid paying an annual membership Fee by contacting Customer Service no later than 45 days after the last day in the Billing Cycle covered by this statement to request that we close your account. To avoid paying a monthly membership Fee, close your account and we will stop assessing your monthly membership Fee.

How can I Close My Account? You can contact Customer Service anytime to request that we close your account.

How do you Process Payments? When you make a payment, you authorize us to initiate an ACH or electronic payment that will be debited from your bank account or other related account. When you provide a check or check information to make a payment, you authorize us to use information from the check to make a one-time ACH or other electronic transfer from your bank account. We may also process it as a check transaction. Funds may be withdrawn from your bank account as soon as the same day we process your payment.

How do you Apply My Payment? We generally apply payments up to your Minimum Payment first to the balance with the lowest APR (including 0% APR), and then to balances with higher APRs. We apply any part of yourpayment exceeding your Minimum Payment to the balance with the highest APR, and then to balances with lower APRs.

Billing Rights Summary (Does not Apply to Small Business Accounts)

What To Do If You Think You Find A Mistake On Your Statement: If you think there is an error on your statement, write to us at:

Capital One P.O. Box 30285 Salt Lake City, UT 84130-0285.

In your letter, give us the following information:

- · Account information: Your name and account number.
- · Dollar amount: The dollar amount of the suspected error.
- Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us or notify us electronically, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question. We will notify you in writing within 30 days of our receipt of your letter. While we investigate whether or not there has been an error, the following are true:
- We cannot try to collect the amount in question, or report you as delinquent on that
  amount. The charge in question may remain on your statement, and we may continue to
  charge you interest on that amount. But, if we determine that we made a mistake, you
  will not have to pay the amount in question or any interest or other fees related to that
  amount.
- While you do not have to pay the amount in question until we send you a notice about the outcome of our investigation, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit. Within 90 days of our receipt of your letter, we will send you a written notice explaining either that we corrected the error (to appear on your next statement) or the reasons we believe the bill is correct.

Your Rights If You Are Dissatisfied With Your Purchase: If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, the following must be true:

1) You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not

qualify; and
2) You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Capital One, P.O. Box 30285, Salt Lake City, UT 84130-0285. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

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ETC-08 01/01/20

## **Changing Mailing Address?**

You can change your address by signing into your account online or calling Customer Service.

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Pay online at www.capitalone.com/sparkbusiness



Pay using our mobile app

How do I Make Payments? You may make your payment in several ways:

- 1. Online Banking by logging into your account;
- 2. Capital One Mobile Banking app for approved electronic devices;
- Calling the telephone number listed on the front of this statement and providing the required payment information;
- Sending mail payments to the address on the front of this statement with the payment coupon or your account information.

#### When will you Credit My Payment?

- For mobile, online or over the phone, as of the business day we receive it, as long as it is made by 8 p.m. ET.
- For mail, as of the business day we receive it, as long as it is received by 5 p.m.
  local time at our processing center. You must send the bottom portion of this
  statement and your check to the payment address on the front of this statement.
  Please allow at least seven (7) business days for mail delivery. Mailed payments
  received by us at any other location or payments in any other form may not be
  credited as of the day we receive them.





Visit www.capitalone.com/sparkbusiness to see detailed

#### PHYLLIS K KALIFEH #6095: Payments, Credits and Adjustments

Date	Description	Amount
Feb 3	CAPITAL ONE AUTOPAY PYMTAuthDate 03-Feb	- \$32.66

#### PHYLLIS K KALIFEH #6095: Transactions

Description

Date

	Fees	
Date	Description	Amount
Total F	ees for This Period	\$0.00

Interest Charge on Purchases	\$0.00
Interest Charge on Cash Advances	\$0.00
Interest Charge on Other Balances	\$0.00
Total Interest for This Period	\$0.00

Totals Year-to-Date	
Total Fees charged	\$0.00
Total Interest charged	\$0.00

# Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Annual Percentage Rate(APR)	Balance Subject to Interest Rate	Interest Charge
Purchases	16.99% P	\$0.00	\$0.00
Cash Advances	22.99% P	\$0.00	\$0.00

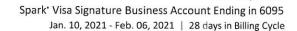


Amount

Protect your credit score.

Detect fraud with automatic alerts if your credit report changes with CreditWise\*-built right into the Capital One\* mobile app.

Text ONE to 80101 to download the app. Messaging & Data rates may apply.





Payment Due Date For on	oline and phone payments, Mar. 03,
2021 the deadline is 8p	om ET.
New Balance	Minimum Payment Due
\$0.00	\$0.00
by your due date, you may increased up to the Penalty	If we do not receive your minimum payment have to pay a \$39.00 late fee and your APRs may be APR of 29.40%.

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er Credits  nsactions  h Advances s Charged erest Charged	
nsactions h Advances s Charged rest Charged	
h Advances s Charged rest Charged	
s Charged rest Charged	
rest Charged	
/ Balance	
lit Limit	
lable Credit (as of Feb. 06, 2021)	
n Advance Credit Limit	

Rewards Balance as of
02/05/2021 Track and redeem your rewards with our mobile app
\$76.79

Previous Balance Earned Redeemed
\$76.14 \$0.65 \$0.00

\$

You are enrolled in AutoPay. You've selected to pay the New Balance shown on this statement, which will be debited from your bank account on your due date. If your payment is more than the current balance on your due date, we will only debit the current balance.

PHYLLIS K KALIFEH CHILDREN'S

nno.

P.O. Box 60599

Pay or manage your account on our mobile app or at www.capitalone.com.

Customer Service: 1-800-867-0904

See reverse for Important Information

Get the app designed to save time.

Effortlessly manage your account on the go with

the Capital One mobile app.

400038



Please send us this portion of your statement and only one check (or one money order) to ensure your payment is processed promptly. Allow at least seven business days for delivery.

Payment Due Date: Mar. 03, 2021

Account Ending in 6095

New Balance

Minimum Payment Due

Amount Enclosed

\$0.00

\$0.00

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Text **ONE to 80101** to download the app. Messaging & Data rates may apply.

City of Industry, CA 91716-0599 How can I Avoid Paying Interest Charges? If you pay your New Balance in full by the due date each month, we will not charge interest on new transactions that

FORUM SUITE 200/FISCAL DEPARTMENT 1211 GOVERNORS SQUARE BLVD TALLAHASSEE, FL 32301-2993 Capital One

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We will notify you in writing within 30 days of our receipt of your letter. While we investigate whether or not there has been an error, the following are true:

r We cannot try to collect the amount in question, or report you as delinquent on that amount. The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.

While you do not have to pay the amount in question until we send you a notice about the outcome of our investigation, you are responsible for the remainder of your balance.

We can apply any unpaid amount against your credit limit. Within 90 days of our receipt of your letter, we will send you a written notice explaining either that we corrected the error (to appear on your next statement) or the reasons we believe the bill is correct.

# **Changing Mailing Address?**

You can change your address by signing into your account online or calling Customer Service.



Pay online at www.capitalone.com/sparkbusiness



Pay using our mobile app

How do I Make Payments? You may make your payment in several ways:

- Online Banking by logging into your account;
- 2. Capital One Mobile Banking app for approved electronic devices;

Purchase: If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, the following must be true: 1) You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify; and

2) You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Capital One, P.O. Box 30285, Salt Lake City, UT 84130-0285. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

ETC-08

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- Calling the telephone number listed on the front of this statement and providing the required payment information;
- Sending mail payments to the address on the front of this statement with the payment coupon or your account information.

#### When will you Credit My Payment?

For mobile, online or over the phone, as of the business day we receive it, as long as it is made by 8 p.m. ET.

For mail, as of the business day we receive it, as long as it is received by 5 p.m. local time at our processing center. You must send the bottom portion of this statement and your check to the payment address on the front of this statement. Please allow at least seven (7) business days for mail delivery. Mailed payments received by us at any other location or payments in any other form may not be credited as of the day we receive them.

Any written requests on this form <u>will not be honored</u>. To manage your account, please refer to your billing statement for customer service options.



Page 2 of 2

Spark\* Visa Signature Business Account Ending in 6095 Jan. 10, 2021 - Feb. 06, 2021 | 28 days in Billing Cycle



		Payment	Information
ien	t Due Date		For online and phone paymer
	00 0	001	the deadline is 8pm ET.

Apr. 03, 2021

Minimum Payment Due

\$230.00

New Balance

\$15.00

LATE PAYMENT WARNING: If we do not receive your minimum payment by your due date, you may have to pay a \$39.00 late fee and your APRs may be increased up to the Penalty APR of 29.40%.

MINIMUM PAYMENT WARNING: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:

If you make no	You will pay off	And you will
additional charges using	the balance shown	end up paying
this card and each	on this statement	an estimated
month you pay	in about	total of
Minimum Payment	4 Years	\$310

If you would like information about credit counseling services, call 1-888-326-8055.

Previous Balance	\$0.00
Payments	\$0.00
Other Credits	\$0.00
Transactions	+ \$230.00
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
New Balance	= \$230.00
Credit Limit	\$12,000.00
Available Credit (as of Mar. 09, 2021)	\$11,770.00
Cash Advance Credit Limit	\$12,000.00
Available Credit for Cash Advances	\$11,770.00

Rewards Balance as of 03/07/2021 \$42.42	Track and redeem your rewards with our mobile app or on www.capitalone.com		
Previous Balance	Earned	Redeemed	
\$76.79	\$4.60	-\$38.97	

#### **Account Notifications**



You are enrolled in AutoPay. You've selected to pay the New Balance shown on this statement, which will be debited from your bank account on your due date. If your payment is more than the current balance on your due date, we will only debit the current balance.

Pay or manage your account on our mobile app or at www.capitalone.com.

Customer Service: 1-800-867-0904

See reverse for Important Information

Pay your bill on the go.

Pay your bill securely and review transactions with the

Capital One" mobile app.

Text ONE to 80101 to download the app.

400039



Please send us this portion of your statement and only one check (or one money order) to ensure your payment is processed promptly. Allow at least seven business days for delivery.

Payment Due Date: Apr. 03, 2021

Account Ending in 6095

New Balance

Minimum Payment Due

Amount Enclosed

\$230.00

\$15.00

\$

PHYLLIS K KALIFEH
CHILDREN'S FORUM
SUITE 200/FISCAL DEPARTMENT
1211 GOVERNORS SQUARE BLVD

TALLAHASSE 7 FL 32301-270

III

How can I Avoid Paying Interest Charges? If you pay your New Balance in full by the due date each month, we will not charge interest on new transactions that post to the purchase balance. If you have been paying in full without Interest Charges, but fail to pay your next New Balance in full, we will charge interest on the unpaid balance. Interest Charges on Cash Advances and Special Transfers start on the transaction date. Promotional offers may allow you to pay less than the total New Balance and avoid paying interest on new transactions that post to your purchase balance. See the front of your statement for additional information.

How is the Interest Charge Determined? Interest Charges accrue from the date of the transaction, date the transaction is processed or the first day of the Billing Cycle. Interest accrues daily on every unpaid amount until it is paid in full. Interest accrued during a Billing Cycle posts to your account at the end of the Billing cycle and appears on your next statement. You may owe Interest Charges even if you pay the entire New Balance one month, but did not do so the prior month. Once you start accruing Interest Charges, you generally must pay your New Balance in full two consecutive Billing Cycles before Interest Charges stop being posted to your Statement. Interest Charges are added to the corresponding segment of your account.

Do you assess a Minimum Interest Charge? We may assess a minimum Interest Charge of \$0.00 for each Billing Cycle if your account is subject to an Interest Charge.

How do you Calculate the Interest Charge? We use a method called Average Daily Balance (including new transactions).

- 1. First, for each segment we take the beginning balance each day and add in new transactions and the periodic Interest Charge on the previous day's balance. Then we subtract any payments and credits for that segment as of that day. The result is the daily balance for each segment. However, if your previous statement balance was zero or a credit amount, new transactions which post to your purchase segment are not added to the daily balance.
- 2. Next, for each segment, we add the daily balances together and divide the sum by the number of days in the Billing Cycle. The result is the Average Daily Balance for each
- 3. At the end of each Billing Cycle, we multiply your Average Daily Balance for each segment by the daily periodic rate (APR divided by 365) for that segment, and then we multiply the result by the number of days in the Billing Cycle. We add the Interest Charges for all segments together. The result is your total Interest Charge for the Billing Cycle.

The Average Daily Balance is referred to as the Balance Subject to Interest Rate in the Interest Charge Calculation section of this Statement.

NOTE: Due to rounding or a minimum Interest Charge, this calculation may vary slightly from the Interest Charge actually assessed.

How can my Variable APR change? Your APRs may increase or decrease based on one of the following indices (reported in The Wall Street Journal ). The letter code below corresponds with the letter next to your APRs in the Interest Charge Calculation section of

	How do we calculate your APR(s)? Index + margin	When your APR(s) will change
P L	Prime Rate + margin 3 month LIBOR + margin	The first day of the Billing Cycles that end in Jan., April, July, and Oct.
D F	Prime Rate + margin 1 month LIBOR + margin	The first day of each Billing Cycle.

How can I Avoid Membership Fees? If a Renewal Notice is printed on this statement, you may avoid paying an annual membership Fee by contacting Customer Service no later than 45 days after the last day in the Billing Cycle covered by this statement to request that we close your account. To avoid paying a monthly membership Fee, close your account and we will stop assessing your monthly membership Fee.

How can I Close My Account? You can contact Customer Service anytime to request that we close your account.

How do you Process Payments? When you make a payment, you authorize us to initiate an ACH or electronic payment that will be debited from your bank account or other related account. When you provide a check or check information to make a payment, you authorize us to use information from the check to make a one-time ACH or other electronic transfer from your bank account. We may also process it as a check transaction. Funds may be withdrawn from your bank account as soon as the same day we process your payment.

How do you Apply My Payment? We generally apply payments up to your Minimum Payment first to the balance with the lowest APR (including 0% APR), and then to balances with higher APRs. We apply any part of yourpayment exceeding your Minimum Payment to the balance with the highest APR, and then to balances with lower APRs.

Billing Rights Summary (Does not Apply to Small Business Accounts)

What To Do If You Think You Find A Mistake On Your Statement: If you think there is an error on your statement, write to us at:

Capital One P.O. Box 30285 Salt Lake City, UT 84130-0285.

In your letter, give us the following information:

- · Account information: Your name and account number.
- · Dollar amount: The dollar amount of the suspected error.
- Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake. You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us or notify us electronically, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question. We will notify you in writing within 30 days of our receipt of your letter. While we investigate whether or not there has been an error, the following are true:
- . We cannot try to collect the amount in question, or report you as delinquent on that amount. The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- . While you do not have to pay the amount in question until we send you a notice about the outcome of our investigation, you are responsible for the remainder of your balance.
- . We can apply any unpaid amount against your credit limit. Within 90 days of our receipt of your letter, we will send you a written notice explaining either that we corrected the error (to appear on your next statement) or the reasons we believe the bill is correct.

Your Rights If You Are Dissatisfied With Your Purchase: If you are dissatisfied with the goods or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase. To use this right, the following must be true: 1) You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify; and

2) You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing at: Capital One, P.O. Box 30285, Salt Lake City, UT 84130-0285. While we investigate, the same rules apply to the disputed amount as discussed above. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

ETC-08

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01/01/20

# **Changing Mailing Address?**

You can change your address by signing into your account online or calling Customer Service.

Pay online at www.capitalone.com/sparkbusiness



Pay using our mobile app

How do I Make Payments? You may make your payment in several ways:

- Online Banking by logging into your account;
- 2 Capital One Mobile Banking app for approved electronic devices;
- Calling the telephone number listed on the front of this statement and providing the required payment information;
- 4. Sending mail payments to the address on the front of this statement with the payment coupon or your account information.

## When will you Credit My Payment?

- For mobile, online or over the phone, as of the business day we receive it, as long as it is made by 8 p.m. ET.
- For mail, as of the business day we receive it, as long as it is received by 5 p.m. local time at our processing center. You must send the bottom portion of this statement and your check to the payment address on the front of this statement. Please allow at least seven (7) business days for mail delivery. Mailed payments received by us at any other location or payments in any other form may not be credited as of the day we receive them.



#### **Transactions**

Visit www.capitalone.com/sparkbusiness to see detailed

PHYLLIS K KALIFEH #6095: Payments, Credits and Adjustments

Date Description Amount

PHYLLIS K KALIFEH #6095: Transactions

Date	Description	Amount
Feb 11	AMAZON.COM*302VL9D83	\$80.00
	AMZNAMZN.COM/BILLWA	
Feb 26	NATIONAL ASSOCIATION	\$150.00
	FOR800-4242460DC	50 maga sawa da 100 may

PHYLLIS K KALIFEH #6095: Total \$230.00

Total Transactions for This Period \$230.00

Date	Description	Amount
Total F	ees for This Period	\$0.00

Interest Charged	
Interest Charge on Purchases	\$0.00
Interest Charge on Cash Advances	\$0.00
Interest Charge on Other Balances	\$0.00
Total Interest for This Period	\$0.00

Totals Year-to-Date	0
Total Fees charged	\$0.00
Total Interest charged	\$0.00

# Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Type of Balance	Annual Percentage Rate(APR)	Balance Subject to Interest Rate	Interest Charge
Purchases	16.99% P	\$0.00	\$0.00
Cash Advances	22.99% P	\$0.00	\$0.00

300086



# **Get the app designed** to save time.

Effortlessly manage your account on the go with the Capital One\* mobile app.

Text ONE to 80101 to download the app. Messaging & Data rates may apply.

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

# **Purchase Order**

Purchase Order Information			on	Vendor Information		
Acct. No. (if applicable)				Vendor ID	For fiscal Use	
				Vendor Name	Capital One CC	
Purchase Description	Amazon		Street Address			
Purchase/Service Date	2/11/21	То	• 2/11/21	City		
Requestor's Name/Dept	Phyllis Kalifeh		Phone			
		Invoice #				
Department Approvar		John		Terms (Due)		

Purchase Information				
Distribution Code	Item Description		Amoun	t
	Gift Cards for Miami and Palm Beach Staff @ \$1	.0 each		80.08
	We had a credit of approximately \$76 and some so I used the credit from the Capital One ca			
	The difference (approximately \$4 Should be a shown as a card charge).	ctually		
	enerm de d'and andige).			
		Total	\$	80.00

<b>Expense Coding Info</b>			
GL Code	5/10/		
Fund			
Audit			
FAS			
Function			
Program			
Activity			
Department			

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

# Details for Order #112-3759775-4939464

Print this page for your records.

Order Placed: February 11, 2021

Amazon.com order number: 112-3759775-4939464

Order Total: \$80.00

#### Gift Cards

Sent E-mail gift card to: dcruz@thechildrensforum.com **Amount** \$10.00

- From: Childrens Forum Board of Directors
- Message:

Since you're not in Tallahassee to receive a rose that the board provided, you're receiving this small token of the board's appreciation for all your work on behalf of those we serve. With sincere thanks!

Sent Amount \$10.00

# E-mail gift card to: fbrito@thechildrensforum.com

- From: Childrens Forum Board of Directors
- Message:

Since you're not in Tallahassee to receive a rose that the board provided, you're receiving this small token of the board's appreciation for all your work on behalf of those we serve. With sincere thanks!

Amount \$10.00

# E-mail gift card to: anaranjo-gonzalez@thechildrensforum.com

- From: Childrens Forum Board of Directors

Since you're not in Tallahassee to receive a rose that the board provided, you're receiving this small token of the board's appreciation for all your work on behalf of those we serve. With sincere thanks!

Sent Amount \$10.00 E-mail gift card to: aaguiar@thechildrensforum.com

- From: Childrens Forum Board of Directors
- Message:

Since you're not in Tallahassee to receive a rose that the board provided, you're receiving this small token of the board's appreciation for all your work on behalf of those we serve. With sincere thanks!

Amount \$10.00

E-mail gift card to: nnavarro@thechildrensforum.com

- From: Childrens Forum Board of Directors
- Message:

Since you're not in Tallahassee to receive a rose that the board provided, you're receiving this small token of the board's appreciation for all your work on behalf of those we serve. With sincere thanks!

Sent

Amount

# E-mail gift card to: scdamico@thechildrensforum.com

\$10.00

- From: Childrens Forum Board of Directors
- Message:

Since you're not in Tallahassee to receive a rose that the board provided, you're receiving this small token of the board's appreciation for all your work on behalf of those we serve. With sincere thanks!

Sent

**Amount** \$10.00

# E-mail gift card to: lsevilla@thechildrensforum.com

- From: Childrens Forum Board of Directors
- Message:

Since you're not in Tallahassee to receive a rose that the board provided, you're receiving this small token of the board's appreciation for all your work on behalf of those we serve. With sincere thanks!

Sent

Amount

# E-mail gift card to: kmcdonald@thechildrensforum.com

\$10.00

- From: Childrens Forum Board of Directors
- Message:

Since you're not in Tallahassee to receive a rose that the board provided, you're receiving this small token of the board's appreciation for all your work on behalf of those we serve. With sincere thanks!

If you want to cancel a gift card, please <u>send an e-mail to customer service</u>. We will do our best to fulfill your request.

# **Payment information**

**Payment Method:** 

Visa | Last digits: 6095

Item(s) Subtotal: \$80.00

Total before tax: \$80.00

Estimated tax to be collected: \$0.00

Grand Total: \$80.00

To view the status of your order, return to Order Summary.

Please note: This is not a VAT invoice.

Conditions of Use | Privacy Notice © 1996-2021, Amazon.com, Inc. or its affiliates

# 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
			Vendor Name		Capital One CC	
Purchase Description	NAEYC		Street Address			
Purchase/Service Date	2/26/21 To	2/26/22	City			
Requestor's Name/Dept	Phyllis Kali	feh /	\ Phone			
Department Approval		alifel	Invoice #			
		car g	Terms (Due)			
			Information		_	
Distribution Code		Item Desc	ription		Amou	nt
Formura	A 1 NI	A E V C 1 E I	AEVO M. I. III			
Forum	Annual N	AEYC and FL	AEYC Membership	)		150.00
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		230				
			3. 101 10.10 MARKET			
			00/2002	-		
				Total	\$	150.00
Expense Cod	ing Info		_			
GL Code				Appr	ovals	
Fund						
Audit			Fiscal Dept.			
FAS						
Function						
Program			CEO(+\$1,000)			
Activity						
Department						- 1

# **Phyllis Kalifeh**

From:

donotreply@naeyc.org

Sent:

Friday, February 26, 2021 3:21 PM

To:

Phyllis Kalifeh

Subject:

Payment Confirmation: Invoice #543353



# Thank you for your NAEYC order!

Please save the following invoice information for your records:

Confirmation #: 03447G Transaction Date: 2/26/2021 3:21:15 PM

Billing Information: Dr. Phyllis Kalifeh The Children"s Forum, Inc. 5419 Pimlico Dr Tallahassee, FL 32309-2408

**UNITED STATES** 

Payment Method: Visa (Paya)

Qty	Item	Price	Discount'	Taxes	Shipping	Sub- Total	Paid B	Balance
1.0000 M	NAEYC Premium Level embership	100.00	0.00	0.00	0.00	100.00	100.00	) 0.00
1.0000 M	Premium Level embership - Florida Affiliate	50.00	0.00	0.00	0.00	50,00	50.00	0.00
1.0000	Premium Book Benefit - New	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1 ()()()()	Young Children 020 - Print bscription for Non- Members	0.00	0.00	0.00	0.00	0.00	0.00	0.00