



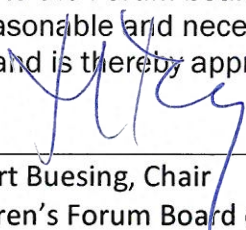
PRESIDENT & CEO TRAVEL AND EXPENSE SUMMARY

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
03/07/2020	CDEA Conference	Jacksonville, FL	\$93.84
03/08/2020	Board Source Board Fundamentals		\$45.00
04/06/2020	FedEx		\$71.40
04/20/2020	ACCESS Membership for Higher Ed Child Network		\$60.00
04/24/2020	Proof Brewery Hand Sanitizer		\$81.70
04/25/2020	C and C Packaging Face Mask		\$540.00
04/27/2020	Costco Warranties		\$214.98
04/28/2020	Dollar Tree Disinfectant Spray		\$16.00
04/27/2020	Ebay Office Thermometer		\$83.04
04/28/2020	Ebay PPE Supplies		\$72.51

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 June 16, 2020



 Robert Buesing, Chair
 Children's Forum Board of Directors

March 7 - Apr 6 2020



SPARK BUSINESS

Spark® Visa Signature Business Account Ending in 6095
Mar. 07, 2020 - Apr. 06, 2020 | 31 days in Billing Cycle

Payment Information

Payment Due Date For online and phone payments, the deadline is 8pm ET.
May 03, 2020

New Balance **\$109.84**
Minimum Payment Due **\$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 additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Minimum Payment	8 Month(s)	\$117

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

Account Summary

Previous Balance	\$555.00
Payments	- \$555.00
Other Credits	- \$29.00
Transactions	+ \$138.84
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
New Balance	= \$109.84
Credit Limit	\$38,000.00
Available Credit (as of Apr. 06, 2020)	\$37,890.16
Cash Advance Credit Limit	\$15,000.00
Available Credit for Cash Advances	\$15,000.00

Electronic Payment Via EFT or ACH
K. Cloud 4/14/20
Director of Finance Approval

Rewards Balance as of 04/05/2020	Track and redeem your rewards with our mobile app or on www.capitalone.com	
\$134.73		
Previous Balance	Earned	Redeemed
\$132.53	\$2.20	\$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



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: **May 03, 2020** Account Ending in 6095

New Balance **\$109.84** Minimum Payment Due **\$15.00** Amount Enclosed \$ _____

PHYLLIS K KALIFEH
CHILDREN'S FORUM
2807 REMINGTON GREEN CIR
TALLAHASSEE, FL 32308-3752



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



1 4154179757306095 06 0109840555000015001

400035

Make a statement.
Go paperless.
Stop waiting for your bill to arrive in the mail and go paperless today.

Log in to your account to make the switch to paperless.



Transactions

Visit www.capitalone.com/sparkbusiness to see detailed

PHYLLIS K KALIFEH #6095: Payments, Credits and Adjustments

Date	Description	Amount
Mar 21	PAYPAL *GOOGLEADDON4029357733	- \$29.00 ✓
Apr 3	CAPITAL ONE AUTOPAY PYMTAuthDate 11-Mar	- \$555.00 ✓

PHYLLIS K KALIFEH #6095: Transactions

Date	Description	Amount
Mar 7	MARATHON PETRO250035LIVE OAKFL	\$25.94 ✓
Mar 7	MARATHON PETRO181545TALLAHASSEEFL	\$8.90 ✓
Mar 8	BOARDSOURCE202-349-2581DC	\$45.00 ✓
Mar 8	ENTERPRISE RENT-A-CARTALLAHASSEEFL RETURN: 03/10/20	\$59.00 ✓

PHYLLIS K KALIFEH #6095: Total \$138.84

Total Transactions for This Period \$138.84

Fees

Date	Description	Amount
Total Fees 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

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

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

300085



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.

Payee Capital One
Vendor ID 6427

Account #:

04/14/2020

Invoice	Description	Discount	Amount
09-EN-25643	BOARDSOARCE-PDF Download-Board Fundame...	\$0.00	\$45.00
09-EN-25644	CHILD DEVELOPMENT EDUCATION ALLIANCE ...	\$0.00	\$93.84
09-EN-25642	Refund for Digital Inspiration (Google Software add...	\$0.00	(\$29.00)

Total : \$0.00 \$109.84



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

SYNOVUS
3471 Thomasville Rd.
Tallahassee, FL 32309
(850) 576-1182

04/14/2020

\$109.84

****One Hundred Nine and 84/100 Dollars

VOID AFTER 6 MONTHS

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

⑈ 2000058 ⑈ ⑆06 1 100606⑆ 3 270 1 2030 1⑈

Children's Forum, Inc.

Payee Capital One
Vendor ID 6427

Account #:

04/14/2020

Invoice	Description	Discount	Amount
09-EN-25643	BOARDSOARCE-PDF Download-Board Fundame...	\$0.00	\$45.00
09-EN-25644	CHILD DEVELOPMENT EDUCATION ALLIANCE ...	\$0.00	\$93.84
09-EN-25642	Refund for Digital Inspiration (Google Software add...	\$0.00	(\$29.00)

Total : \$0.00 \$109.84

Childrens Forum Inc.

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

PURCHASE ORDER
09-EN-25642

Vendor Information **Shipping Information**

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
03/21/2020	04/23/2020	Ellen Waters	Accounting	Documents Transferred to Abila	Refund for Digital Inspiration (Google Software add-on) TRANS ID:78V717053X900205D

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	Refund for Digital Inspiration (Google Software add-on) TRANS ID:78V717053X900 205D	-29.00	0.000	-29.00

APPROVED

Approval Information

Ellen Waters	Dir of Finance	04/13/2020 9:05 AM
Kerri Cloud	Accounting	04/13/2020 8:59 AM
Ellen Waters	Requester	04/13/2020 8:25 AM

TOTAL (\$29.00)

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. 25382

25642

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

Purchase Order Reference Sheet

Purchase Order Information				Vendor Information			
No. (if applicable)				Vendor ID	6427	<i>For fiscal Use</i>	
Purchase Description	Google Software			Vendor Name	Capital One-Kalifeh		
Phase/Service Date	3/21/20	To	3/21/20	Street Address			
Buyer's Name/Dept	Phyllis Kalifeh			City		FL	Zip
Department Approval				Phone			
				Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
2006	Googel Software Add Ons	(\$29.00)
Total		\$ (29.00)

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

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

Tamela Nelloms

From: Phyllis Kalifeh <pkkalifeh@gmail.com>
Sent: Saturday, March 21, 2020 12:44 PM
To: Tamela Nelloms
Subject: Fwd: You have a refund from Digital Inspiration

From the double charge. Thanks Tam!

Sent from my iPhone

Begin forwarded message:

From: "service@paypal.com" <service@paypal.com>
Date: March 21, 2020 at 4:26:19 AM EDT
To: Phyllis Kalifeh <pkkalifeh@gmail.com>
Subject: You have a refund from Digital Inspiration

Hello, Phyllis Kalifeh



Digital Inspiration refunded
\$29.00 USD from your purchase on
January 30, 2020.

The money was refunded to your VISA x-6095. It may take a few days to appear on your statement.

Your refund summary

Transaction ID: 78V717053X900205D

March 21,
2020 13:56:03
IST

Total purchase amount \$29.00 USD

Amount refunded \$29.00 USD

Refund paid by

Digital Inspiration

accounts@digitalinspiration.com

9760008595

Refund paid to

Phyllis Kalifeh

pkkalifeh@gmail.com

Refund details

Refund to VISA x-6095

\$29.00 USD



Childrens Forum Inc.

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

PURCHASE ORDER
 09-EN-25643

Vendor Information **Shipping Information**

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
03/08/2020	04/23/2020	Ellen Waters	Accounting	Documents Transferred to Abila	BOARDSOARCE-PDF Download-Board Fundamentals Understanding Roles in Non Profit Governance ORDER:1959898

Unit Qty	Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		57300	N/A	BOARDSOARCE-PDF Download-Board Fundamentals Understanding Roles in Non Profit Governance ORDER:1959898	45.00	0.000	45.00

Account Information	Percent	Amount
004 01 01 01 100 NA 100	0.0048	\$0.22
004 01 01 01 100 NA 400	0.001	\$0.05
207 01 01 01 203 NA 600	0.0336	\$1.51
473 01 01 01 404 NA 104	0.0228	\$1.03
474 01 01 01 404 NA 104	0.0683	\$3.07
475 01 01 01 404 NA 104	0.0132	\$0.59
523 01 01 01 501 NA 500	0.0705	\$3.17
626 01 01 01 301 NA 600	0.1171	\$5.27
476 01 01 01 404 NA 104	0.029	\$1.31
669 01 01 01 301 NA 600	0.0388	\$1.75
670 01 01 01 301 NA 600	0.0891	\$4.01
862 01 01 01 801 NA 800	0.488	\$21.96
125 02 01 02 501 NA 500	0.0045	\$0.20
321 02 01 02 301 NA 600	0.019	\$0.86
304 01 01 01 600 NA 600	0.0003	\$0.01



Control No. 25383

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

Approval Information

Ellen Waters	Dir of Finance	04/13/2020 9:06 AM
Kerri Cloud	Accounting	04/13/2020 9:01 AM
Ellen Waters	Requester	04/13/2020 8:29 AM

TOTAL	\$45.00
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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. 25383

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

25643

Purchase Order Reference Sheet

Purchase Order Information				Vendor Information			
No. (if applicable)				Vendor ID	6427		
Purchase Description	Board Fundamentals			Vendor Name	Capital One-Kalifeh		
Phase/Service Date	3/8/20	To		Street Address			
Requestor's Name/Dept	P. Kalifeh			City	FI	Zip	
Department Approval				Phone			
				Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
2006	Forum Board Training	\$45.00
Admin		
Total		\$ 45.00

Expense Coding Info	
GL Code	54000 57300
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

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

BoardSource®

Thank you for your order

Hi Phyllis,

Thank you for your order. If you have not already, please send payment to the address at the bottom of this email or call 202.349.2580 to pay by phone. Be sure to keep this email, as it will serve as the receipt for your records.

Downloads

Product	Expires	Download
<u>Board Fundamentals: Understanding Roles in Nonprofit Governance - PDF Download</u>	Never	<u>Board Fundamentals: Understanding Roles in Nonprofit Governance (PDF)</u>

[Order #1959898] (March 8, 2020)

Product	Quantity	Price
Board Fundamentals: Understanding Roles in Nonprofit Governance - PDF Download	1	\$45.00
<p>Our PDF publications are copyright-secured and therefore, may not be accessible with some screen readers and voice over technologies. If you purchased a PDF and are having trouble accessing the information, please email us at members@boardsource.org.</p>		
Subtotal:		\$45.00
Payment method:		Credit card
Total:		\$45.00

Billing address

Phyllis Kalifeh
 Children's Forum
 2807 Remington Green Circle
 Tallahassee, FL 32308
 8503228053
pkkalifeh@gmail.com

Thanks for shopping with us.

Childrens Forum Inc.

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

PURCHASE ORDER
 09-EN-25644

Vendor Information **Shipping Information**

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
03/08/2020	04/23/2020	Ellen Waters	Accounting	Documents Transferred to Abila	CHILD DEVELOPMENT EDUCATION ALLIANCE CONFERENCE-ENTERPRISE RENTAL CAR AND GASOLINE- AGREEMENT:8S4XN9

Unit 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	CHILD DEVELOPMENT EDUCATION ALLIANCE CONFERENCE/ENTERPRISE RENTAL CAR AND GASOLINE-AGREEMENT:8S4XN9	93.84	0.000	93.84

Approved

Approval Information

Ellen Waters	Dir of Finance	04/13/2020 9:07 AM
Anita Bushnyakova	Contracts Mgr	04/13/2020 8:47 AM
Ellen Waters	Requester	04/13/2020 8:35 AM

TOTAL \$93.84

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. 25384

25644

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

Purchase Order

(Anita)

Purchase Order Information				Vendor Information				
Acct. No. (if applicable)				Vendor ID	6427	For Fiscal Use		
Purchase Description	Phyllis Kalifeh ↓ CDEA - Jacksonville			Credit Card Payments				
				Credit Card Name:	Capital One	Last 4	9/7/1916	
				Checks/EFTs				
Purchase/Service Date	3/6/20	to	3/7/20	Vendor Name				
Requestor's Name/Dept	Phyllis Kalifeh			Street Address				
Department Approval				City	State	Zip		
For purchases over \$2,500, select method of procurement				<input type="checkbox"/> 3 Quotes <input type="checkbox"/> Invitation to Bid <input type="checkbox"/> Request for Proposal <input type="checkbox"/> Invitation to Negotiate <input type="checkbox"/> Sole Source <input type="checkbox"/> Other: _____				

Purchase Information		
Distribution Code	Item(s) Description	Amount
	Hotel	N/A
	(provided by CDEA)	
2006	Rental Car	\$ 59.00 ✓
2006	Agency Charged Gas	\$ 25.94 ✓
		\$ 8.90 ✓
Total		\$ 93.84

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

Approvals	
Fiscal	<u>Kn</u>
CEO(>\$1,000)	

From: DoNotReply@erac.com
 Subject: [Retrieved]ENTERPRISE Rental
 Agreement 8S4XN9
 Date: Mar 8, 2020 at 2:15:23 PM
 To: Phyllis Kalifeh
 pkalifeh@thechildrensforum.com



RA #: 8S4XN9

Renter: KALIFEH,PHYLLIS

Dates & Times	Location
Pickup Mar 05, 2020 3:47 PM	3404 MAHAN DR TALLAHASSEE, FL 32308-5667 8508781500
Return Mar 07, 2020 3:32 PM	3404 MAHAN DR TALLAHASSEE, FL 32308-5667 8508781500

Vehicle	
Make/Model: NISN/RSPT	
Color: \$WHITE	
Mileage: 372	
Fuel Out: Full	Fuel In: Full
License: LDMC31	
Unit #: 7T47G1	Vehicle #: KW239843

Charges	Price/Unit	Total
TIME & DISTANCE 03/05 - 03/07	2.0 @ \$28.68/DAY	\$57.36
CDW INCLUDED	2.0 @ \$0.00/DAY	\$0.00
RAP	2.0 @ \$0.00/DAY	\$0.00
FL WASTE TIRE & BATTERY FEE	2.0 @ \$0.02/DAY	\$0.04
VEHICLE LICENSE FEE RECOVERY	2.0 @ \$0.80/DAY	\$1.60
Total Charges:		\$59.00
Charge To:		VISA xxxx6095

2020-03-08 08:36:34

6458 US Hwy 129 North
Live Oak FL 32068

MARATHON PETRO250035
00000250035
6458 U.S. 129
Live Oak , FL
03/07/2020 951995439
10:23:31 AM

XXXX XXXX XXXX 6095
VISA

INVOICE 102107
AUTH 00-04538G
REF710250307201021

PUMP# 26
REGULAR 10.679G
PRICE/GAL \$2.429
FUEL TOTAL \$ 25.94
CREDIT \$ 25.94

COMPLETION
Entry: SWIPE
Batch: 71 Seq Num: 25
ZIP CODE APPROVED

Have a Nice Day

Gasoline
Mauph
3-7-20

MARATHON

This Sale

\$

8.90

3.790

Gallons

*Gas pump
out of paper*

*Shaun
3-7-2020*

OFFICIAL DISPENSER SEC
IF VOID/OPEN
APPEARS, PLEASE
NOTIFY ATTENCA
111111

1 2 3



State of Florida Authorization to Incur Travel Expenses	Name: PHYLLIS KALIEEH	Official Headquarters: TALLAHASSEE	Date: 2/10/2020
	Department: ADMINISTRATION	Division:	Distribution or Fund: % %

Purpose of Trip: Child Development Education Alliance Conference	Departure Date	Return Date	Total Days
Destination: Jacksonville, FL	3/6/2020	3/7/2020	2

Conference or convention travel: Explanation of benefits accruing to the State of Florida	Departure Time	Return Time	Trip Number
Meetings, councils, site visits, monitoring, training, summits, conferences and all activities related to the Children's Forum, Inc. and its funders' mission to ensure access, affordability and quality of early learning services for all of FL's children and families and build support systems to promote positive experiences and outcomes for young children.	8:00:00 AM	2:00:00 PM	

Total Estimated Meals & Per Diem:	\$ 90.00
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Registration Fee:	\$ -
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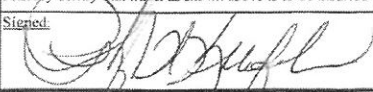
Transportation:	\$ 80.00
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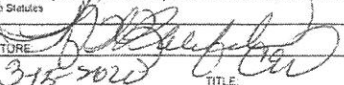
Hotel	Hotel Name	Confirm	Rate	Nights	Cost	
	Hampton Inn			1	Included in registration \$ -	
Flights	Airline	Departing Flight	Time	Returning Flight	Time	Cost

TOTAL ESTIMATED COST FOR TRIP	\$ -
--------------------------------------	------

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: 2-10-2020	Approved: Agency Head	Date:
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STATE OF FLORIDA VOUCHER FOR REIMBURSEMENT OF TRAVEL EXPENSES											
TRAVELER: PHYLLIS KALIFEH SOCIAL SECURITY NO. XXX-XX-XXXX						AGENCY CHILDREN'S FORUM HEADQUARTERS TALLAHASSEE RESIDENCE (CITY) TALLAHASSEE					
CHECK ONE <input checked="" type="checkbox"/> OFFICER/EMPLOYEE <input type="checkbox"/> NON-EMPLOYEE/IND CONTRACTOR <input type="checkbox"/> CPE						Distribution of Fund: _____ %					
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	Mileage Claimed	Vehicle Mileage Claimed	Other Expenses		
									Amount	Type	
03/05/20	TALLAHASSEE TO JACKSONVILLE	CDEA CONFERENCE SPEAKER	8:00 AM	\$ 30.00	\$ -			11.9			
03/06/20	JACKSONVILLE TO TALLAHASSEE	CDEA CONFERENCE SPEAKER	2:00 PM	\$ 60.00				11.9			
Statement of Benefits to the State (Conference or Convention)						Column Total	Column Total	Column Total	24 Mi 44.5 mi	Column Total	Summary Total
Meetings, councils, site visits, monitoring, training, seminars, conferences and all activities related to the Children's Forum, Inc. and its funders' mission to ensure access, affordability and quality of early learning services for all of FL's children and families and build support systems to promote positive experiences and outcomes for young children.						\$ 90.00	\$ -	\$ -	\$ 10.99	\$ -	\$ 100.99
Mission Critical Statement:											
Revolving Fund	Advance: LESS RENT V. DRIVE										
Check No.	Warrant No. -					LESS TRAVEL ADVANCE				\$ -	
Check Date	Warrant Date					LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASING CARD				\$ -	
Agency Voucher No.	Statewide Exp. No.					NET AMOUNT DUE TRAVELER				\$ 100.99	
	Agency Voucher No.					NET AMOUNT DUE THE STATE					
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.						Pursuant to Section 112.061 (3)(c), Florida Statutes, I hereby certify or affirm that to the best of my knowledge the travel was on official business of the State of Florida and was for the purpose(s) stated above.					
TRAVELER'S SIGNATURE: 						SUPERVISOR'S SIGNATURE					
SIGNATURE DATE: 3-15-2020						SUPERVISOR'S TITLE					
FOR AGENCY USE:						SIGNATURE DATE:					

TRAVEL PERFORMED BY COMMON CARRIER OR STATE VEHICLE

THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN TRAVEL RELATED EXPENSES ARE PAID BY USING THE STATE OF FLORIDA PURCHASING CARD

Table with columns: Date, Ticket Number or State Vehicle Number, From, To, Amount, Name of Common Carrier or State Agency Owning Vehicle.

STATE OF FLORIDA PURCHASING CARD CHARGES

Table with columns: Date, Merchant/Vendor, Description of Item Acquired, Amount of Charge.

THIS SECTION REQUIRED TO BE COMPLETED ONLY WHEN NON-REIMBURSEABLE ITEMS WERE PURCHASED USING THE STATE OF FLORIDA PURCHASING CARD

Table with columns: 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.

Breakfast - when travel begins before 6 a.m. and extends beyond 8 a.m.

NOTE: No allowance shall be made for meals when travel is confined to the city or town of official headquarters or immediate vicinity...

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...



SPARK[®]
BUSINESS

Payment Information

Payment Due Date **Jun. 03, 2020**
For online and phone payments, the deadline is 8pm ET.

New Balance **\$734.63**
Minimum Payment Due **\$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 additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Minimum Payment	7 Years	\$1,231
\$26	3 Years	\$943

Estimated savings if balance is paid off in about 3 years: \$288

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

Account Summary

Previous Balance	\$109.84
Payments	- \$109.84
Other Credits	- \$405.00
Transactions	+ \$1,139.63
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
New Balance	= \$734.63
Credit Limit	\$38,000.00
Available Credit (as of May 06, 2020)	\$37,265.37
Cash Advance Credit Limit	\$15,000.00
Available Credit for Cash Advances	\$15,000.00

Rewards Balance as of 05/05/2020

\$147.76

Track and redeem your rewards with our mobile app or on www.capitalone.com

Previous Balance \$134.73

Earned \$13.03

Redeemed \$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



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: **Jun. 03, 2020**

Account Ending in 6095

New Balance	Minimum Payment Due	Amount Enclosed
\$734.63	\$15.00	\$ _____

PHYLLIS K KALIFEH
CHILDREN'S FORUM
2807 REMINGTON GREEN CIR
TALLAHASSEE, FL 32308-3752



400038



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Messaging & Data rates may apply.

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



1 4154179757306095 06 0734630109840015009



Transactions

Visit www.capitalone.com/sparkbusiness to see detailed

PHYLLIS K KALIFEH #6095: Payments, Credits and Adjustments

Date	Description	Amount
Apr 21	N A E Y C CONFERENCEWASHINGTONDC	- \$405.00
May 3	CAPITAL ONE AUTOPAY PYMTAuthDate 11-Apr	- \$109.84

PHYLLIS K KALIFEH #6095: Transactions

Date	Description	Amount
Apr 7	FEDEX 391677705711MEMPHISTN	\$71.40
Apr 20	PAYPAL *ACCESSAMERI402-935-7733CA	\$60.00
Apr 24	WWW.PROOFBREWINGCO.COMWWW.PROOFBREWFL	\$81.70
Apr 25	C AND C PACKAGING SERVICE360-7946699WA	\$540.00
Apr 27	WWW COSTCO COM800-955-2292WA	\$214.98
Apr 28	DOLLARTREETALLAHASSEEFL	\$16.00
May 4	PAYPAL *MINGLANG EBAY MIN402-935-7733CA	\$83.04
May 5	EBAY O*26-04973-02760800-4563229CA	\$72.51

PHYLLIS K KALIFEH #6095: Total **\$1,139.63**

Total Transactions for This Period **\$1,139.63**

Fees

Date	Description	Amount
Total Fees 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

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

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

300086



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$1139.63 - 405.00 = 734.63$



April 2020

Scheduled Payments

Account Ending in ...6095

Date	Description	Category	Card	Amount
Jun 03	AutoPay from Synovus Bank ...0301	Payment	Phyllis K. ...6095	-\$734.63

Kcloud
5/12/20

Payee Capital One
Vendor ID 6427

Account #:

20-00086
6/3/2020

Invoice	Description	Discount	Amount
09-EN-25731	FED EX Overnight Letter	\$0.00	\$71.40
09-EN-25732	PayPal-ACCESS Network Membership	\$0.00	\$60.00
09-EN-25733	ProofBrewingCO - Hand Sanitizer	\$0.00	\$81.70
09-EN-25734	C&C Packing/Face Masks	\$0.00	\$540.00
09-EN-25735	COSTCO/Warranties for refrigerators	\$0.00	\$214.98
09-EN-25736	Dollar Tree/PPE supplies	\$0.00	\$16.00
09-EN-25737	Ebay/PPE supplies	\$0.00	\$83.04
09-EN-25738	Ebay/PPE supplies	\$0.00	\$72.51
09-EN-25739	NAEYC Conference Refund(March 3)Phyllis	\$0.00	(\$405.00)
Total :		\$0.00	\$734.63

20-00086

****Seven Hundred Thirty Four and 63/100 Dollars

6/3/2020

\$734.63

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

Payee Capital One
Vendor ID 6427

Account #:

20-00086
6/3/2020

Invoice	Description	Discount	Amount
09-EN-25731	FED EX Overnight Letter	\$0.00	\$71.40
09-EN-25732	PayPal-ACCESS Network Membership	\$0.00	\$60.00
09-EN-25733	ProofBrewingCO - Hand Sanitizer	\$0.00	\$81.70
09-EN-25734	C&C Packing/Face Masks	\$0.00	\$540.00
09-EN-25735	COSTCO/Warranties for refrigerators	\$0.00	\$214.98
09-EN-25736	Dollar Tree/PPE supplies	\$0.00	\$16.00
09-EN-25737	Ebay/PPE supplies	\$0.00	\$83.04
09-EN-25738	Ebay/PPE supplies	\$0.00	\$72.51
09-EN-25739	NAEYC Conference Refund(March 3)Phyllis	\$0.00	(\$405.00)
Total :		\$0.00	\$734.63

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-25731

Vendor Information Shipping Information

Capital One

PO Box 60599
 City of Industry, CA 91716-0599
 Phone - / Fax -

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

Date	Require Date	Prepared By	Workflow	Status	Description
04/06/2020	05/22/2020	Ellen Waters	Accounting	Documents Transferred to Abila	FED EX Overnight Letter

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		57200 004 01 01 01 100 NA 100	N/A	FED EX Overnight Letter	71.40	0.000	71.40

Approved

Approval Information

Ellen Waters Dir of Finance 05/12/2020 11:39 AM
 Kate Nunez Accounting 05/12/2020 9:55 AM
 Ellen Waters Requester 05/12/2020 8:13 AM

TOTAL \$71.40

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. 25472

25731

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

Purchase Order Reference Sheet

Purchase Order Information				Vendor Information			
No. (if applicable)				Vendor ID	6427	<i>For fiscal Use</i>	
Purchase Description	FedEx			Vendor Name	Capital One-Kalifeh		
Purchase/Service Date	03/20 4/6/20	To		Street Address			
Requestor's Name/Dept	P. Kalifeh			City	FI	Zip	
Department Approval				Phone			
				Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
2006	Overnight Letter to Anand Patel	\$71.40
Total		\$ 71.40

Expense Coding Info	
GL Code	57200
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

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



Address: 3425 THOMASVILLE RD
TALLAHASSEE
FL 32309
Location: TLHKK
Device ID: -BTC01
Transaction: 940261021546

FedEx First Overnight
391677705711 0.05 lb (S) 71.40
Declared Value 0
Recipient Address:
Anand Patel
Magnolia Office Investments, LLC
205 WORTH AVE STE 301
Ste 301
PALM BEACH, FL 33480-4600
0000000000

Scheduled Delivery Date 4/8/2020

Pricing option:
STANDARD RATE

Package Information:
FedEx Envelope

Shipment subtotal: \$71.40
Total Due: \$71.40
(S) CreditCard: \$71.40
*****6095

H = Weight entered manually
S = Weight read from scale
T = Taxable item

Terms and Conditions apply. See
fedex.com/us/service-guide for details.

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Or call 1.800.GoFedEx
1.800.463.3339

Apr 06, 2020 5:59:23 PM

***** WE LISTEN *****
Tell us how we're doing
& receive a discount on your next order!
fedex.com/welisten or 800-398-0242
Redemption Code: _____

*** Thank you ***

Childrens Forum Inc.

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

PURCHASE ORDER
09-EN-25732

Vendor Information **Shipping Information**

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
04/20/2020	05/22/2020	Ellen Waters	Accounting	Documents Transferred to Abila	PayPal-ACCESS Network Membership

Qty	Unit Type	Received	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0	57550	N/A	PayPal-ACCESS Network Membership	60.00	0.000	60.00

Account Information	Percent	Amount
862 02 01 02 801 NA 800	0.72	\$43.20
862 02 01 02 602 NA 800	0.28	\$16.80

APPROVED

Approval Information

Ellen Waters Dir of Finance 05/12/2020 11:40 AM
 Kate Nunez Accounting 05/12/2020 9:54 AM
 Ellen Waters Requester 05/12/2020 8:15 AM

TOTAL \$60.00

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. 25473

25732

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

Purchase Order Reference Sheet

Purchase Order Information				Vendor Information		
No. (if applicable)				Vendor ID	6427	For fiscal Use
Purchase Description	Membership			Vendor Name	Capital One-Kalifeh	
Purchase/Service Date	4/20	4/27/20	To	Street Address		
Requestor's Name/Dept	P. Kalifeh			City	FI	Zip
Department Approval				Phone		
				Invoice #		
				Terms (Due)		

Purchase Information		
Distribution Code	Item Description	Amount
TEACH	ACCESS for Higher Educ Early Childhood Network	\$60.00
Total		\$ 60.00

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

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

Dear Phyllis Kalifeh,
You have been registered as a member
of ACCESS!

YOUR MEMBERSHIP DETAILS:

Name: Phyllis Kalifeh

Email:

pkalifeh@thechildrensforum.com

Organization:

Membership status: Active

Membership level: Annual Membership
(\$60.00 (USD))

You can log in at [ACCESS](#) using your
email pkalifeh@thechildrensforum.com
and password.



Transactions

Visit www.capitalone.com/sparkbusiness to see detailed

PHYLLIS K KALIFEH #6095: Payments, Credits and Adjustments

Date	Description	Amount
Apr 21	N A E Y C CONFERENCEWASHINGTONDC	-\$405.00
May 3	CAPITAL ONE AUTOPAY PYMTAuthDate 11-Apr	-\$109.84

PHYLLIS K KALIFEH #6095: Transactions

Date	Description	Amount
Apr 7	FEDEX 391677705711MEMPHISTN	\$71.40
Apr 20	PAYPAL *ACCESSAMERI402-935-7733CA	\$60.00
Apr 24	WWW.PROOFBREWINGCO.COMWWW.PROOFBREWFL	\$81.70
Apr 25	C AND C PACKAGING SERVICE360-7946699WA	\$540.00
Apr 27	WWW COSTCO COM800-955-2292WA	\$214.98
Apr 28	DOLLARTREETALLAHASSEEFL	\$16.00
May 4	PAYPAL *MINGLANG EBAY MIN402-935-7733CA	\$83.04
May 5	EBAY O*26-04973-02760800-4563229CA	\$72.51

PHYLLIS K KALIFEH #6095: Total **\$1,139.63**

Total Transactions for This Period **\$1,139.63**

Fees

Date	Description	Amount
Total Fees 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

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

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



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Childrens Forum Inc.

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

PURCHASE ORDER
09-EN-25733

Vendor Information Shipping Information

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
04/24/2020	05/22/2020	Ellen Waters	Accounting	Documents Transferred to Abila	ProofBrewingCO - Hand Sanitizer

Unit Qty	Type	Received Qty	Account Rec'd Date	Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		57300	N/A	ProofBrewingCO-Hand Sanitizer	81.70	0.000	81.70

Account Information	Percent	Amount
004 01 01 01 100 NA 100	0.0006	\$0.05
004 01 01 01 100 NA 400	0.0001	\$0.01
004 02 01 02 100 NA 400	0.006	\$0.49
207 01 01 01 203 NA 600	0.0029	\$0.24
207 02 01 02 203 NA 600	0.0345	\$2.82
304 01 01 01 600 NA 600	0	\$0.00
304 02 01 02 600 NA 600	0.0003	\$0.02
473 01 01 01 404 NA 104	0.002	\$0.16
473 02 01 02 404 NA 104	0.0235	\$1.92
474 01 01 01 404 NA 104	0.0059	\$0.48
474 02 01 02 404 NA 104	0.0702	\$5.74
475 01 01 01 404 NA 104	0.0011	\$0.09
475 02 01 02 404 NA 104	0.0135	\$1.10
523 01 01 01 501 NA 500	0.0061	\$0.50
523 02 01 02 501 NA 500	0.0725	\$5.92
626 01 01 01 301 NA 600	0.0101	\$0.83
626 02 01 02 301 NA 600	0.0099	\$0.81
669 01 01 01 301 NA 600	0.0034	\$0.28
669 02 01 02 301 NA 600	0.0399	\$3.26
670 01 01 01 301 NA 600	0.0077	\$0.63
670 02 01 02 301 NA 600	0.0872	\$7.12
862 01 01 01 801 NA 800	0.0999	\$8.16
862 02 01 02 602 NA 800	0.1244	\$10.16
862 02 01 02 801 NA 800	0.3198	\$26.13
125 01 01 01 501 NA 500	0.0001	\$0.01
125 02 01 02 501 NA 500	0.0049	\$0.40
321 01 01 01 301 NA 600	0.0016	\$0.13
321 02 01 02 301 NA 600	0.0196	\$1.60
476 01 01 01 404 NA 104	0.0025	\$0.20
476 02 01 02 404 NA 104	0.0298	\$2.43

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

Approved

Approval Information

Ellen Waters	Dir of Finance	05/12/2020 11:41 AM
Kate Nunez	Accounting	05/12/2020 9:33 AM
Ellen Waters	Requester	05/12/2020 8:17 AM

TOTAL	\$81.70
--------------	----------------

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. 25474

25733

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

Purchase Order Reference Sheet

Purchase Order Information				Vendor Information			
No. (if applicable)				Vendor ID			
Purchase Description	Hand Sanitizer			Vendor Name	Capital One-Kalifeh		
Phase/Service Date	4/24/20	5/4/20	5/24/20	Street Address			
Estor's Name/Dept	P. Kalifeh			City	FI	Zip	
Department Approval				Phone			
				Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
	Sanitizer	\$81.70
Total		\$ 81.70

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

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

Thank you for your order at Proof Brewing Company. Our curbside pickup window is Tuesday 12-5pm, Wednesday - Friday 4-8pm, and Saturday - Sunday 12-5pm. If you ordered beer for curbside pickup within the window, please give us about an hour to fulfill your order. Please pull up through the drive through, do not get out of the vehicle, and have your order number ready. Thanks! Your order confirmation is below.

Order Number: #02711 (placed on April 24, 2020 at 8:09 PM ET)

BILLED TO:

Phyllis Kalifeh
2807 Remington Green Circle
Tallahassee, FL, 32308
United States
CC: XXXX-6095
pkalifeh@thechildrensforum.com
8503228053

Order Summary

ITEM	QTY	UNIT PRICE	SUBTOTAL
1 Gallon Hand Sanitizer (Pre-order) SQ1906571	2	Total: \$38.00 Net: \$38.00	\$76.00
Item Subtotal			\$76.00
Net Total			\$76.00
Sales Tax			\$5.70
TOTAL			\$81.70

<https://www.proofbrewingco.com>

Proof Brewing Company • 1320 South Monroe Street, Tallahassee, FL, 32301, United States

Tamela Nelloms

From: Phyllis Kalifeh
Sent: Friday, May 8, 2020 11:57 AM
To: Tamela Nelloms
Subject: Fwd: [Retrieved]Proof Brewing Company: New Order Confirmed #02711

Here's Proof for hand sanitizer

Warmly,



Phyllis Kalifeh, EdD
President & CEO
Children's Forum, Inc.
1211 Governors Square Blvd, Suite 200
Tallahassee, FL. 32301
[\(850\) 487-6300](tel:8504876300) Work
[\(850\) 322-8053](tel:8503228053) Mobile
[\(888\) FL-CHILD](tel:888FLCHILD) Toll-Free
<http://www.thechildrensforum.com>

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Begin forwarded message:

From: Proof Brewing Company <info@proofbrewingco.com>
Date: April 24, 2020 at 9:06:35 PM EDT
To: Phyllis Kalifeh <pkalifeh@thechildrensforum.com>
Subject: [Retrieved]Proof Brewing Company: New Order Confirmed #02711
Reply-To: "info@proofbrewingco.com" <info@proofbrewingco.com>

Order Confirmed: #02711

Childrens Forum Inc.

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

PURCHASE ORDER
09-EN-25734

Vendor Information Shipping Information

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
04/24/2020	05/22/2020	Ellen Waters	Accounting	Documents Transferred to Abila	C&C Packing/Face Masks

Unit Qty	Type	Received Qty	Account Rec'd Date	Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		57300	N/A	C&C Packing/Face Masks	540.00	0.000	540.00

Account Information	Percent	Amount
004 01 01 01 100 NA 100	0.0006	\$0.32
004 01 01 01 100 NA 400	0.0001	\$0.05
004 02 01 02 100 NA 400	0.006	\$3.24
207 01 01 01 203 NA 600	0.0029	\$1.57
207 02 01 02 203 NA 600	0.0345	\$18.63
304 01 01 01 600 NA 600	0	\$0.00
304 02 01 02 600 NA 600	0.0003	\$0.16
473 01 01 01 404 NA 104	0.002	\$1.08
473 02 01 02 404 NA 104	0.0235	\$12.69
474 01 01 01 404 NA 104	0.0059	\$3.19
474 02 01 02 404 NA 104	0.0702	\$37.91
475 01 01 01 404 NA 104	0.0011	\$0.59
475 02 01 02 404 NA 104	0.0135	\$7.29
523 01 01 01 501 NA 500	0.0061	\$3.29
523 02 01 02 501 NA 500	0.0725	\$39.15
626 01 01 01 301 NA 600	0.0101	\$5.45
626 02 01 02 301 NA 600	0.0099	\$5.35
669 01 01 01 301 NA 600	0.0034	\$1.84
669 02 01 02 301 NA 600	0.0399	\$21.55
670 01 01 01 301 NA 600	0.0077	\$4.16
670 02 01 02 301 NA 600	0.0872	\$47.09
862 01 01 01 801 NA 800	0.0999	\$53.95
862 02 01 02 602 NA 800	0.1244	\$67.18
862 02 01 02 801 NA 800	0.3198	\$172.69
125 01 01 01 501 NA 500	0.0001	\$0.05
125 02 01 02 501 NA 500	0.0049	\$2.65
321 01 01 01 301 NA 600	0.0016	\$0.86
321 02 01 02 301 NA 600	0.0196	\$10.58
476 01 01 01 404 NA 104	0.0025	\$1.35
476 02 01 02 404 NA 104	0.0298	\$16.09

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

Approved

Approval Information

Ellen Waters	Dir of Finance	05/12/2020 11:41 AM
Kate Nunez	Accounting	05/12/2020 9:31 AM
Ellen Waters	Requester	05/12/2020 8:19 AM

TOTAL	\$540.00
--------------	-----------------

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. 25475

25734

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

Purchase Order Reference Sheet

Purchase Order Information			Vendor Information		
No. (if applicable)			Vendor ID	6427	For fiscal Use
Purchase Description			Vendor Name	Capital One-Kalifeh	
Purchase/Service Date			Street Address	C+C Packaging Svcs	
Purchaser's Name/Dept			City	FL	Zip
Department Approval			Phone		
			Invoice #		
			Terms (Due)		

Purchase Information		
Distribution Code	Item Description	Amount
2043	Fack Mask for Staff	\$540.00
Total		\$ 540.00

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

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

Invoice To: Phyllis Kalifeh
Invoice Number: 2
Invoice Date: Apr 25, 2020
Payment Due: Apr 24, 2020



0.00 USD

[^ Hide invoice details](#)

Face Masks	75 × 8.00 USD
Discount (10%)	- 60.00 USD
Subtotal	540.00 USD
TOTAL	540.00 USD

DESCRIPTION:

Order of 75 adult face masks.

PAYMENTS:

Childrens Forum Inc.

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

PURCHASE ORDER
09-EN-25735

Vendor Information **Shipping Information**

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
04/27/2020	05/22/2020	Ellen Waters	Accounting	Documents Transferred to Abila	COSTCO/Warranties for refrigerators

Unit Qty	Type	Received Qty	Account 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	COSTCO/Warranties for refrigerators	214.98	0.000	214.98

Approved

Approval Information

Ellen Waters Dir of Finance 05/12/2020 11:43 AM
 Kate Nunez Accounting 05/12/2020 9:30 AM
 Ellen Waters Requester 05/12/2020 8:21 AM

TOTAL \$214.98

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

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

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



Control No. 25476

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

25735

Purchase Order Reference Sheet

Purchase Order Information					Vendor Information			
No. (if applicable)					Vendor ID	6427	For fiscal Use	
Purchase Description	Warranties for refridgerators				Vendor Name	Capital One-Kalifeh		
Phase/Service Date	4/27/20	To			Street Address			
Estor's Name/Dept	P. Kalifeh				City	FI	Zip	
Department Approval					Phone			
					Invoice #			
					Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
2043	Warranties for refridgerators	\$214.98
Total		\$ 214.98

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

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

Tamela Nelloms

From: Phyllis Kalifeh
Sent: Friday, May 8, 2020 11:59 AM
To: Tamela Nelloms
Subject: Fwd: [Retrieved]Your Costco.com Order Number 881582626 Was Shipped.

Warranties from r refrigerators

Warmly,



Phyllis Kalifeh, EdD
President & CEO
Children's Forum, Inc.
1211 Governors Square Blvd, Suite 200
Tallahassee, FL. 32301
[\(850\) 487-6300](tel:(850)487-6300) Work
[\(850\) 322-8053](tel:(850)322-8053) Mobile
[\(888\) FL-CHILD](tel:(888)FL-CHILD) Toll-Free
<http://www.thechildrensforum.com>

[Facebook](#) [Twitter](#) [Pinterest](#) [YouTube](#)

This message may contain confidential and/or proprietary information, and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited. Further, Florida has a very broad public records law. Most written communications to or from state officials regarding state business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

Begin forwarded message:

From: "orderstatus@costco.com" <orderstatus@costco.com>
Date: April 28, 2020 at 10:21:30 AM EDT
To: Phyllis Kalifeh <pkalifeh@thechildrensforum.com>
Subject: [Retrieved]Your Costco.com Order Number 881582626 Was Shipped.
Reply-To: orderstatus@costco.com



Order Shipped

Thank you for ordering from Costco.com.

[View & Manage Order](#)

Shipping Address

Phyllis Kalifeh Children's Forum 1211 GOVERNORS SQUARE BLVD STE
100 TALLAHASSEE, FL 32301-2988



SquareTrade 3 Years (For Appliances \$1000 to \$2000)

Item # 1051901

\$ 99.99

Quantity 2

Subtotal	\$ 199.98
Shipping	\$ 0.00
Tax	\$ 15.00
Shipment Total	\$ 214.98

Visit [My Orders](#) to track orders. Tracking information may not be updated immediately.

Are you missing out on our limited time offers?

Sign up to receive Costco.com e-mails on the [My Account](#) page.

CostcoGrocery

CostcoGrocery delivery service is on hand to help you with your Costco shopping.

Childrens Forum Inc.

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

PURCHASE ORDER
09-EN-25736

Vendor Information **Shipping Information**

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
04/28/2020	05/22/2020	Ellen Waters	Accounting	Documents Transferred to Abila	Dollar Tree/PPE supplies

Unit Qty	Type	Received Qty	Account Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		57300	N/A	Dollar Tree/PPE supplies	16.00	0.000	16.00

Account Information	Percent	Amount
004 01 01 01 100 NA 100	0.0006	\$0.01
004 01 01 01 100 NA 400	0.0001	\$0.00
004 02 01 02 100 NA 400	0.006	\$0.10
207 01 01 01 203 NA 600	0.0029	\$0.05
207 02 01 02 203 NA 600	0.0345	\$0.55
304 01 01 01 600 NA 600	0	\$0.00
304 02 01 02 600 NA 600	0.0003	\$0.00
473 01 01 01 404 NA 104	0.002	\$0.03
473 02 01 02 404 NA 104	0.0235	\$0.38
474 01 01 01 404 NA 104	0.0059	\$0.09
474 02 01 02 404 NA 104	0.0702	\$1.12
475 01 01 01 404 NA 104	0.0011	\$0.02
475 02 01 02 404 NA 104	0.0135	\$0.22
523 01 01 01 501 NA 500	0.0061	\$0.10
523 02 01 02 501 NA 500	0.0725	\$1.16
626 01 01 01 301 NA 600	0.0101	\$0.16
626 02 01 02 301 NA 600	0.0099	\$0.16
669 01 01 01 301 NA 600	0.0034	\$0.05
669 02 01 02 301 NA 600	0.0399	\$0.64
670 01 01 01 301 NA 600	0.0077	\$0.12
670 02 01 02 301 NA 600	0.0872	\$1.40
862 01 01 01 801 NA 800	0.0999	\$1.60
862 02 01 02 602 NA 800	0.1244	\$1.99
862 02 01 02 801 NA 800	0.3198	\$5.12
125 01 01 01 501 NA 500	0.0001	\$0.00
125 02 01 02 501 NA 500	0.0049	\$0.08
321 01 01 01 301 NA 600	0.0016	\$0.03
321 02 01 02 301 NA 600	0.0196	\$0.31
476 01 01 01 404 NA 104	0.0025	\$0.04
476 02 01 02 404 NA 104	0.0298	\$0.48



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

Approval Information

Ellen Waters	Dir of Finance	05/12/2020 11:45 AM
Kate Nunez	Accounting	05/12/2020 9:27 AM
Ellen Waters	Requester	05/12/2020 8:22 AM

TOTAL	\$16.00
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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.

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



Control No. 25477



DOLLAR TREE

Store# 7520
 2910 Kerry Forest Pkwy
 Ste D1
 Tallahassee FL 32309-6828

(850) 354-7450

DESCRIPTION	QTY	PRICE	TOTAL
WATER SPRAYR ASTD CLRS 12Z	1	1.00	1.00N
WATER SPRAYR ASTD CLRS 12Z	1	1.00	1.00N
WATER SPRAYR ASTD CLRS 12Z	1	1.00	1.00N
SPRAY BOTTLE W/TRIGGER	1	1.00	1.00N
WATER SPRAYR ASTD CLRS 12Z	1	1.00	1.00N
SPRAY BOTTLE W/TRIGGER	1	1.00	1.00N
WATER SPRAYR ASTD CLRS 12Z	1	1.00	1.00N
WATER SPRAYR ASTD CLRS 12Z	1	1.00	1.00N
WATER SPRAYR ASTD CLRS 12Z	1	1.00	1.00N
SPRAY BOTTLE W/TRIGGER	1	1.00	1.00N
WATER SPRAYR ASTD CLRS 12Z	1	1.00	1.00N
WATER SPRAYR ASTD CLRS 12Z	1	1.00	1.00N
WATER SPRAYR ASTD CLRS 12Z	1	1.00	1.00N
SPRAY BOTTLE W/TRIGGER	1	1.00	1.00N
OCEAN DISINFECTANT 67.6Z	1	1.00	1.00N
OCEAN DISINFECTANT 67.6Z	1	1.00	1.00N

Sub Total \$16.00
 SALES TAX \$0.00
 Total \$16.00
 CAPITAL ONE VISA \$16.00
 *****6095 Approved
 Purchase Chip
 Auth/Trace Number: 04140G/022665
 Chip Card AID: A0000000031010

**** Tax Exempt ****

ID #: 858012541150

NOW SHOP ON-LINE AT DOLLARTREE.COM

 * We will gladly exchange any unopened item *
 * with original receipt. We do not offer refunds. *

6228 07520 02 004 26476243 4/28/20 15:16

Sales Associate:Linda

Childrens Forum Inc.

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

PURCHASE ORDER
09-EN-25737

Vendor Information **Shipping Information**

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
05/04/2020	05/22/2020	Ellen Waters	Accounting	Documents Transferred to Abila	Ebay/PPE supplies

Unit Qty	Type	Received Qty	Account Rec'd Date	Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		57300	N/A	Ebay/PPE supplies	83.04	0.000	83.04

Account Information	Percent	Amount
004 01 01 01 100 NA 100	0.0006	\$0.05
004 01 01 01 100 NA 400	0.0001	\$0.01
004 02 01 02 100 NA 400	0.006	\$0.50
207 01 01 01 203 NA 600	0.0029	\$0.24
207 02 01 02 203 NA 600	0.0345	\$2.86
304 01 01 01 600 NA 600	0	\$0.00
304 02 01 02 600 NA 600	0.0003	\$0.02
473 01 01 01 404 NA 104	0.002	\$0.17
473 02 01 02 404 NA 104	0.0235	\$1.95
474 01 01 01 404 NA 104	0.0059	\$0.49
474 02 01 02 404 NA 104	0.0702	\$5.83
475 01 01 01 404 NA 104	0.0011	\$0.09
475 02 01 02 404 NA 104	0.0135	\$1.12
523 01 01 01 501 NA 500	0.0061	\$0.51
523 02 01 02 501 NA 500	0.0725	\$6.02
626 01 01 01 301 NA 600	0.0101	\$0.84
626 02 01 02 301 NA 600	0.0099	\$0.82
669 01 01 01 301 NA 600	0.0034	\$0.28
669 02 01 02 301 NA 600	0.0399	\$3.31
670 01 01 01 301 NA 600	0.0077	\$0.64
670 02 01 02 301 NA 600	0.0872	\$7.24
862 01 01 01 801 NA 800	0.0999	\$8.30
862 02 01 02 602 NA 800	0.1244	\$10.33
862 02 01 02 801 NA 800	0.3198	\$26.56
125 01 01 01 501 NA 500	0.0001	\$0.01
125 02 01 02 501 NA 500	0.0049	\$0.41
321 01 01 01 301 NA 600	0.0016	\$0.13
321 02 01 02 301 NA 600	0.0196	\$1.63
476 01 01 01 404 NA 104	0.0025	\$0.21
476 02 01 02 404 NA 104	0.0298	\$2.47



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

Approval Information

Ellen Waters	Dir of Finance	05/12/2020 11:46 AM
Kate Nunez	Accounting	05/12/2020 9:26 AM
Ellen Waters	Requester	05/12/2020 8:23 AM

TOTAL	\$83.04
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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.

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



Tamela Nelloms

From: Phyllis Kalifeh
Sent: Monday, May 4, 2020 10:46 PM
To: Tamela Nelloms
Subject: Fwd: ✓ ORDER CONFIRMED: 1pc IR Infrared Digi...

Tam, would you do a PO for two infrared thermometers as shown below? Charged to Capital One. Thanks!

Warmly,



Phyllis Kalifeh, EdD
President & CEO
Children's Forum, Inc.
1211 Governors Square Blvd, Suite 200
Tallahassee, FL. 32301
[\(850\) 487-6300](tel:8504876300) Work
[\(850\) 322-8053](tel:8503228053) Mobile
[\(888\) FL-CHILD](tel:888FLCHILD) Toll-Free
<http://www.thechildrensforum.com>

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This message may contain confidential and/or proprietary information, and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited. Further, Florida has a very broad public records law. Most written communications to or from state officials regarding state business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

Begin forwarded message:

From: eBay <ebay@ebay.com>
Date: May 4, 2020 at 10:43:05 PM EDT
To: Phyllis Kalifeh <pkalifeh@thechildrensforum.com>
Subject: ✓ ORDER CONFIRMED: 1pc IR Infrared Digi...

Thanks for another purchase Phyllis! Your order is confirmed.

We'll let you know when it's on the way. In the meantime, we have more things you'll love at unbeatable prices!

[View order details](#)

[Browse deals](#)

Order summary



1pc IR Infrared Digital Forehead Thermometer Non-Contact Baby Adult Body...

SKU: Type: backlight Thermometer 2

Total: \$83.04

Order number: 03-04974-40609

Item ID: 233573375417

Order details



Estimated delivery:

Fri, May 22 - Wed, Jun 17



Your order will ship to:

Phyllis Kalifeh
5419 Pimlico Dr
Tallahassee, FL 32309-2408
United States



Seller: [angiea 96 \(0\)](#)

[More from this seller](#) →



Order total:

Price (2 x \$41.52) \$83.04

Shipping Free

Total charged to  x -6095 \$83.04

Your recently browsed items

Childrens Forum Inc.

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

PURCHASE ORDER
09-EN-25738

Vendor Information Shipping Information

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
05/05/2020	05/22/2020	Ellen Waters	Accounting	Documents Transferred to Abila	Ebay/PPE supplies

Unit Qty	Type	Received Qty	Account Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		57300	N/A	Ebay/PPE supplies	72.51	0.000	72.51

Account Information	Percent	Amount
004 01 01 01 100 NA 100	0.0006	\$0.04
004 01 01 01 100 NA 400	0.0001	\$0.01
004 02 01 02 100 NA 400	0.006	\$0.44
207 01 01 01 203 NA 600	0.0029	\$0.21
207 02 01 02 203 NA 600	0.0345	\$2.50
304 01 01 01 600 NA 600	0	\$0.00
304 02 01 02 600 NA 600	0.0003	\$0.02
473 01 01 01 404 NA 104	0.002	\$0.15
473 02 01 02 404 NA 104	0.0235	\$1.70
474 01 01 01 404 NA 104	0.0059	\$0.43
474 02 01 02 404 NA 104	0.0702	\$5.09
475 01 01 01 404 NA 104	0.0011	\$0.08
475 02 01 02 404 NA 104	0.0135	\$0.98
523 01 01 01 501 NA 500	0.0061	\$0.44
523 02 01 02 501 NA 500	0.0725	\$5.26
626 01 01 01 301 NA 600	0.0101	\$0.73
626 02 01 02 301 NA 600	0.0099	\$0.72
669 01 01 01 301 NA 600	0.0034	\$0.25
669 02 01 02 301 NA 600	0.0399	\$2.89
670 01 01 01 301 NA 600	0.0077	\$0.56
670 02 01 02 301 NA 600	0.0872	\$6.32
862 01 01 01 801 NA 800	0.0999	\$7.24
862 02 01 02 602 NA 800	0.1244	\$9.02
862 02 01 02 801 NA 800	0.3198	\$23.19
125 01 01 01 501 NA 500	0.0001	\$0.01
125 02 01 02 501 NA 500	0.0049	\$0.36
321 01 01 01 301 NA 600	0.0016	\$0.12
321 02 01 02 301 NA 600	0.0196	\$1.42
476 01 01 01 404 NA 104	0.0025	\$0.18
476 02 01 02 404 NA 104	0.0298	\$2.16



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

Approved

Approval Information

Ellen Waters	Dir of Finance	05/12/2020 11:46 AM
Kate Nunez	Accounting	05/12/2020 9:25 AM
Ellen Waters	Requester	05/12/2020 8:24 AM

TOTAL	\$72.51
--------------	----------------

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

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

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



Control No. 25479

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

25738

Purchase Order Reference Sheet

Purchase Order Information				Vendor Information		
No. (if applicable)				Vendor ID		
Purchase Description	Face Mask Hand Sanitizer			Vendor Name	Capital One-Kalifeh	
Phase/Service Date	5/5/20	To		Street Address		
Estor's Name/Dept	P. Kalifeh			City	FI	Zip
Department Approval				Phone		
				Invoice #		
				Terms (Due)		

Purchase Information		
Distribution Code	Item Description	Amount
	Employee Face Mask	\$72.51
Total		\$ 72.51

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

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



Your order will ship to:

Phyllis Kalifeh
5419 Pimlico Dr
Tallahassee, FL 32309-2408
United States



Estimated delivery:

Wed, May 13 - Thu, May 14

100pk Disposable Face Mask Adult Protective 3 Layer Ear L...



Total: \$72.51

Order number:

26-04973-02760

Item ID: 392778575401

Seller: [dealgenius\(697,272\)](#)

Tamela Nelloms

From: Phyllis Kalifeh
Sent: Friday, May 8, 2020 12:12 PM
To: Tamela Nelloms
Subject: ✦ ORDER UPDATE 100pk Disposable Fac

This was for a pack of 100 face masks.

Childrens Forum Inc.

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

PURCHASE ORDER
09-EN-25739

Vendor Information **Shipping Information**

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

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

Date	Require Date	Prepared By	Workflow	Status	Description
04/21/2020	05/22/2020	Ellen Waters	Accounting	Documents Transferred to Abila	NAEYC Conference Refund(March 3) Phyllis

Unit Qty	Type	Received Qty	Account Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		18200 004 01 01 01 100 NA 100	N/A	NAEYC Conference Refund Phyllis	-405.00	0.000	-405.00

Approved

Approval Information

Ellen Waters	Dir of Finance	05/12/2020 11:47 AM
Kate Nunez	Accounting	05/12/2020 9:56 AM
Ellen Waters	Requester	05/12/2020 8:30 AM

TOTAL (\$405.00)

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.

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



Tamela Nelloms

From: Phyllis Kalifeh <pkkalifeh@gmail.com>
Sent: Tuesday, April 21, 2020 2:56 PM
To: Tamela Nelloms
Subject: Fwd: NAEYC 2020 Institute - Registration Cancellation Info

Tam, this should show up as a credit on my credit card. Here's the backup for the credit. Thanks!

Sent from my iPhone

Begin forwarded message:

From: naeycplisupport@cmrus.com
Date: April 21, 2020 at 2:47:03 PM EDT
To: pkkalifeh@gmail.com
Subject: NAEYC 2020 Institute - Registration Cancellation Info



Phyllis Kalifeh,

Thank you for your submitting your response regarding your registration for the 2020 NAEYC Professional Learning Institute. Please see the details below for confirmation of your option.

If you have selected for a refund, this email serves as notification that a refund has been processed to the original payment credit card. Depending on different banks and financial institutions, refunds may not be immediate so please monitor the account to confirm refund.

If you have selected to apply full registration amount to 2020 Anaheim Annual Conference, please see the summary below for how your fees will be reallocated. You will also receive an email confirmation of your registration for the Annual Conference when registration officially launches.

For those opting to make a charitable donation to NAEYC's advocacy initiatives, please see the summary below for how your fees will be reallocated. You will also receive a separate receipt from NAEYC.

Registrant Information

Phyllis Kalifeh
##AORGNAM##
5419 Pimlico DR
Tallahassee, FL 32309-2408
pkalifeh@thechildrensforum.com

Registration Summary -- R0147009 Phyllis Kalifeh

1 Standard/Premium Member Rate \$0.00

Total Registration Fees: \$0.00

Total Payment To Date: \$0.00

Payment Date/Type:

Visa (x-6095) / 03/03/2020 / \$405.00

Refund (x-6095) / 04/21/2020 / (\$405.00)

For questions, please contact NAEYC:

Phone: (800) 424-2460

Email: institute@naeyc.org