



PRESIDENT & CEO TRAVEL AND EXPENSE SUMMARY

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

DATES	PURPOSE	LOCATION	COSTS
11/05/19	Transition Summit	Orlando, FL	\$489.93
11/11/19	Transition Summit	Pensacola, FL	\$342.27
11/11/19	Transition Summit	Pensacola, FL	\$109.00
11/21/19	Enterprise Tolls		\$11.95
12/02/19	Employee Holiday Gift Cards		\$3500.00
12/05/19	Dinner for BOD Members	Tallahassee, FL	\$89.01
12/06/19	Capital One Member Fee		\$95.00
12/15/19	Delta Airline for National Women Law Center	Baltimore, MD	\$616.01
12/15/19	Thermal Coffee Carafe		\$89.97
01/07/2020	Lyft/ National Women's Law Center	Baltimore, MD	\$43.61
01/30/2020	Google Forms		\$58.00
02/04/2020	Walmart/Supplies for Child Play RFP		\$20.72

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

Date

Robert Buesing, Chair
Children's Forum Board of Directors



SPARK BUSINESS

Nov. 2019 VISA

Spark® Visa Signature Business Account Ending in 6095
Nov. 07, 2019 - Dec. 06, 2019 | 30 days in Billing Cycle

Payment Information

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

New Balance Minimum Payment Due
\$4,637.55 \$46.00

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 31.15%.

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	23 Years	\$11,571
\$169	3 Years	\$6,098
Estimated savings if balance is paid off in about 3 years: \$5,473		

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

Account Summary

Previous Balance	\$536.69
Payments	- \$536.69
Other Credits	- \$29.72
Transactions	+ \$4,572.27
Cash Advances	+ \$0.00
Fees Charged	+ \$95.00
Interest Charged	+ \$0.00
New Balance	= \$4,637.55
Credit Limit	\$38,000.00
Available Credit (as of Dec. 06, 2019)	\$33,362.45
Cash Advance Credit Limit	\$15,000.00
Available Credit for Cash Advances	\$15,000.00

Rewards Balance as of 12/05/2019
\$102.09

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

Previous Balance	Earned	Redeemed
\$13.01	\$89.08	\$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: **Jan. 03, 2020**

Account Ending in 6095

New Balance Minimum Payment Due Amount Enclosed
\$4,637.55 \$46.00 \$ _____


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



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
Nov 6 HAMPTON INNSWINTER HAVENFL \$17.18
Nov 12 HOMEWOOD SUITES PENSACOLA PENSACOLAFL -\$12.54
Dec 3 CAPITAL ONE AUTOPAY PYMTAuthDate 08-Nov -\$536.69
PHYLLIS K KALIFEH #6095: Transactions
Date Description Amount
Nov 6 ENTERPRISE RENT-A-CARORLANDOFL RETURN: 11/07/19 \$55.63
Nov 6 HAMPTON INNS863-2999251FL ARRIVE: 11/06/19 \$143.10
Nov 6 HAMPTON INNS863-2999251FL ARRIVE: 11/06/19 \$160.28
Nov 6 HAMPTON INNS863-2999251FL ARRIVE: 11/06/19 \$143.10
Nov 12 AMAZON.COM*M65GW1QF3 AMZNAMZN.COM/BILLWA \$5.39
Nov 12 TOM THUMB #0152BONIFAYFL \$45.35
Nov 12 HOMEWOOD SUITES PENSACOLA850-4743777FL ARRIVE: 11/12/19 \$121.54
Nov 12 HOMEWOOD SUITES PENSACOLA850-4743777FL ARRIVE: 11/12/19 \$109.00
Nov 12 HOMEWOOD SUITES PENSACOLA850-4743777FL ARRIVE: 11/12/19 \$109.00
Nov 13 PAN FOOD STORES 3TALLAHASSEEFL \$8.92
Nov 13 ENTERPRISE RENT-A-CARTALLAHASSEEFL RETURN: 11/11/19 \$70.00
Nov 13 ENTERPRISE TOLL877-8601258NY \$10.20
Nov 18 ENTERPRISE TOLL877-8601258NY \$1.75
Dec 2 AMAZON.COM*VW2WB8U03 AMZNAMZN.COM/BILLWA \$3,500.00
Dec 5 HARRY'S OF TALLAHASSEE TALLAHASSEEFL \$89.01
PHYLLIS K KALIFEH #6095: Total \$4,572.27
Total Transactions for This Period \$4,572.27

Transactions Continued
Fees
Date Description Amount
Dec 6 CAPITAL ONE MEMBER FEE \$95.00
Total Fees for This Period \$95.00
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 \$95.00
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 18.74% P \$0.00 \$0.00
Cash Advances 24.74% P \$0.00 \$0.00
P,L,D,F = Variable Rate. See reverse of page 1 for details.

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Pay your bill, set up alerts and more with the Capital One® mobile app.
Text ONE to 80101 to download the app today. Messaging & Data rates may apply.
300077

Childrens Forum Inc.

Unposted General Ledger Transactions - A-UNPOSTED ENTRY
 20-APIPKVISA119ew - MWFMOD-Imported by Ellen Waters
 1/14/2020

ID	Name	Document Number	Fund Code	Audit Code	FAS Code	Func Code	Prog Code	Activ... Code	Dept Code	GL Code	Debit	Credit	Transaction Description	Effective Date
6427	Capital One	09-EN-25259	004							20004		484.93	PK - HOTEL and RENTAL CAR	.../30/2019
6427	Capital One	09-EN-25259	004	02	01	02	100	OEL Trans...	100	53000	484.93		PK - HOTEL and RENTAL CAR	.../30/2019
		Total									484.93	484.93		
6427	Capital One	09-EN-25260	004							20004		5.39	Supplies	.../30/2019
6427	Capital One	09-EN-25260	004	01	01	01	100	NA	100	57300	5.39		Supplies	.../30/2019
		Total									5.39	5.39		
6427	Capital One	09-EN-25261	004							20004		342.27	PK and DB Hotel Rental Car and Gas Transition Summit	.../30/2019
6427	Capital One	09-EN-25261	004	02	01	02	100	OEL Trans...	100	53000	342.27		PK and DB Hotel Rental Car and Gas Transition Summit	.../30/2019
		Total									342.27	342.27		
6427	Capital One	09-EN-25262	004							20004		109.00	Jinan Hotel Room	.../30/2019
6427	Capital One	09-EN-25262	004	02	01	02	100	OEL Trans...	100	53000	109.00		Jinan Hotel Room	.../30/2019
		Total									109.00	109.00		
6427	Capital One	09-EN-25263	004							20004		11.95	PK Tolls	.../30/2019
6427	Capital One	09-EN-25263	004	02	01	02	100	OEL Trans...	100	53000	11.95		PK Tolls	.../30/2019
		Total									11.95	11.95		
6427	Capital One	09-EN-25264	004							20004		3,500.00	Employee Gift Cards	.../30/2019
6427	Capital One	09-EN-25264	004	01	01	01	100	NA	100	51101	3,500.00		Employee Gift Cards	.../30/2019
		Total									3,500.00	3,500.00		

Childrens Forum Inc.

Unposted General Ledger Transactions - A-UNPOSTED ENTRY
 20-APIPKVISAI119ew - MWFMOD-Imported by Ellen Waters
 1/14/2020

ID	Name	Document Number	Fund Code	Audit Code	FAS Code	Func Code	Prog Code	Activ... Code	Dept Code	GL Code	Debit	Credit	Transaction Description	Effective Date
6427	Capital One	09-EN-25265	004							20004		89.01	Dinner for Board Members	.../30/2019
6427	Capital One	09-EN-25265	004	01	01	01	100	NA	100	57300	89.01		Dinner for Board Members	.../30/2019
	Total	09-EN-25265									89.01	89.01		
6427	Capital One	09-EN-25266	004							20004		95.00	Capital One Member Fee	.../30/2019
6427	Capital One	09-EN-25266	004	01	01	01	100	NA	100	57550	95.00		Capital One Member Fee	.../30/2019
	Total	09-EN-25266									95.00	95.00		
									Total	1/14/2020	4,637.55	4,637.55		
									Total	20-APIPKVISAI119ew - MWFMOD-Imported by Ellen Waters	4,637.55	4,637.55		
	Report Total										4,637.55	4,637.55		

Childrens Forum Inc.

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

PURCHASE ORDER
09-EN-25259

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
11/30/2019	01/24/2020	Ellen Waters	Accounting	Documents Transferred to Abila	PK - HOTEL and RENTAL CAR

Unit Qty	Type	Received Qty	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0	53000 004 02 01 02 100 OEL Transition 100	N/A	PK - HOTEL and RENTAL CAR	484.93	0.000	484.93

Approved

Approval Information

Ellen Waters	Dir of Finance	01/14/2020 2:05 PM
Anita Bushnyakova	Contracts Mgr	01/14/2020 1:53 PM
Ellen Waters	Requester	01/14/2020 1:20 PM

TOTAL \$484.93

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





Rental Agreement #: 6521820625

Account Number: Department Of Education

PICK-UP

Nov 5, 2019 at 3:44 PM

Orlando Airport

1 Jeff Fuqua Boulevard

Orlando, FL, 32827

RETURN

Nov 6, 2019 at 7:51 AM

Haines City

511 U.s. Hwy 17-92 W

Haines City, FL, 33844

Final Total

\$55.63



202 Cypress Gardens Blvd • Winter Haven, FL 33880
 Phone (863) 299-9251 • Fax (863) 401-9388

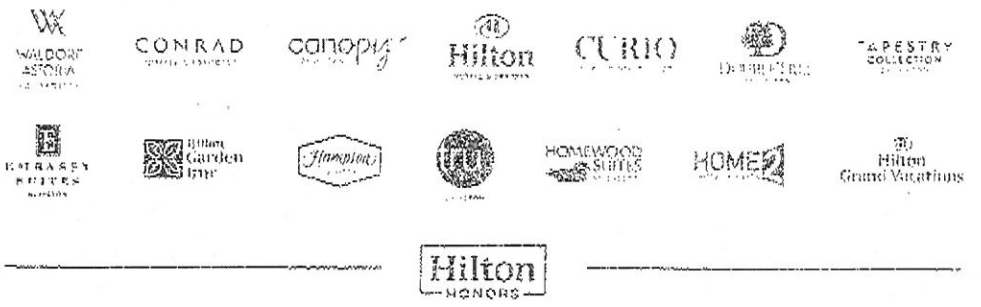
KALIFEH, PHYLLIS 5419 PIMLIÇO DRIVE TALLAHASSEE FL 32309 UNITED STATES OF AMERICA	name address	room number: 216/SXBL arrival date: 11/5/2019 4:38:00 PM departure date: 11/6/2019 7:14:00 AM adult/child: 2/0 room rate: 143.10	If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.
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Confirmation Number: 55134977 12/12/2019	Rate Plan: GVC HN #: 610503288 GOLD AL: Car:
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Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. In the event of an emergency, I, or someone in my party require special evacuation assistance due to a physical disability. Please indicate yes by checking here:

signature: _____

date	reference	description	amount
11/6/2019	952888	GUEST ROOM EXEMPT	\$143.10
11/6/2019	952889	VS *6095	(\$143.10)
		BALANCE	50.00



for reservations call 1.800.hampton or visit us online at hampton.com thanks.

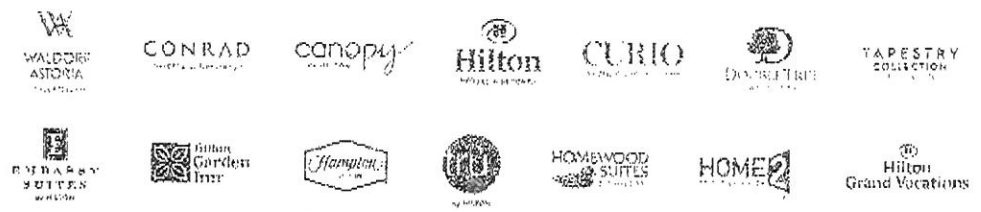
account no. VS *6095	date of charge 11/6/2019	folio/check no. 328244 A
card member name KALIFEH, PHYLLIS	authorization 04757G	initial
establishment no. and location THANK YOU FOR STAYING HERE AT THE HAMPTON INN WINTER HAVEN! WE LOVED HAVING YOU HERE, AND WE LOOK FORWARD TO SEEING YOU BACK! ENJOY YOUR DAY!	purchases & services	
	taxes	
	tips & misc.	
signature of card member X	total amount	-143.10



202 Cypress Gardens Blvd • Winter Haven, FL 33880
 Phone (863) 299-9251 • Fax (863) 401-9388

KALIFEH, PHYLLIS 5419 PIMLICO DRIVE TALLAHASSEE FL 32309 UNITED STATES OF AMERICA	name address	room number: 213/SXBL arrival date: 11/5/2019 6:56:00 PM departure date: 11/6/2019 7:12:00 AM adult/child: 2/0 room rate: 143.10	If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.
	Confirmation Number: 55134977 12/12/2019	Rate Plan: CVC HH #: 610503288 GOLD AL: Car:	
Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. In the event of an emergency, I, or someone in my party require special evacuation assistance due to a physical disability. Please indicate yes by checking here: <input type="checkbox"/>		signature:	

date	reference	description	amount
11/6/2019	952885	GUEST ROOM EXEMPT	\$143.10
11/6/2019	952887	VS *6095	(\$143.10)
		BALANCE	\$0.00



for reservations call 1.800.hampton or visit us online at hampton.com thanks

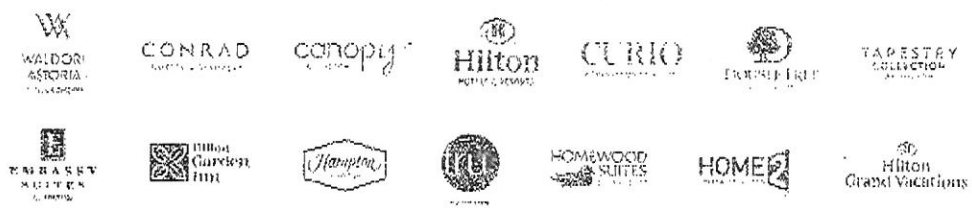
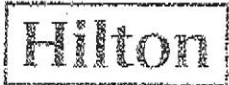
account no. VS *6095	date of charge 11/6/2019	folio/check no. 328243 A
card member name KALIFEH, PHYLLIS	authorization 08494G	initial
establishment no. and location THANK YOU FOR STAYING HERE AT THE HAMPTON INN WINTER HAVEN! WE LOVED HAVING YOU HERE, AND WE LOOK FORWARD TO SEEING YOU BACK! ENJOY YOUR DAY!	purchases & services	
	taxes	
	tips & misc.	
signature of card member X	total amount	-143.10



202 Cypress Gardens Blvd • Winter Haven, FL 33880
 Phone (863) 299-9251 • Fax (863) 401-9388

KALIFEH, PHYLLIS 5419 PIMLICO DRIVE TALLAHASSEE FL 32309 UNITED STATES OF AMERICA	name address	room number: 211/SXBL arrival date: 11/5/2019 4:30:00 PM departure date: 11/6/2019 6:44:00 AM	If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.
		adult/child: 2/0 room rate: 143.10	
Confirmation Number: 55134977 12/12/2019		Rate Plan: GVG HH #: 610503288 GOLD AL: Car:	
		Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. In the event of an emergency, I, or someone in my party require special evacuation assistance due to a physical disability. Please indicate yes by checking here: <input type="checkbox"/>	
		signature:	

date	reference	description	amount
11/6/2019	952878	VS *6095	(\$160.28)
11/6/2019	952886	GUEST ROOM EXEMPT	\$143.10
11/6/2019	952878	VS *6095	\$17.18
		BALANCE	\$0.00



for reservations call 1.800.hampton or visit us online at hampton.com thanks.

account no. VS *6095	date of charge 11/6/2019	folio/check no. 328245 A
card member name KALIFEH, PHYLLIS	authorization 00589G	initial
establishment no. and location THANK YOU FOR STAYING HERE AT THE HAMPTON INN WINTER HAVEN! WE LOVED HAVING YOU HERE, AND WE LOOK FORWARD TO SEEING YOU BACK! ENJOY YOUR DAY!	purchases & services	
	taxes	
	tips & misc.	
signature of card member X	total amount	

Childrens Forum Inc.

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

PURCHASE ORDER
09-EN-25261

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
11/30/2019	01/24/2020	Ellen Waters	Accounting	Documents Transferred to Abila	PK and DB Hotel Rental Car and Gas Transition Summit

Qty	Unit Type	Received Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0	53000 004 02 01 02 100 OEL Transition 100	N/A	PK and DB Hotel Rental Car and Gas Transition Summit	342.27	0.000	342.27

Approved

Approval Information

Ellen Waters Dir of Finance 01/14/2020 2:03 PM
 Anita Bushnyakova Contracts Mgr 01/14/2020 1:53 PM
 Ellen Waters Requester 01/14/2020 1:38 PM

TOTAL \$342.27

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



5049 CORPORATE WOODS DRIVE
PENSACOLA, FL 32504
TELEPHONE 850-474-3777 • FAX 850-474-3531

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

402/QSTN
11/11/2019 5:38:00 PM
11/12/2019 7:33:00 AM

1/0
109.00

Rate Plan:
HH #
AL:
Car:

GVT
610503288 GOLD


Confirmation Number: 91761922

11/12/2019

11/11/2019	1173470	GUEST ROOM EXEMPT	\$109.00
11/12/2019	1173516	VS *6095	(\$109.00)
		BALANCE	\$0.00

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11-12-19

VS *6095

11/12/2019

271680 A

KALIFEH, PHYLLIS

04553G

THANK YOU FOR CHOOSING HOMEWOOD SUITES

-109.00

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

CARY116601
PAN FOOD 3
2290 CAP CIR NE
TALLAHASSEE FL

DATE 11/12/19 19:13
TRAN# 9097185
PUMP# 09
SERVICE LEVEL: SELF
PRODUCT: UNLEADED
GALLONS: 3.782
PRICE/G: \$ 2.359
FUEL SALE \$ 8.92
CREDIT \$8.92

VISA
XXXXXXXXXXXX6095
Auth #: 000136
Resp Code: 000
Stan: 10001491282
Reference: 45391

SITE ID: CARY116601

THANK YOU
HAVE A NICE DAY

Thanks For Shopping
Store #0152
2102 S Waukesha St
Bonifay FL
32425850-547-4258
Term: 00666724
Appr: 032506

Unld_Regular
PUMP 03
VOLUME 17.583
PRICE/G \$2.579
GAS TOTAL \$45.35
TAX \$0.00
TOTAL \$45.35

Visa
Swiped
Type:
Completion Force
Sale
Resp: APPROVED
Card Num :
XXXXXXXXXXXX6095
Bat#: 20191112958
Seq#: 9032
Ref :
93165801158830931681
2816744093M5C
00010000 2

11/12/2019 16:34:38

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

Want to be part of a
Team and make a
DIFFERENCE? come
for a job, stay for
a career!
Apply Now

Thank you for
raising over
\$800,000 for
Veterans during
our DAV Giving
Campaign!

Dr. Kauger
11/12/19

From: Customerservice@enterprise.com
 Subject: ENTERPRISE RENTAL AGREEMENT 7NG58J
 Date: Nov 13, 2019 at 7:33:54 AM
 To: Phyllis Kalifeh
 pkalifeh@thechildrensforum.com

ENTERPRISE LEASING COMPANY - SOUTH CENTRAL, 3404 MAHAN DR, TALLAHASSEE, FL 323085667 (850) 878-1500

RENTAL AGREEMENT REF#
 560133 7NG58J

RENTER
 KALIFEH, PHYLLIS

DATE & TIME OUT
 11/11/2019 09:23 AM

DATE & TIME IN
 11/13/2019 07:07 AM

BILLING CYCLE
 24-HOUR

VEH
 #1 2019 DODG GCAR SXT
 VIN# 2C4RDGCG7KR622679
 LIC# LSC9822
 MILES DRIVEN 441

RATE SOURCE ACCOUNT
 DEPARTMENT OF EDUCATION

CLAIM INFO
 PKALIFEH@THECHILDRENSFORU

SUMMARY OF CHARGES

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	11/11 - 11/13	2	DAY	\$34.18	\$68.36
REFUELING CHARGE	11/11 - 11/13				\$0.00
Subtotal:					\$68.36
Taxes & Surcharges					
FL WASTE TIRE & BATTERY FEE	11/11 - 11/13	2	DAY	\$0.02	\$0.04
VEHICLE LICENSE FEE RECOVERY	11/11 - 11/13	2	DAY	\$0.80	\$1.60
Total Charges:					\$70.00

Bill-To / Deposits
 DEPOSITS (\$70.00)

Total Amount Due \$0.00

PAYMENT INFORMATION

AMOUNT PAID	TYPE	CREDIT CARD NUMBER
\$70.00	Visa	xxxxxxxxxxxx6095

Phyllis Kalifeh
 11-12-19



HOMEWOOD SUITES PENSACOLA AIRPORT
 5049 CORPORATE WOODS DRIVE
 PENSACOLA, FL 32504
 United States of America
 TELEPHONE 850-474-3777 • FAX 850-474-3531
 Reservations
 www.homewoodsuites.com or 1 800 CALL HOME

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

Room No: 415/QSTN
 Arrival Date: 11/11/2019 5:40:00 PM
 Departure Date: 11/12/2019 7:27:00 AM
 Adult/Child: 1/0
 Cashier ID: ABUNN1
 Room Rate: 109.00
 AL:
 HH # 225652949 SILVER
 VAT #
 Folio No/Che 271681 A

Confirmation Number: 91761922

HOMEWOOD SUITES PENSACOLA AIRPORT 11/15/2019 7:30:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
11/12/2019	1173514	VS *6095	(\$121.54)
11/12/2019	1173515	GUEST ROOM EXEMPT	\$109.00
11/12/2019	1173514	VS *6095	\$125.4
BALANCE			\$0.00

THANK YOU FOR CHOOSING HOMEWOOD SUITES

*109.00
 being corrected
 * tax exempt corrected/ refunded
 Per Ana @ Homewood Suites 11/15/19 JA*

CREDIT CARD DETAIL

APPR CODE	00018G	MERCHANT ID	0194120000
CARD NUMBER	VS *6095	EXP DATE	08/23
TRANSACTION ID	1173514	TRANS TYPE	Sale

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-25260

Vendor Information

Capital One

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

Shipping Information

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

Date	Require Date	Prepared By	Workflow	Status	Description
11/30/2019	01/24/2020	Ellen Waters	Accounting	Documents Transferred to Abila	Supplies

Qty	Unit Type	Received Rec'd	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0	57300 004 01 01 01 100 NA 100	N/A	Supplies	5.39	0.000	5.39

Approved

Approval Information

Ellen Waters	Dir of Finance	01/14/2020 2:04 PM
Kerri Cloud	Accounting	01/14/2020 1:54 PM
Ellen Waters	Requester	01/14/2020 1:27 PM

TOTAL \$5.39

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. 24988



Transactions

Visit www.capitalone.com/sparkbusiness to see detailed

PHYLLIS K KALIFEH #6095: Payments, Credits and Adjustments

Table with 3 columns: Date, Description, Amount. Rows include Hampton Inns and Capital One Autopay PYMT.

PHYLLIS K KALIFEH #6095: Transactions

Main transaction table with 3 columns: Date, Description, Amount. Includes various retail and service charges, ending with a total of \$4,572.27.

Transactions Continued

Summary table for Fees and Interest Charged. Total Fees for This Period: \$95.00. Total Interest for This Period: \$0.00.

Interest Charge Calculation

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

Table with 4 columns: Type of Balance, Annual Percentage Rate (APR), Balance Subject to Interest Rate, Interest Charge. Rows for Purchases and Cash Advances.

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-25262

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
11/30/2019	01/24/2020	Ellen Waters	Accounting	Documents Transferred to Abila	Jinan Hotel Room

Qty	Unit Type	Received Rec'd	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0	53000 004 02 01 02 100 OEL Transition 100	N/A	Jinan Hotel Room	109.00	0.000	109.00

Approved

Approval Information

TOTAL \$109.00

Ellen Waters Dir of Finance 01/14/2020 2:02 PM
 Anita Bushnyakova Contracts Mgr 01/14/2020 1:53 PM
 Ellen Waters Requester 01/14/2020 1:42 PM

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





5049 CORPORATE WOODS DRIVE
 PENSACOLA, FL 32504
 United States of America
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 www.homewoodsuites.com or 1 800 CALL HOME

AS-SIDDIQ, JINAN
 8769 MINNOW CREEK DRIVE
 TALLAHASSEE FL 32312
 UNITED STATES OF AMERICA

Room No: 416/QSTN
 Arrival Date: 11/11/2019 5:42:00 PM
 Departure Date: 11/12/2019 7:35:00 AM
 Adult/Child: 1/0
 Cashier ID: JRR
 Room Rate: 109.00
 AL:
 HH # 1119713921 BLUE
 VAT #
 Folio No/Che 271682 A

Confirmation Number: 91761922

HOMWOOD SUITES PENSACOLA AIRPORT 11/12/2019 7:34:00 AM

DATE	REF NO	DESCRIPTION	CHARGES
11/12/2019	1173517	GUEST ROOM EXEMPT	\$109.00
11/12/2019	1173518	VS *6095	(\$109.00)
BALANCE			\$0.00

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THANK YOU FOR CHOOSING HOMEWOOD SUITES

CREDIT CARD DETAIL

APPR CODE	04725G	MERCHANT ID	0194120000
CARD NUMBER	VS *6095	EXP DATE	08/23
TRANSACTION ID	1173518	TRANS TYPE	Sale

Childrens Forum Inc.

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

PURCHASE ORDER
09-EN-25263

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
11/30/2019	01/24/2020	Ellen Waters	Accounting	Documents Transferred to Abila	PK Tolls

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 004 02 01 02 100 OEL Transition 100	N/A	PK Tolls	11.95	0.000	11.95

Approved

Approval Information

Ellen Waters	Dir of Finance	01/14/2020 2:02 PM
Anita Bushnyakova	Contracts Mgr	01/14/2020 1:53 PM
Ellen Waters	Requester	01/14/2020 1:44 PM

TOTAL \$11.95

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

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

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






Transactions		
Visit www.capitalone.com/sparkbusiness to see detailed		
PHYLLIS K KALIFEH #6095: Payments, Credits and Adjustments		
Date	Description	Amount
Nov 6	HAMPTON INNS WINTER HAVEN FL	-\$17.18
Nov 12	HOMEWOOD SUITES PENSACOLA PENSACOLA FL	-\$12.54
Dec 3	CAPITAL ONE AUTOPAY PYMT AuthDate 08-Nov	-\$536.69
PHYLLIS K KALIFEH #6095: Transactions		
Date	Description	Amount
Nov 6	ENTERPRISE RENT-A-CAR ORLANDO FL RETURN: 11/07/19	\$55.63
Nov 6	HAMPTON INNS 863-2999251 FL ARRIVE: 11/06/19	\$143.10
Nov 6	HAMPTON INNS 863-2999251 FL ARRIVE: 11/06/19	\$160.28
Nov 6	HAMPTON INNS 863-2999251 FL ARRIVE: 11/06/19	\$143.10
Nov 12	AMAZON.COM *M65GW1QF3 AMZNAMZN.COM/BILLWA	\$5.39
Nov 12	TOM THUMB #0152 BONIFAY FL	\$45.35
Nov 12	HOMEWOOD SUITES PENSACOLA 850-4743777 FL ARRIVE: 11/12/19	\$121.54
Nov 12	HOMEWOOD SUITES PENSACOLA 850-4743777 FL ARRIVE: 11/12/19	\$109.00
Nov 12	HOMEWOOD SUITES PENSACOLA 850-4743777 FL ARRIVE: 11/12/19	\$109.00
Nov 13	PAN FOOD STORES 3 TALLAHASSEE FL	\$8.92
Nov 13	ENTERPRISE RENT-A-CAR TALLAHASSEE FL RETURN: 11/11/19	\$70.00
Nov 13	ENTERPRISE TOLL 877-8601258 NY	\$10.20
Nov 18	ENTERPRISE TOLL 877-8601258 NY	\$1.75
Dec 2	AMAZON.COM *VW2WB8U03 AMZNAMZN.COM/BILLWA	\$3,500.00
Dec 5	HARRY'S OF TALLAHASSEE TALLAHASSEE FL	\$89.01
PHYLLIS K KALIFEH #6095: Total		\$4,572.27
Total Transactions for This Period		\$4,572.27

Transactions Continued		
Fees		
Date	Description	Amount
Dec 6	CAPITAL ONE MEMBER FEE	\$95.00
Total Fees for This Period		\$95.00
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		\$95.00
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	18.74% P	\$0.00	\$0.00
Cash Advances	24.74% P	\$0.00	\$0.00

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



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SPARKSM
BUSINESS

Payment Information

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

New Balance Minimum Payment Due
\$4,637.55 \$46.00

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 31.15%.

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	23 Years	\$11,571
\$169	3 Years	\$6,098
Estimated savings if balance is paid off in about 3 years: \$5,473		

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

Account Summary

Previous Balance	\$536.69
Payments	- \$536.69
Other Credits	- \$29.72
Transactions	+ \$4,572.27
Cash Advances	+ \$0.00
Fees Charged	+ \$95.00
Interest Charged	+ \$0.00
New Balance	= \$4,637.55
Credit Limit	\$38,000.00
Available Credit (as of Dec. 06, 2019)	\$33,362.45
Cash Advance Credit Limit	\$15,000.00
Available Credit for Cash Advances	\$15,000.00

Rewards Balance as of
12/05/2019
\$102.09

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

Previous Balance
\$13.01

Earned
\$89.08

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: **Jan. 03, 2020**

Account Ending in 6095

New Balance Minimum Payment Due Amount Enclosed
\$4,637.55 \$46.00 \$ _____

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

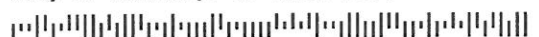


400035

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



Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-25264

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
11/30/2019	01/24/2020	Ellen Waters	Accounting	Documents Transferred to Abila	Employee Gift Cards

Unit Qty	Type	Received Qty	Account Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		51101 004 01 01 01 100 NA 100	N/A	Employee Gift Cards	3,500.00	0.000	3,500.00

Approved

Approval Information

Ellen Waters	Dir of Finance	01/14/2020 2:01 PM
Kerri Cloud	Accounting	01/14/2020 1:54 PM
Ellen Waters	Requester	01/14/2020 1:47 PM

TOTAL \$3,500.00

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. 24992

25264

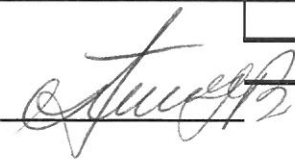
Children's Forum
2807 Remington Green Circle
Tallahassee, FL 32308

Purchase Order

Purchase Order Information				Vendor Information			
Acct. No. (if applicable)				Vendor ID	6427	For fiscal Use	
Purchase Description		Items for Staff		Vendor Name	Capital One		
Purchase/Service Date		12/2/19	To	12/2/19	Street Address		
Requestor's Name/Dept		Phyllis Kalifeh		City			
Department Approval				Phone			
				Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code	Items for Staff	Amount
2006		\$3,500.00
Total		\$3,500.00

Expense Coding Info	
GL Code	62000 5101
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	 11/21/20
CEO(+\$1,000)	_____

Tamela Nelloms

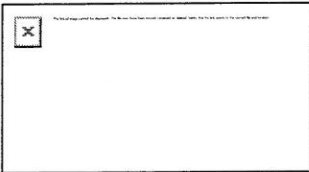
From: Phyllis Kalifeh
Sent: Monday, December 2, 2019 7:34 AM
To: Tamela Nelloms
Subject: Fwd: Your Amazon.com order #113-8746077-4918662

Tam, would you do a PO for me for the holidays for staff? Charge to the Forum. Thanks.

Warmly,



Phyllis Kalifeh, Ed.D
President & CEO



2807 Remington Green Circle
Tallahassee, FL 32308
(850) 487-6300 Work
(850) 322-8053 Mobile
(888) FL-CHILD Toll-Free
<http://www.thechildrensforum.com>

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Begin forwarded message:

From: "Amazon.com" <auto-confirm@amazon.com>
Date: December 2, 2019 at 7:10:21 AM EST
To: Phyllis Kalifeh <pkalifeh@thechildrensforum.com>
Subject: Your Amazon.com order #113-8746077-4918662
Reply-To: "no-reply@amazon.com" <no-reply@amazon.com>



Order Confirmation

Hello Phyllis K. Kalifeh,

Thank you for shopping with us. We'll send a confirmation when your items ship.

Details

Order #[113-8746077-4918662](#)

Arriving:
Wednesday, December 4

[View or manage order](#)

Ship to:
Phyllis K. Kalifeh
5419 PIMLICO DR...

Total Before Tax: \$3,500.00

Estimated Tax: \$0.00

Order Total: **\$3,500.00**

One or more items in this order contain a serial number that uniquely identifies the item. When your order ships, Amazon will scan the serial number and add it to the history of this order. Serial numbers for items that have shipped can be viewed on the [Order Details Page](#)

We hope to see you again soon.

Amazon.com

Bargain recommendations



Amazon.com Gift Card
in a Gift Tag
\$10.00



Amazon.com Gift Card
in a Greeting...
\$10.00

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This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

Details for Order #113-8746077-4918662

Print this page for your records.

Order Placed: December 2, 2019
 Amazon.com order number: 113-8746077-4918662
 Order Total: \$3,500.00

Not Yet Shipped	
Items Ordered	
35 of: Amazon.com Gift Card in a Premium Greeting Card by American Greetings (Tis the Season Santa Design) Sold by: ACI Gift Cards, Inc. Condition: New	\$50.00
35 of: Amazon.com Gift Card in a Greeting Card (Christmas Cookies Design) Sold by: ACI Gift Cards, Inc. Condition: New	\$50.00
Shipping Address: Phyllis K. Kallifeh 5419 PIMLICO DR TALLAHASSEE, FL 32309-2408 United States	
Shipping Speed: One-Day Shipping	

Payment information	
Payment Method: Visa Last digits: 6095	Item(s) Subtotal: \$3,500.00
Billing address Phyllis Kallifeh 2807 REMINGTON GREEN CIR TALLAHASSEE, FL 32308-3752 United States	Total before tax: \$3,500.00
	Estimated tax to be collected: \$0.00
	Shipping & Handling: \$0.00
	Grand Total: \$3,500.00

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

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Childrens Forum Inc.

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

PURCHASE ORDER
09-EN-25265

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
11/30/2019	01/24/2020	Ellen Waters	Accounting	Documents Transferred to Abila	Dinner for Board Members

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	Dinner for Board Members	89.01	0.000	89.01

Approved

Approval Information

Ellen Waters	Dir of Finance	01/14/2020 2:00 PM
Kerri Cloud	Accounting	01/14/2020 1:54 PM
Ellen Waters	Requester	01/14/2020 1:48 PM

TOTAL \$89.01

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

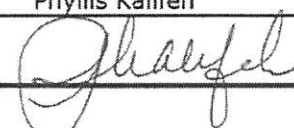


Control No. 24993

25265

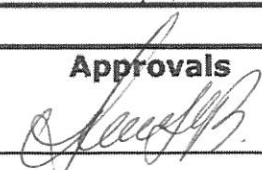
Children's Forum
2807 Remington Green Circle
Tallahassee, FL 32308

Purchase Order

Purchase Order Information				Vendor Information		
Acct. No. (if applicable)				Vendor ID	6427	For fiscal Use
Purchase Description	Harry's Restaurant			Vendor Name	Capital One	
Purchase/Service Date	12/5/19	To	12/5/19	Street Address		
Requestor's Name/Dept	Phyllis Kalifeh			City		
Department Approval				Phone		
				Invoice #		
				Terms (Due)	Pay by Invoice	

Purchase Information		
Distribution Code	Item Description	Amount
Forum 2006	Dinner for board members (Blechman, Buesing & Kreischer)	89.01
Total		\$ 89.01

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

Approvals	
Fiscal Dept.	 11/4/20
CEO(+ \$1,000)	

Harry's Seafood Bar & Grille
 A New Orleans Style Restaurant
 301 South Bronough
 Tallahassee, FL 32301
 (904) 222-3976

Server: Hannah
 09:40 PM
 Table: 6/2

DOB: 12/05/2019
 12/05/2019
 4/40035

SALE

VISA# 3145806
 Card: #XXXXXXXXXX 6035
 Magnetic card present: KALIFEH PHYLLIS
 Card Entry Method: 3

Approval: 050880

Amount: \$74.01
 + Tip: 15.00
 = Total: 89.01

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

X _____

www.Harrys.com

** Customer Copy **

Childrens Forum Inc.

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

PURCHASE ORDER
09-EN-25266

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
11/30/2019	01/24/2020	Ellen Waters	Accounting	Documents Transferred to Abila	Capital One Member Fee

Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		57550 004 01 01 01 100 NA 100	N/A	Capital One Member Fee	95.00	0.000	95.00

Approved

Approval Information

Ellen Waters	Dir of Finance	01/14/2020 1:59 PM
Kerri Cloud	Accounting	01/14/2020 1:54 PM
Ellen Waters	Requester	01/14/2020 1:52 PM

TOTAL \$95.00

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. 24994

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

25266

Purchase Order

Purchase Order Information			Vendor Information				
Acct. No. (if applicable)			Vendor ID	6427	For Fiscal Use		
Purchase Description	Capital One Member Fee		Credit Card Payments				
			Credit Card Name:			Last 4	
			Checks/EFTs				
Purchase/Service Date	12/6/19	to					
Requestor's Name/Dept	Fiscal Office		Vendor Name				
Department Approval			Street Address				
			City		State	Zip	
			Phone				
			Invoice #				
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
2006	Capital One Member Fee	\$95.00
Total		\$ 95.00

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

Approvals	
Fiscal	<u>[Signature]</u> 11/14/20
CEO(>\$1,000)	_____



Transactions

Visit www.capitalone.com/sparkbusiness to see detailed

PHYLLIS K KALIFEH #6095: Payments, Credits and Adjustments

Date	Description	Amount
Nov 6	HAMPTON INNSWINTER HAVENFL	\$17.18
Nov 12	HOMEWOOD SUITES PENSACOLAPENSACOLAFL	\$12.54
Dec 3	CAPITAL ONE AUTOPAY PYMTAuthDate 08-Nov	-\$536.69

PHYLLIS K KALIFEH #6095: Transactions

Date	Description	Amount
Nov 6	ENTERPRISE RENT-A-CARORLANDOFL RETURN: 11/07/19	\$55.63
Nov 6	HAMPTON INNS863-2999251FL ARRIVE: 11/06/19	\$143.10
Nov 6	HAMPTON INNS863-2999251FL ARRIVE: 11/06/19	\$160.28
Nov 6	HAMPTON INNS863-2999251FL ARRIVE: 11/06/19	\$143.10
Nov 12	AMAZON.COM*M65GW1QF3 AMZNAMZN.COM/BILLWA	\$5.39
Nov 12	TOM THUMB #0152BONIFAYFL	\$45.35
Nov 12	HOMEWOOD SUITES PENSACOLA850-4743777FL ARRIVE: 11/12/19	\$121.54
Nov 12	HOMEWOOD SUITES PENSACOLA850-4743777FL ARRIVE: 11/12/19	\$109.00
Nov 12	HOMEWOOD SUITES PENSACOLA850-4743777FL ARRIVE: 11/12/19	\$109.00
Nov 13	PAN FOOD STORES 3TALLAHASSEEFL	\$8.92
Nov 13	ENTERPRISE RENT-A-CARTALLAHASSEEFL RETURN: 11/11/19	\$70.00
Nov 13	ENTERPRISE TOLL877-8601258NY	\$10.20
Nov 18	ENTERPRISE TOLL877-8601258NY	\$1.75
Dec 2	AMAZON.COM*VW2WB8UO3 AMZNAMZN.COM/BILLWA	\$3,500.00
Dec 5	HARRY'S OF TALLAHASSEETALLAHASSEEFL	\$89.01
PHYLLIS K KALIFEH #6095: Total		\$4,572.27
Total Transactions for This Period		\$4,572.27

Transactions Continued

Fees

Date	Description	Amount
Dec 6	CAPITAL ONE MEMBER FEE	\$95.00
Total Fees for This Period		\$95.00

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	\$95.00
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	18.74% P	\$0.00	\$0.00
Cash Advances	24.74% P	\$0.00	\$0.00

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



Manage your account
anywhere, anytime.
Pay your bill, set up alerts and more
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300077

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



SPARK BUSINESS

Dec 2 - Jan 6

Dec. 2019 VISA

Spark® Visa Signature Business Account Ending in 6095
Dec. 07, 2019 - Jan. 06, 2020 | 31 days in Billing Cycle

Payment Information

Payment Due Date **Feb. 03, 2020**

For online and phone payments, the deadline is 8pm ET.

New Balance **\$705.98**

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 30.90%.

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	\$1,226
\$26	3 Years	\$925

Estimated savings if balance is paid off in about 3 years: \$301

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

Account Summary

Previous Balance	\$4,637.55
Payments	-\$4,637.55
Other Credits	\$0.00
Transactions	+\$705.98
Cash Advances	+\$0.00
Fees Charged	+\$0.00
Interest Charged	+\$0.00
New Balance	= \$705.98
Credit Limit	\$38,000.00
Available Credit (as of Jan. 06, 2020)	\$37,294.02
Cash Advance Credit Limit	\$15,000.00
Available Credit for Cash Advances	\$15,000.00

Rewards Balance as of 01/05/2020 **\$117.99**

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

Previous Balance	Earned	Redeemed
\$102.09	\$15.90	\$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.

Electronic Payment Via EFT or ACH

Kalifeh
Director of Finance Approval

Pay or manage your account on our mobile app or at www.capitalone.com. Customer Service: 1-800-221-1000



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, 2020** Account Ending in 6095

New Balance	Minimum Payment Due	Amount Enclosed
\$705.98	\$15.00	\$ _____

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



400039

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.

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 previous 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 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.

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 this statement.

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

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.

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 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 your payment 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

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;
3. 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.

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



Transactions

Visit www.capitalone.com/sparkbusiness to see detailed

PHYLLIS K KALIFEH #6095: Payments, Credits and Adjustments

Date	Description	Amount
Jan 3	CAPITAL ONE AUTOPAY PYMTAuthDate 08-Dec	-\$4,637.55

PHYLLIS K KALIFEH #6095: Transactions

Date	Description	Amount
Dec 15	AMZN MKTP US*9732B3D93 AMAMZN.COM/BILLWA	\$89.97
Dec 15	DELTA AIR 0067483852766SEATTLEWA TK#: 0067483852766 PSGR: KALIFEH/PHYLLIS ORIG: TLH, DEST: ATL S/O: O CARRIER: DL SVC: Z ORIG: ATL, DEST: BWI S/O: X CARRIER: DL SVC: Z ORIG: BWI, DEST: ATL S/O: O CARRIER: DL SVC: ZO ORIG: ATL, DEST: TLH S/O: X CARRIER: DL SVC: ZX	\$616.01

PHYLLIS K KALIFEH #6095: Total \$705.98

Total Transactions for This Period \$705.98

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	18.49% P	\$0.00	\$0.00
Cash Advances	24.49% P	\$0.00	\$0.00

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

300084



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

Payee Capital One
Vendor ID 6427

Account #:

02/03/2020

Invoice	Description	Discount	Amount
09-EN-25268	Travel to Baltimore	\$0.00	\$616.01
09-EN-25267	Coffee Carafes	\$0.00	\$89.97
Total :		\$0.00	\$705.98



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

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

02/03/2020

\$705.98

***Seven Hundred Five and 98/100 Dollars

VOID AFTER 6 MONTHS

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

Shylla K. Kelley



Children's Forum, Inc.

Payee Capital One
Vendor ID 6427

Account #:

02/03/2020

Invoice	Description	Discount	Amount
09-EN-25268	Travel to Baltimore	\$0.00	\$616.01
09-EN-25267	Coffee Carafes	\$0.00	\$89.97
Total :		\$0.00	\$705.98



Scheduled Payments

Accou

Date	Description	Category	Card
Feb 03	AutoPay from Synovus Bank ...0301	Payment	Phyllis K. ...6095

nt Ending in ...6095

Amount

-\$705.98

Childrens Forum Inc.

Unposted General Ledger Transactions - A-UNPOSTED ENTRY
 20-APIPKVISA1231ew - MWFMOD-Imported by Ellen Waters
 1/14/2020

ID	Name	Document Number	Fund Code	Audit Code	FAS Code	Func Code	Prog Code	Activ... Code	Dept Code	GL Code	Debit	Credit	Transaction Description	Effective Date
6427	Capital One	09-EN-25267	004	01	01	01	100	NA	100	20004	89.97	89.97	Coffee Carafes	.../31/2019
6427	Capital One	09-EN-25267	004	01	01	01	100	NA	100	57300	89.97	89.97	Coffee Carafes	.../31/2019
	Total	09-EN-25267									89.97	89.97		
6427	Capital One	09-EN-25268	004	01	01	01	100	NA	100	20004	616.01	616.01	Travel to Baltimore	1/14/2020
6427	Capital One	09-EN-25268	004	01	01	01	100	NA	100	53000	616.01	616.01	Travel to Baltimore	1/14/2020
	Total	09-EN-25268									616.01	616.01		
									Total 1/14/2020		705.98	705.98		
									Total	20-APIPKVISA1231ew - MWFMOD-Imported by Ellen Waters	705.98	705.98		
	Report Total										705.98	705.98		

Childrens Forum Inc.

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

PURCHASE ORDER
09-EN-25267

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
12/31/2019	01/24/2020	Ellen Waters	Accounting	Documents Transferred to Abila	Coffee Carafes

Unit Qty	Type	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	Coffee Carafes	89.97	0.000	89.97

Approved

Approval Information

Ellen Waters Dir of Finance 01/14/2020 2:26 PM
 Kerri Cloud Accounting 01/14/2020 2:21 PM
 Ellen Waters Requester 01/14/2020 2:18 PM

TOTAL \$89.97

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

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

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



25267

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

Purchase Order

Purchase Order Information				Vendor Information			
Acct. No. (if applicable)				Vendor ID		<i>For Fiscal Use</i>	
Purchase Description: Amazon				Vendor Name		Capital One	
Purchase/Service Date: 12/12/19 To 12/12/19				Street Address			
Requestor's Name/Dept: Phyllis Kalfeh				City			
Department Approval: <i>[Signature]</i>				Phone			
				Invoice #			
				Terms (Due)		Pay by Invoice	

Purchase Information		
Distribution Code	Item Description	Amount
Forum <i>2006</i>	Coffee Carafes for Kitchen	89.97
Total		\$ 89.97

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

Approvals	
Fiscal Dept.	<i>[Signature]</i> <i>11/4/20</i>
CEO(+ \$1,000)	



Final Details for Order #111-9665103-6257025

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

Order Placed: December 14, 2019
Amazon.com order number: 111-9665103-6257025
Order Total: \$89.97
Supporting: Childrens Forum, Inc.

Shipped on December 15, 2019

Items Ordered	Price
3 of: <i>Thermal Coffee Carafe by PYKAL 68Oz/2 liter, HEAVY-DUTY, LAB TESTED 24HR>140F, 2YR Warranty, FREE Long Handle Brush, Vacuum Insulated, Coffee Pot, Satin Finish</i> Sold by: Pykal (seller profile) Product question? Ask Seller	\$29.99
Condition: New	

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

Shipping Speed:
One-Day Shipping

Payment information

Payment Method:
Visa | Last digits: 6095

Item(s) Subtotal: \$89.97
Shipping & Handling: \$0.00

Billing address
Phyllis Kalifeh
2807 REMINGTON GREEN CIR
TALLAHASSEE, FL 32308-3752
United States

Total before tax: \$89.97
Estimated tax to be collected: \$0.00

Grand Total: \$89.97

Credit Card transactions

Visa ending in 6095: December 15, 2019: \$89.97

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

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-25268

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
01/14/2020	01/24/2020	Ellen Waters	Accounting	Documents Transferred to Abila	Travel to Baltimore

Unit Qty	Type	Received Qty	Dir of Rec'd	Account Date	Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0			53000 004 01 01 01 100 NA 100	N/A	Travel to Baltimore	616.01	0.000	616.01

Approved

Approval Information

Ellen Waters	Dir of Finance	01/14/2020 2:26 PM
Anita Bushnyakova	Contracts Mgr	01/14/2020 2:21 PM
Ellen Waters	Requester	01/14/2020 2:19 PM

TOTAL \$616.01

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



25268

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

Purchase Order

Purchase Order Information and Vendor Information section including Vendor ID, Credit Card Payments, Checks/EFTs, and Procurement Method selection.

Purchase Information table with columns: Distribution Code, Item(s) Description, Amount. Includes entry for Forum 2006 Delta Airlines / Expedia for \$616.01.

Total \$ 616.01

Expense Coding Info section with fields for GL Code, Fund, Audit, FAS, Function, Program, Activity, and Department.

Approvals section with Fiscal and CEO(>\$1,000) signature lines.



Receipt for Itinerary #7503516627542

Jan 7, 2020 - Jan 9, 2020

Booked Items

Flight: Tallahassee (TLH) to Baltimore (BWI)
Flight: Baltimore (BWI) to Tallahassee (TLH)

Depart: 1/7/2020 | Return: 1/9/2020 ,1 round trip ticket

Traveler Information

Phyllis K Kalifeh - Adult

Ticket # 0067483852766

Cost Summary

Booked Date: Dec 15, 2019

Traveler 1: Adult	\$616.01
Flight	\$530.24
Taxes & Fees	\$85.77

Total: \$616.01

Paid: \$616.01

All prices quoted in US dollars.

State of Florida Authorization to Incur Travel Expenses	Phyllis Kalifeh	Official Headquarters: Children's Forum	11/1/2019
	Administration	Division:	Distribution or Fund: Forum 100 %

Attend NWLC National Meeting of the States	Departure Date	Return Date	Total Days
Baltimore, MD	1/7/2020	1/9/2020	3

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

Total Estimated Meals & Per Diem: B, L, D x 4 days = \$144 plus last day \$80 = \$224 \$ 120.00

Registration Fee: \$ 495.00

Transportation: \$ 50.00

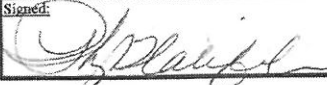
Hotel	Hotel Name	Confirm	Rate	Nights	Cost
	Mt. Washington Conference Center		495	2	

Flights	Airline	Departing Flight	Time	Returning Flight	Time	Cost
	Delta Airlines	4626	6:35 AM	4504	7:33 PM	\$ 650.00

TOTAL ESTIMATED COST FOR TRIP **\$ 1,315.00**

Comments: Registration fee includes hotel costs and some meals.

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: 11-1-19	Approved-Agency Head:	Date:
--	-------------------------	---------------	-----------------------	-------



Thanks for your payment!

Your payment will be on time. No additional payment required.

Your available credit typically updates within 1-2 days.

Most bank accounts update within 3 days, but the exact timing depends on your bank.

Amount **\$122.33**

Pay to **Visa Signature Business ...6095**

Pay from **Synovus Bank ...0301**

Pay on **February 12, 2020**

FXXOTTBBBS
CONFIRMATION CODE

Electronic Payment Via EFT or ACH
K Cloud 2/12/20
Director of Finance Approval

Payee Capital One
Vendor ID 6427

Account #:

02/12/2020

Invoice	Description	Discount	Amount
09-EN-25372	National Womens Law Center Meeting Capital On...	\$0.00	\$43.61
09-EN-25373	Google Forms	\$0.00	\$58.00
09-EN-25374	Supplies for Childs Play RFP Rsp to the ELC of Mi...	\$0.00	\$20.72

Total : \$0.00 \$122.33



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

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

02/12/2020

\$122.33

****One Hundred Twenty Two and 33/100 Dollars

VOID AFTER 6 MONTHS

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

⑈ 20 ⑈ ⑆ 06 ⑆ ⑆ 00 ⑆ 06 ⑆ ⑆ 3 2 7 0 ⑆ 2 0 3 0 ⑆ ⑈

Children's Forum, Inc.

Payee Capital One
Vendor ID 6427

Account #:

02/12/2020

Invoice	Description	Discount	Amount
09-EN-25372	National Womens Law Center Meeting Capital On...	\$0.00	\$43.61
09-EN-25373	Google Forms	\$0.00	\$58.00
09-EN-25374	Supplies for Childs Play RFP Rsp to the ELC of Mi...	\$0.00	\$20.72

Total : \$0.00 \$122.33

Jan 2020 VISA

Order Rep. 1/31/20

Payment Information							
Payment Due Date Mar. 03, 2020	For online and phone payments, the deadline is 8pm ET.						
New Balance \$122.33	Minimum Payment Due \$15.00						
<p>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 30.90%.</p> <p>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:</p> <table border="1"> <thead> <tr> <th>If you make no additional charges using this card and each month you pay...</th> <th>You will pay off the balance shown on this statement in about...</th> <th>And you will end up paying an estimated total of...</th> </tr> </thead> <tbody> <tr> <td>Minimum Payment</td> <td>9 Month(s)</td> <td>\$132</td> </tr> </tbody> </table>		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	9 Month(s)	\$132
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	9 Month(s)	\$132					
If you would like information about credit counseling services, call 1-888-326-8055.							

Account Summary	
Previous Balance	\$705.98
Payments	- \$705.98
Other Credits	\$0.00
Transactions	+ \$122.33
Cash Advances	+ \$0.00
Fees Charged	+ \$0.00
Interest Charged	+ \$0.00
New Balance	= \$122.33
Credit Limit	\$38,000.00
Available Credit (as of Feb. 06, 2020)	\$37,877.67
Cash Advance Credit Limit	\$15,000.00
Available Credit for Cash Advances	\$15,000.00

****Important Notice****
We are unable to provide your Rewards Summary on this month's statement. To review your current Rewards balance or for additional Rewards information, please log in to your account at www.capitalone.com or the Capital One Mobile Banking app.

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: **Mar. 03, 2020** Account Ending in 6095

New Balance	Minimum Payment Due	Amount Enclosed
\$122.33	\$15.00	\$ _____

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



400038

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.

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

Date	Description	Amount
Feb 3	CAPITAL ONE AUTOPAY PYMTAuthDate 08-Jan	- \$705.98

PHYLLIS K KALIFEH #6095: Transactions

Date	Description	Amount
Jan 7	LYFT *RIDE TUE 11AMLYFT.COMCA	✓ \$43.61
Jan 30	PAYPAL *GOOGLEADDON4029357733	✓ \$29.00
Jan 30	PAYPAL *GOOGLEADDON4029357733	✓ \$29.00
Feb 4	WAL-MART #1223TALLAHASSEEFL	✓ \$20.72
PHYLLIS K KALIFEH #6095: Total		\$122.33

Total Transactions for This Period \$122.33

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	18.49% P	\$0.00	\$0.00
Cash Advances	24.49% 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.

Childrens Forum Inc.

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

PURCHASE ORDER
 09-EN-25372

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
01/31/2020	02/21/2020	Ellen Waters	Accounting	Documents Transferred to Abila	National Womens Law Center Meeting Capital One Visa-Phyllis

Qty	Unit Type	Received Rec'd	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0	53000 004 01 01 01 100 NA 100	N/A	National Womens Law Center Meeting Capital One Visa-Phyllis	43.61	0.000	43.61

Approved

Approval Information

Ellen Waters Dir of Finance 02/12/2020 8:23 AM
 Anita Bushnyakova Contracts Mgr 02/11/2020 3:52 PM
 Ellen Waters Requester 02/11/2020 3:02 PM

TOTAL \$43.61

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



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

25372

Purchase Order

Purchase Order Information				Vendor Information											
Acct. No. (if applicable)	<i>National Women Law Center</i> Capital One Credit Card			Vendor ID	6427		For Fiscal Use								
Purchase Description				Credit Card Payments											
Purchase/Service Date				1/7/20	to	1/9/20	Credit Card Name:			Last 4					
Requestor's Name/Dept	Phyllis Kalifeh			Checks/EFTs											
Department Approval	<i>Phyllis</i>			Vendor Name		Capital One									
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
<i>Forum 2006</i>	Hotel	N/A
	Expedia	\$ 616.00
	Lyft	\$ 43.61
	Taxi	
	Agency Charged Gas	N/A
	Registration Fee (includes room and some meals)	\$ 478.00
		43.61
Total		\$ 1,137.62

Expense Coding Info	
GL Code	<i>53000</i>
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal	_____
CEO (>\$1,000)	_____

From: Lyft Ride Receipt no-reply@lyftmail.com
Subject: Your ride with Pirrassa on January 7
Date: Jan 7, 2020 at 12:01:15 PM
To: pkalifeh@yahoo.com



JANUARY 7, 2020 AT 11:14 AM

**Thanks for riding with
Pirrassa!**



Lyft fare (24.65mi, 33m 33s)	\$37.92
Tip	\$5.69

VISA Visa *6095

\$43.61

TRAVELER: PHYLIS KALIFEH
 SOCIAL SECURITY NO. XXX-XX-XXXX
 CHECK ONE: OFFICER/EMPLOYEE NON-EMPLOYEE AND CONTRIBUTOR OPS

AGENCY: CHILDREN'S FORUM
 HEADQUARTERS: TALLAHASSEE
 RESIDENCE (CITY): TALLAHASSEE

Distribution or Fund: Forum 100
 Amount: \$ 20.00
 Type: Cite to airport

Travel performed From Point of Origin To Destination: National Women's Law Center State Advocates Meeting
 Purpose or Reason (Name of Conference): National Women's Law Center State Advocates Meeting
 Hour of Departure and Hour of Return: 5:30 AM
 Meals for Class A & B Travel: \$ 17.00
 Per Diem or Actual Lodging Expenses: \$ 18.8
 Taxi or Other Expenses: \$ 20.00

Travel performed From Point of Origin To Destination: National Women's Law Center State Advocates Meeting
 Purpose or Reason (Name of Conference): National Women's Law Center State Advocates Meeting
 Hour of Departure and Hour of Return: 8:15 PM
 Meals for Class A & B Travel: \$ 7.00
 Per Diem or Actual Lodging Expenses: \$ 18.8
 Taxi or Other Expenses: \$ 20.00

Column	Column	Column	Column	Column	Summary
Total	Total	Total	Total	Total	Total
\$ 91.00	\$ -	\$ 18.73	\$ 20.00	\$ 127.73	

LESS RENT V. DRIVE
 LESS TRAVEL ADVANCE
 LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASING CARD
 NET AMOUNT DUE TRAVELER

Agency Vehicle No: _____
 Agency Vehicle Title: _____
 Agency Vehicle License: _____
 Agency Vehicle Registration: _____
 Agency Vehicle Insurance: _____
 Agency Vehicle Maintenance: _____
 Agency Vehicle Repairs: _____
 Agency Vehicle Tolls: _____
 Agency Vehicle Parking: _____
 Agency Vehicle Fuel: _____
 Agency Vehicle Other: _____

Supervisor's Signature: _____
 Supervisor's Title: _____
 Signature Date: _____

Form DFS-AA-15 (Rev. 07/05)

Childrens Forum Inc.

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

PURCHASE ORDER

09-EN-25373

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
01/30/2020	02/21/2020	Ellen Waters	Accounting	Documents Transferred to Abila	Google Forms

Unit Qty	Type	Received Qty	Account Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 004 01 01 01 100 NA 100	N/A	Google Forms	29.00	0.000	29.00
1	EA	0		53000	N/A	Google Forms	29.00	0.000	29.00

Account Information	Percent	Amount
004 01 01 01 100 NA 100	0.0048	\$0.14
004 01 01 01 100 NA 400	0.001	\$0.03
207 01 01 01 203 NA 600	0.0336	\$0.97
473 01 01 01 404 NA 104	0.0228	\$0.66
474 01 01 01 404 NA 104	0.0683	\$1.98
475 01 01 01 404 NA 104	0.0132	\$0.38
523 01 01 01 501 NA 500	0.0705	\$2.04
626 01 01 01 301 NA 600	0.1171	\$3.40
476 01 01 01 404 NA 104	0.029	\$0.84
669 01 01 01 301 NA 600	0.0388	\$1.13
670 01 01 01 301 NA 600	0.0891	\$2.58
862 01 01 01 801 NA 800	0.488	\$14.15
125 02 01 02 501 NA 500	0.0045	\$0.13
321 02 01 02 301 NA 600	0.019	\$0.55
304 01 01 01 600 NA 600	0.0003	\$0.01

Approval Information

Ellen Waters Dir of Finance 02/12/2020 8:24 AM
 Anita Bushnyakova Contracts Mgr 02/11/2020 3:52 PM
 Ellen Waters Requester 02/11/2020 3:07 PM

TOTAL \$58.00

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. 25105

Digital Inspiration

8/167 Jeoni Mandi,
Agra 282 004
UP India

Phone +91 9760008595
Email amit@labnol.org
Website digitalinspiration.com

INVOICE

Buyer's Name	Phyllis Kalifeh (US)
Buyer's Email	pkkalifeh@gmail.com
Payment Date	30-Jan-2020
Order ID	200130-43103

Code	Product Description	Subtotal
GA08	Google Forms Notifications (Users: Single User, Support: Email)	USD 29
Total Amount		USD 29

INVOICE PAID

The payment was made through PayPal Checkout transaction # **9M699570UH8199936**. Your license keys are valid until January 30, 2021 and will not be renewed automatically.

Thank you for your business.

Amit Agarwal

Terms & Conditions

1. All sales are final and all payments are non-refundable.
2. The software license is non-transferrable.
3. The software is provided with no warranties whatsoever.

Digital Inspiration

8/167 Jeoni Mandi,
Agra 282 004
UP India

Phone +91 9760008595
Email amit@labnol.org
Website digitalinspiration.com

INVOICE

Buyer's Name	Phyllis Kalifeh (US)
Buyer's Email	pkkalifeh@gmail.com
Payment Date	30-Jan-2020
Order ID	200130-43106

Code	Product Description	Subtotal
GA08	Google Forms Notifications (Users: Single User, Support: Email)	USD 29
Total Amount		USD 29

INVOICE PAID

The payment was made through PayPal Checkout transaction # 256194651X8251717. Your license keys are valid until January 30, 2021 and will not be renewed automatically.

Thank you for your business.

Amit Agarwal

Terms & Conditions

1. All sales are final and all payments are non-refundable.
2. The software license is non-transferrable.
3. The software is provided with no warranties whatsoever.

Childrens Forum Inc.

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

PURCHASE ORDER
09-EN-25374

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
02/04/2020	02/21/2020	Ellen Waters	Accounting	Documents Transferred to Abila	Supplies for Childs Play RFP Rsp to the ELC of Miami Dade/Monroe

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	Supplies for Childs Play RFP Rsp to the ELC of Miami Dade/Monroe	20.72	0.000	20.72

Approved

Approval Information

Ellen Waters	Dir of Finance	02/12/2020 8:25 AM
Kerri Cloud	Accounting	02/11/2020 3:44 PM
Ellen Waters	Requester	02/11/2020 3:09 PM

TOTAL \$20.72

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

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

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



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

25374

Purchase Order

Purchase Order Information				Vendor Information	
Acct. No. (if applicable)				Vendor ID	6427
Purchase Description	WalMart			Vendor Name	Capital One
				Street Address	
Purchase/Service Date	2/4/20	To	2/4/20	City	
Requestor's Name/Dept	Phyllis Kalifeh			Phone	
Department Approval	pkk			Invoice #	
				Terms (Due)	Pay by Invoice

Purchase Information		
Distribution Code	Item Description	Amount
Forum 2006	Supplies for Child's Play RFP Response to the ELC of Miami-Dade/Monroe	20.72
	<i>Billed to Child's Play</i>	
Total		\$ 20.72

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

Approvals	
Fiscal Dept.	<i>K Cloud 2/11/20</i>
CEO(+ \$1,000)	

See back of receipt for your chance
to win \$1000 ID #:7P7GG9F7VKT
850-668-2511 Mgr:MICHAEL HICKS
5500 THOMASVILLE RD
TALLAHASSEE FL 32312

ST# 01223 OP# 009032 TE# 32 TR# 09848
DURABLE TABS 002120050672 3.12 X
SAN 64G USB 061965917665 7.00 X
WHITE LABEL 007278216737 1.68 X
BINDER 007891062921 7.47 X
SUBTOTAL 19.27
TAX 1 7.500 % 1.45
TOTAL 20.72
VISA TEND 20.72
CAPITAL ONE VISA ** **** **** 6095 I 1

APPROVAL # 05552G
REF # 003600304457
TRANS ID - 460036047313486
VALIDATION - WVZR
PAYMENT SERVICE - E
AID A000000031010
TC COF468DOCA66C3A4
TERMINAL # SC010263
*NO SIGNATURE REQUIRED

02/04/20 20:19:01
CHANGE DUE 0.00
ITEMS SOLD 4

TC# 4734 3954 0255 0336 3103



Low Prices You Can Trust. Every Day.
02/04/20 20:19:01

CUSTOMER COPY

Scan with Walmart app to save receipts



Childrens Forum Inc.
 Unposted General Ledger Transactions - A-UNPOSTED ENTRY
 20-AP[Cap]VISAI131ew - MWFMOD-Imported by Ellen Waters
 2/12/2020

ID	Name	Document Number	Fund Code	Audit Code	FAS Code	Fune Code	Prog Code	Activ... Code	Dept Code	GL Code	Debit	Credit	Transaction Description	Effective Date
6427	Capital One	09-EN-25372	004	01	01	01	100	NA	100	53000	43.61	43.61	National Womens Law Center Meeting Capital One Visa-Phyllis	1/31/2020
6427	Capital One	09-EN-25373	004	01	01	01	100	NA	100	20004	29.14	29.17	Google Forms	1/30/2020
6427	Capital One	09-EN-25373	004	01	01	01	100	NA	400	53000	0.03		Google Forms	1/30/2020
6427	Capital One	09-EN-25373	125	02	01	02	501	NA	500	20004	0.13	0.13	Google Forms	1/30/2020
6427	Capital One	09-EN-25373	207	01	01	01	203	NA	600	20004	0.97	0.97	Google Forms	1/30/2020
6427	Capital One	09-EN-25373	304	01	01	01	600	NA	600	20004	0.02	0.02	Google Forms	1/30/2020
6427	Capital One	09-EN-25373	321	02	01	02	301	NA	600	20004	0.55	0.55	Google Forms	1/30/2020
6427	Capital One	09-EN-25373	473	01	01	01	404	NA	104	53000	0.66	0.66	Google Forms	1/30/2020
6427	Capital One	09-EN-25373	474	01	01	01	404	NA	104	20004	1.98	1.98	Google Forms	1/30/2020
6427	Capital One	09-EN-25373	475	01	01	01	404	NA	104	53000	0.38	0.38	Google Forms	1/30/2020
6427	Capital One	09-EN-25373	476	01	01	01	404	NA	104	20004	0.84	0.84	Google Forms	1/30/2020
6427	Capital One	09-EN-25373	523	01	01	01	501	NA	500	20004	2.04	2.04	Google Forms	1/30/2020
6427	Capital One	09-EN-25373	626	01	01	01	301	NA	600	20004	3.40	3.40	Google Forms	1/30/2020
6427	Capital One	09-EN-25373	669	01	01	01	301	NA	600	20004	1.13	1.13	Google Forms	1/30/2020
6427	Capital One	09-EN-25373	670	01	01	01	301	NA	600	20004	2.58	2.58	Google Forms	1/30/2020
6427	Capital One	09-EN-25373	862	01	01	01	801	NA	800	53000	14.15	14.15	Google Forms	1/30/2020
Total											43.61	43.61		
09-EN-25372														

Forum Inc. UNPOSTED ENTRY
 12/10/2011 - 12/10/2011
 122.33 122.33
 122.33 122.33
 122.33 122.33

Transaction Description

Effective Date