

SEPTEMBER

2020

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Reviewed by:		
CEO: 	ASB OFFICER:	SCHOOL BOARD APPROVAL:

QUICKBOOKS REPORT

Encore High Schools Debit Account

TRANSACTION LIST BY DATE

September 2020

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
09/02/2020	Expense		Yes	Constant Contact		Platinum Business Checking (1118)	Parent Communication H	-125.00
09/02/2020	Expense		Yes	Shop N Go		Platinum Business Checking (1118)	Transportation H	-24.81
09/03/2020	Expense		Yes	Box Inc		Platinum Business Checking (1118)	Legal & Professional Services	-15.00
09/04/2020	Expense		Yes	Smart & Final		Platinum Business Checking (1118)	JHASB - Hesperia	127.92
09/08/2020	Expense		Yes	Qui ckbooks		Platinum Business Checking (1118)	Office Supplies & Software	-70.00
09/08/2020	Expense		Yes	Wix.com		Platinum Business Checking (1118)	Parent Communication H	-59.00
09/08/2020	Expense		Yes	Target		Platinum Business Checking (1118)	Office Supplies - Hesperia	-81.41
09/09/2020	Expense		Yes	Battery Mart		Platinum Business Checking (1118)	Transportation H	201.54
09/09/2020	Expense		Yes	Dunn Edwards		Platinum Business Checking (1118)	Maintenance - Hesperia	-286.92
09/09/2020	Expense		Yes	Shop N Go		Platinum Business Checking (1118)	Transportation H	-60.00
09/09/2020	Expense		Yes	Home Depot		Platinum Business Checking (1118)	Maintenance - Hesperia	-43.68
09/10/2020	Expense		Yes	Quikbooks		Platinum Business Checking (1118)	Office Supplies & Software	-25.00
09/10/2020	Expense		Yes	Call-Em-All		Platinum Business Checking (1118)	Parent Communication H	-450.00
09/11/2020	Bill		Yes			Accounts Payable (A/P)	Riverside Refund Act	280.00
09/11/2020	Bill		Yes			Accounts Payable (A/P)	Riverside Refund Act	300.00
09/11/2020	Bill		Yes	San Bernardino County Superintendent of Schools		Accounts Payable (A/P)	Mock Trial	425.00
09/11/2020	Bill		Yes			Accounts Payable (A/P)	Riverside Refund Act	1,496.00
09/11/2020	Bill Payment (Check)	6853	Yes			Platinum Business Checking (1118)	Accounts Payable (A/P)	280.00
09/11/2020	Bill Payment (Check)	6854	Yes	San Bernardino County Superintendent of Schools		Platinum Business Checking (1118)	Accounts Payable (A/P)	425.00
09/11/2020	Bill Payment (Check)	6855	Yes			Platinum Business Checking (1118)	Accounts Payable (A/P)	300.00
09/11/2020	Bill Payment (Check)	6856	Yes			Platinum Business Checking (1118)	Accounts Payable (A/P)	1,496.00
09/11/2020	Deposit		Yes			Platinum Business Checking (1118)	Sales	120.00
09/11/2020	Deposit		Yes			Platinum Business Checking (1118)	Sales	4,067.35
09/11/2020	Expense		Yes	Bank Card Fee		Platinum Business Checking (1118)	Bank Charges & Fees	-20.00
09/11/2020	Expense		Yes	Bank Card Fee		Platinum Business Checking (1118)	Bank Charges & Fees	20.00
09/11/2020	Expense		Yes			Platinum Business Checking (1118)	Riverside Refund Act	452.13
09/14/2020	Bill		Yes			Accounts Payable (A/P)	Accounts Payable (A/P)	-452.13
09/14/2020	Bill Payment (Check)	6857	Yes	Department of Motor Vehicles		Platinum Business Checking (1118)	Transportation H	750.00
09/14/2020	Expense		Yes	Shop N Go		Platinum Business Checking (1118)	Transportation H	-90.00
09/14/2020	Expense		Yes			Platinum Business Checking (1118)	Office Supplies & Software	-79.00
09/14/2020	Expense		Yes	Parlages Theatre Ca		Platinum Business Checking (1118)	TROUPE	3,865.00
09/14/2020	Expense		Yes	Costco		Platinum Business Checking (1118)	Class of 2021	309.89
09/14/2020	Expense		Yes	Smart & Final		Platinum Business Checking (1118)	Class of 2021	140.88
09/17/2020	Bill		Yes			Accounts Payable (A/P)	Main Acct	4,599.80
09/17/2020	Bill Payment (Check)	6858	Yes	College Board		Platinum Business Checking (1118)	Accounts Payable (A/P)	-4,599.80
09/18/2020	Expense		Yes	College Board		Platinum Business Checking (1118)	Class of 2021	-33.77
09/18/2020	Expense		Yes	99c Only Store		Platinum Business Checking (1118)	Transportation H	-51.00
09/21/2020	Expense		Yes	Costco Gas		Platinum Business Checking (1118)	Class Supplies - Hesperia	-999.00
09/21/2020	Expense		Yes	LearnWords		Platinum Business Checking (1118)	Main Acct	50.00
09/22/2020	Bill		Yes			Accounts Payable (A/P)	Main Acct	161.75
09/22/2020	Bill		Yes			Accounts Payable (A/P)	Accounts Payable (A/P)	-50.00
09/22/2020	Bill Payment (Check)	6859	Yes			Platinum Business Checking (1118)	Accounts Payable (A/P)	-161.75
09/22/2020	Bill Payment (Check)	6860	Yes			Platinum Business Checking (1118)	Parent Communication H	24.00
09/22/2020	Expense		Yes	Wix.com		Platinum Business Checking (1118)	Ambassadors	-105.00
09/22/2020	Expense		Yes	Brownie Bites Fundraiser		Platinum Business Checking (1118)	Office Supplies - Hesperia	-81.30
09/22/2020	Expense		Yes	Rubberstamps.net		Platinum Business Checking (1118)		

Encore High Schools Debit Account

TRANSACTION LIST BY DATE

September 2020

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
09/23/2020	Expense		Yes	Dunn Edwards		Platinum Business Checking (1118)	Maintenance - Hesperia	-143.85
09/24/2020	Expense		Yes	Harbor Freight		Platinum Business Checking (1118)	Maintenance - Hesperia	-6.45
09/25/2020	Expense		Yes	Target		Platinum Business Checking (1118)	Office Supplies - Hesperia	-123.45
09/28/2020	Expense		Yes	Amazon		Platinum Business Checking (1118)	Class Supplies - Hesperia	-193.42
09/28/2020	Expense		Yes			Platinum Business Checking (1118)	Office Supplies & Software	-79.00
09/29/2020	Expense		Yes	Wix.com		Platinum Business Checking (1118)	Parent Communication H	-124.11
09/29/2020	Expense		Yes	Arco		Platinum Business Checking (1118)	Transportation H	-65.35
09/29/2020	Expense		Yes	Arco		Platinum Business Checking (1118)	Transportation H	-50.35
09/30/2020	Deposit		Yes			Platinum Business Checking (1118)	Interest Paid	0.14
09/30/2020	Expense		Yes	Ravelights		Platinum Business Checking (1118)	ASB	-451.70
09/30/2020	Expense		Yes	Costume Inventory		Platinum Business Checking (1118)	Class Supplies - Hesperia	-249.55
09/30/2020	Expense		Yes	Amazon		Platinum Business Checking (1118)	ASB	-43.10
09/30/2020	Expense		Yes	Amazon		Platinum Business Checking (1118)	ASB	-32.27

MONTHLY CHECKING REPORT

- **BANK STATEMENT**
- The activity placed behind the bank statement is chronological based on bank statement activity. Each transaction is serialized for easy tracking.
- Credit card charges from WEPAY, WIX, Deposits, and Bank Fees do not require approvals.
- All other activities should be approved as follows:
 - **PREAPPROVAL:** Pre-Approval Stamp, Approved Check Request, OR Approved Pre-Approval Form. (Expenses under \$1,000 can be made by any level manager. Pre-Approved Single expenses under \$9,999 under can be approved by anyone with a Second Level Approval Status, Executive Level.)
 - **FIRST APPROVAL:** Any level manager can make the first approval.
 - **SECOND APPROVAL:** Second or third level manager can make the second approval. The first and second approval cannot be the same person.
 - **THIRD APPROVAL:** Is required for any purchase or expense over \$5,000. Third approval can be given by the CEO or the School Board. For single expenses over \$15,000 Board approval is required.
- **Missing Documentation:** When any expense is missing the appropriate backup, the staff member that incurred the expense is required to fill out a lost receipt form. If the staff member has a consistent loss of receipts, discipline will begin.

Platinum Business Checking

September 30, 2020 ■ Page 1 of 6



ENCORE EDUCATION CORPORATION
DEBIT ACCOUNT
16955 LEMON ST
HESPERIA CA 92345-5139

Questions?

Available by phone 24 hours a day, 7 days a week:
Telecommunications Relay Services calls accepted
1-800-CALL-WELLS (1-800-225-5935)
TTY: 1-800-877-4833
En español: 1-877-337-7454

Online: wellsfargo.com/biz

Write: Wells Fargo Bank, N.A. (114)
P.O. Box 6995
Portland, OR 97228-6995

Your Business and Wells Fargo

Visit wellsfargoworks.com to explore videos, articles, infographics, interactive tools, and other resources on the topics of business growth, credit, cash flow management, business planning, technology, marketing, and more.

Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to wellsfargo.com/biz or call the number above if you have questions or if you would like to add new services.

Business Online Banking
Online Statements
Business Bill Pay
Business Spending Report
Overdraft Protection



IMPORTANT ACCOUNT INFORMATION

We're making important changes to the terms and conditions of several of our accounts. If these changes affect you, a detailed message is included below your transaction detail for each impacted account.

Statement period activity summary

Beginning balance on 9/1	\$17,719.77
Deposits/Credits	8,052.49
Withdrawals/Debits	- 14,019.65
Ending balance on 9/30	\$11,752.61
Average ledger balance this period	\$17,146.05

Account number: [REDACTED]

**ENCORE EDUCATION CORPORATION
DEBIT ACCOUNT**

California account terms and conditions apply

For Direct Deposit use
Routing Number (RTN): 121042882

For Wire Transfers use
Routing Number (RTN): 121000248

Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo branch.

Interest summary

Interest paid this statement	\$0.14
Average collected balance	\$16,889.75
Annual percentage yield earned	0.01%
Interest earned this statement period	\$0.14
Interest paid this year	\$1.23

Transaction history

<i>Date</i>	<i>Check Number</i>	<i>Description</i>	<i>Deposits/ Credits</i>	<i>Withdrawals/ Debits</i>	<i>Ending daily balance</i>
9/2		Recurring Payment authorized on 09/01 Eig*Constantcontac 855-2295506 MA S580245266993091 Card 7974		125.00	
9/2		Purchase authorized on 09/02 Shop N Go Hesperia CA P0000000472645425 Card 7120		24.81	17,569.96
9/3		Recurring Payment authorized on 09/02 Box, Inc. 877-7294269 CA S380246653283916 Card 0914		15.00	
9/3	6847	Check		100.00	
9/3	6835	Check		100.00	17,354.96
9/4		Purchase authorized on 09/04 Smart and Final Hesperia CA P00000000585092703 Card 3686		127.92	17,227.04
9/8		Recurring Payment authorized on 09/04 Wix*Wix.Com, Inc. 415-4498034 CA S380246662738221 Card 0914		59.00	
9/8	6852	Deposited OR Cashed Check		80.00	
9/8		Recurring Payment authorized on 09/07 Int*Quickbooks Onl 800-446-8848 CA S380251435237087 Card 7974		70.00	
9/8		Purchase authorized on 09/08 Target T- 19201 Bear V Apple Valley CA P00000000533291737 Card 0914		81.41	16,936.63
9/9		Purchase authorized on 09/09 Shop N Go Hesperia CA P0000000482315259 Card 7120		60.00	
9/9		Purchase authorized on 09/09 The Home Depot #0665 Victorville CA P00300253585681039 Card 7120		43.68	
9/9		Purchase authorized on 09/09 Dunn-Edwards Corp #53 Victorville CA P00300253599552969 Card 7120		266.92	
9/9		Purchase authorized on 09/09 Battery M Battery Mart Apple Valley CA P00000000974022419 Card 3686		201.54	16,334.49
9/10		Purchase authorized on 09/07 Call-Em-All 972-668-1920 TX S460252181681012 Card 7974		450.00	
9/10		Recurring Payment authorized on 09/09 Int*Quickbooks Onl 800-446-8848 CA S580253411224008 Card 0914		25.00	15,859.49
9/11		Deposit	4,067.35		
9/11		Deposit	120.00		
9/11		Bankcard Fee - 0329285918		20.00	
9/11		Bankcard Fee - 0329286721		20.00	
9/11	6830	Check		300.00	19,706.84
9/14		Purchase Return authorized on 09/13 Pantages Theatre 323-468-1700 CA S620258557508960 Card 7974	3,865.00		
9/14		Recurring Payment authorized on 09/11 Ncr Silver 877-270-3475 GA S300255290008872 Card 7974		79.00	
9/14		Recurring Payment authorized on 09/11 IN *Motor Vehicle 203-8991700 CT S460255333808905 Card 3686		750.00	
9/14		Purchase authorized on 09/14 Shop N Go Hesperia CA P00000000874344400 Card 7120		90.00	



Transaction history (continued)

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
9/14	6856	Check		1,486.00	21,156.84
9/15	6853	Check		280.00	20,876.84
9/16		Purchase authorized on 09/16 Smart and Final Hesperia CA P00000000775142274 Card 3686		140.88	
9/16		Purchase authorized on 09/16 Costco Whse #1010 Victorville CA P00300260707008415 Card 3686		309.89	
9/16	6857	Check		452.13	
9/16	6846	Check		40.00	
9/16	6855	Check		300.00	19,633.94
9/18		Purchase authorized on 09/17 99 Cents Only Stor Rancho Cucamo CA S300262032613477 Card 3686		33.77	19,600.17
9/21		Purchase authorized on 09/19 Learnworlds CY L Limassol Cyp S460263606247039 Card 0914		999.00	
9/21		Purchase authorized on 09/21 Costco Gas #1010 Victorville CA P00300265511836315 Card 7120		51.00	18,550.17
9/22		Purchase authorized on 09/18 Wix.Com*762462041 800-6000949 NY S460262646056762 Card 0914		24.00	
9/22		Purchase authorized on 09/21 Wave - *Brownie BI 760-3443400 CA S300265776388936 Card 7974		105.00	
9/22		Purchase authorized on 09/21 Rubberstamps Net 877-391-6369 IA S380265816625177 Card 7974		81.30	18,339.87
9/23		Purchase authorized on 09/23 Dunn-Edwards Corp #53 Victorville CA P00460267645027475 Card 7120		143.85	18,196.02
9/24		Purchase authorized on 09/24 Harbor Freight Tools 6 Hesperia CA P00000000373076522 Card 7120		6.45	
9/24	6858	Check		4,599.80	
9/24	6854	Check		425.00	13,164.77
9/25		Purchase authorized on 09/25 Target T- 19201 Bear V Apple Valley CA P00000000773898772 Card 0914		123.45	13,041.32
9/28		Purchase authorized on 09/24 Amazon.Com*M41PY56 Amzn.Com/Bill WA S300268758436328 Card 3686		193.42	
9/28		Recurring Payment authorized on 09/25 Ncr Silver 877-270-3475 GA S300269289532282 Card 7974		79.00	12,768.90
9/29		Recurring Payment authorized on 09/25 Wix*Wix.Com, Inc. 415-4499034 CA S300269734298286 Card 0914		124.11	
9/29		Purchase authorized on 09/28 Arco #42575 Ampm Victorville CA P00000000287085846 Card 3686		65.35	12,579.44
9/30		Purchase authorized on 09/29 Costume Inventory 153-075-3714 CA S460273662446587 Card 7974		249.55	
9/30		Purchase authorized on 09/29 Sp * Raveligh Htpraveligh CA S580273762064738 Card 3686		451.70	
9/30		Purchase authorized on 09/29 Amzn Mktp US*Mk0My Amzn.Com/Bill WA S580273805921051 Card 3686		43.10	
9/30		Purchase authorized on 09/29 Amzn Mktp US*Mk6x9 Amzn.Com/Bill WA S300273807371437 Card 3686		32.27	
9/30		Purchase authorized on 09/30 Arco #42318 Ampm Hesperia CA P00000000775966181 Card 7120		50.35	
9/30		Interest Payment	0.14		11,752.61
Ending balance on 9/30					11,752.61
Totals			\$8,052.49	\$14,019.65	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

Summary of checks written (checks listed are also displayed in the preceding Transaction history)

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
6830	9/11	300.00	6846 *	9/16	40.00	6852 *	9/8	80.00
6835 *	9/3	100.00	6847	9/3	100.00	6853	9/15	280.00



Summary of checks written (continued)

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
6854	9/24	425.00	6856	9/14	1,496.00	6858	9/24	4,599.80
6855	9/16	300.00	6857	9/16	452.13			

* Gap in check sequence.

Monthly service fee summary


For a complete list of fees and detailed account information, see the disclosures applicable to your account or talk to a banker. Go to wellsfargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 09/01/2020 - 09/30/2020	Standard monthly service fee \$40.00	You paid \$0.00
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		
• Average ledger balance	\$25,000.00	\$17,146.00 <input type="checkbox"/>
• Combined balance in linked accounts, which may include	\$40,000.00	<input checked="" type="checkbox"/>
- Average ledger balance in business checking, savings, and Time Accounts (Cds)		
- Most recent statement balance in eligible Wells Fargo business credit cards and lines of credit, and combined average daily balance from the previous month in eligible Wells Fargo business and commercial loans and lines of credit		
- For complete details on how you can avoid the monthly service fee based on your combined balances please refer to page 10 of the Business Account Fee and Information Schedule at www.wellsfargo.com/biz/fee-information		

WVWV

Account transaction fees summary

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	1,500	20,000	0	0.0030	0.00
Transactions	17	500	0	0.50	0.00
Total service charges					0.00

 **IMPORTANT ACCOUNT INFORMATION**

Effective June 1, 2020, the Deposit Account Agreement has been updated.

In the section of the Deposit Account Agreement titled "Available balance, posting order, and overdrafts," the second bullet of the paragraph titled "Then, we sort your transactions into categories before we process them" under the subsection titled "How do we process (post) transactions to your account?" is deleted and replaced with the following: "Then, we process withdrawals/payments we have previously authorized and cannot return unpaid, such as debit card purchases, ATM withdrawals, account transfers, Online Bill Pay transactions, and teller-cashed checks. If we receive more than one of these transactions for payment from your account, we will generally sort and pay them based on the date and time you conducted the transactions. For a debit card transaction, if a merchant does not seek authorization from the Bank at the time of the transaction or you conducted the transaction more than 10 business days before we receive it for payment, we will use the date the transaction is received for payment from your account. For some transactions, such as Online Bill Pay transactions or teller-cashed checks, the time may be assigned by our systems and may vary from the time it was conducted. Multiple transactions that have the same time will be sorted and paid from lowest to highest dollar amount."



For questions, please call the number listed on your statement.



General statement policies for Wells Fargo Bank

■ Notice: Wells Fargo Bank, N.A. may furnish information about accounts belonging to individuals, including sole proprietorships, to consumer reporting agencies. If this applies to you, you have the right to dispute the accuracy of information that we have reported by writing to us at: Overdraft Collections and Recovery, P.O. Box 5058, Portland, OR 97208-5058.

You must describe the specific information that is inaccurate or in dispute and the basis for any dispute with supporting documentation. In the case of information that relates to an identity theft, you will need to provide us with an identity theft report.

Account Balance Calculation Worksheet

- Use the following worksheet to calculate your overall account balance.
- Go through your register and mark each check, withdrawal, ATM transaction, payment, deposit or other credit listed on your statement. Be sure that your register shows any interest paid into your account and any service charges, automatic payments or ATM transactions withdrawn from your account during this statement period.
- Use the chart to the right to list any deposits, transfers to your account, outstanding checks, ATM withdrawals, ATM payments or any other withdrawals (including any from previous months) which are listed in your register but not shown on your statement.

ENTER

A. The ending balance shown on your statement \$ _____

ADD

B. Any deposits listed in your register or transfers into your account which are not shown on your statement. \$ _____
 \$ _____
 \$ _____
 \$ _____
 TOTAL \$ _____

CALCULATE THE SUBTOTAL
(Add Parts A and B)

. TOTAL \$ _____

SUBTRACT

C. The total outstanding checks and withdrawals from the chart above \$ _____

CALCULATE THE ENDING BALANCE
(Part A + Part B - Part C)

This amount should be the same as the current balance shown in your check register \$ - _____

Number	Items Outstanding	Amount
Total amount \$		

Encore Education Corporation
Attn.: Ashlin Barkdull
16955 Lemon Street
Hesperia, CA 92345
US
760-605-3343

Today's Date: September 1, 2020
Payment Date: September 1, 2020
Payment Method: Visa (last 4 digits: 7974)

EXPENSE**PRE-APPROVED BY**

User Name: ceo@officerteam.com

Name: Denise

Date: Contract

Thank you for your payment!

Description	Amount Paid
Payment - Credit Card - 7974	\$125.00

Amounts shown may reflect sales tax which is applicable in certain areas.

Note you can continue to view payment receipts online. Log into your Constant Contact account, click the [My Account](#) link in the upper right hand corner of the Home page, and choose the View Payment Receipts option.

You may also use the Opt In/Out of Payment Receipt E-Mails link on the [My Account](#) page to opt out of receiving payment receipt emails in the future.

We appreciate your business.

Best Regards,

Constant Contact Billing

1601 Trapelo Road, Suite 329 - Waltham, MA 02451

Questions? Please give us a call!

US / Canada Toll Free: (855) 229-5506

UK Toll Free: 0808-234-0942

Outside US / Canada: 0808-234-0945

Need to cancel your account? Just give us a call!

US / Canada Toll Free: 855-229-5506

UK Toll Free: 0808-234-0945

Outside US / Canada: +1 781-472-8120

Please do not reply to this email, as the reply address does not go to a monitored mailbox. If you have additional questions, please visit our Help Center at <http://www.constantcontact.com/help>.

Parent Communication

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull

General Executive Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin

Chief Executive Officer

EXPENSE

PRE-APPROVED BY

001683

Name: [Signature]

Date: 9-2



PLACE RECEIPT HERE

TAPE RECEIPT FLAT DO NOT FOLD - NO STAPLES

SHOP N GO
FG06145364001
11254 I AVE
HESPERIA , CA
92345
09/02/2020 360259170
01:21:36 PM

XXXXXXXXXXXX7120
Debit
INVOICE 036742
AUTH 039622

PUMP# 2
Regular CR 8.050G
PRICE/GAL \$3.079

FUEL TOTAL \$ 24.81

DEBIT \$ 24.81

Customer-activated Purchase/Capture
Site #: 00000000002302
Shift Number 1
Sequence Number 41163
Swiped
APPROVED 039622

Tell us about
your visit ! Visit
www.myexxonmobil
visit.com

APPROVED

Johnny Griffin
Chief Operations Officer

ASB RECEIPT FORM

Store:

SHOP & GO MOBIL

Date:

9-2-20

Amount:

\$24.81

Reimbursed To:

DEBIT CARD

ASB APPROVAL ONLY

Campus:

APPROVED

Encore First Approval - Administration

Joseph Thibodeaux
Student Services Manager

Event:

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
Chief Operations Officer

Approval Signature

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

Rev. 5/18



EXPENSE

INVOICE

PRE-APPROVED BY

Name: CONTRACT

Date: _____

001634

INV08122313

PO Number:

Sold To:
dg@officerteam.com
Denise Griffin

Account Number: B01330213
Invoice Number: INV08122313
PO Number:

Bill To:
dg@officerteam.com
Denise Griffin
16955 Lemon Street

Invoice Date: 08/02/2020
Payment Due By: 08/02/2020
Payment Terms: Due Upon Receipt
Payment Method: CreditCard

Hesperia California 92345
United States

Service	Unit Price	Quantity	Subtotal	Tax	TOTAL
Starter Licenses Service Period: 08/02/2020-09/01/2020	\$5.00	3	\$15.00	\$0.00	\$15.00
				Invoice Subtotal:	\$15.00
				Tax:	\$0.00
				Total:	\$15.00
				Balance Due:	\$0.00
				Currency:	USD

Payments and Adjustments				
Transaction Date	Transaction Number	Transaction Type	Notes	Applied Amount
08/02/2020	P-09212135	Payment		(\$15.00)
Balance Due:				\$0.00

Please note that failure to pay this invoice by the due date provided may result in suspension of services and the accrual of a late fee as outlined in the Box Service Agreement.

Payments remitted without reference to relevant invoice number(s) will not be processed and will be returned.

Need to Update your Credit Card?
Submit new billing information securely
online at: <https://www.box.com/update>
(be sure to login as the Box
administrator)

Account Number: B01330213
Invoice Date: 08/02/2020
Invoice Number: INV08122313
Payment Due Date: 08/02/2020
Total Amount Due: \$0.00
Amount Enclosed: _____

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull
General Executive Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

Copy of our W-9: billing.app.box.com/W-9

General billing inquiries: <https://community.box.com/>
For additional billing assistance or to pay by credit card, submit a case by visiting:
<https://cloud.box.com/SubmitCase> or call us at:
1-877-729-4269

Box Inc. 1000 Jefferson Ave. Redwood City, CA 94063

GC1695



EXPENSE

PRE-APPROVED BY

Name: Denise

Date: _____

PURCHASE ORDER/CHECK REQUEST FORM

Date: 8/12/20

Location: HESPERIA/RIVERSIDE

Advisor's Name: John Parker

Team/Group/Class Account: CSF

Date Needed By: 8/30/20

Item Description: Must attach invoice & image(s)) CSF Scholarship Winner

By Internet

Website Info: _____

User Name: _____ Password: _____

Invoice/Order Number: _____ Total: \$ _____

By Phone

Contact Name: _____ Contact Phone #: _____

Reference #: _____ Total: \$ _____

By Check

Payable to: [Redacted] Total: \$ 100

Give check to the Advisor? Yes/No

Mail check to company? Yes/No

Address: _____

Please attach any other information needed. Please submit to Ms. Joelle Schwarck. Please allow two weeks for processing.

OFFICE USE ONLY

Approved/Denied

APPROVED

Administrators Signature: Encore First Approval - Administration

APPROVED
Encore Final Approval - Board CEO

Denise Griffin
Chief Executive Officer

Date: _____

Corporate Office, 16955 Lemon Street, Hesperia, CA 92345. 760.949.2036. www.encorehighschool.com
Kelsey White
Central Bookkeeping Manager

Encore Education Corporation

Debit Card Account
16955 Lemon Street
Hesperia, CA 92345
760-956-2632

WELLS FARGO BANK, NA
17442 Main St
Hesperia, CA 92345
11-4288/1210

6847

08/13/2020

PAY TO THE
ORDER OF

[Redacted]

\$ **100.00

One hundred and 00/100*****

DOLLARS

ENCORE JUNIOR SENIOR HIGH SCHOOL

[Redacted]

MEMO

⑈006847⑈ ⑆121042882⑆ [Redacted] ⑈

Encore Education Corporation
08/13/2020

6847

Date	Type	Reference	Original Amount	Balance Due	Payment
08/13/2020	Bill	[Redacted]	100.00	100.00	100.00
			Check Amount		100.00

ENCORE JUNIOR SENIOR HIGH SCHOOL ARTS

Platinum Business C

100.00

Encore Education Corporation
08/13/2020

6847

Date	Type	Reference	Original Amount	Balance Due	Payment
08/13/2020	Bill	[Redacted]	100.00	100.00	100.00
			Check Amount		100.00

PAYMENT RECORD

Platinum Business C

100.00

© 2011 INTUIT INC. # 542 1-800-433-8316

EXPENSE

PRE-APPROVED BY

Name: Denise

ENCORE JR/SR

001686

5/13/20

Name (make check payable to)

Address (check will be mailed to)

City, State, Zip:

Riverside CA 92506

Date	Description	Amount
5/13/20	AP Government Test	\$40
5/13/20	AP Literature	\$40
5/13/20	NHS Dues	\$20

Student/Parent reimbursements will be reimbursed by check on the name listed above and mailed to the address listed above.

Reason:

Did not take test

Did not take test

Year cut short

Student/Parent reimbursements are not reimbursed on the same day as they are submitted. Student reimbursements must be signed by the student and the parent, as well as by a school official before they may be reimbursed.

I hereby certify that the above is an accounting of my expenses incurred on behalf of Encore Jr/Sr High School, and I have attached copies and/or proof of payment.

PLEASE NOTE: Refunds could take up to 4 to 6 weeks to process.

Parent Signature: _____

Student Signature: _____

Date: 5/13/20

Date: 5/13/20

OFFICE USE ONLY

Approval YES / NO

Administrative Signature: APPROVED Date: _____

ASB Signature: APPROVED Encore First Approval - Administration Date: _____

Denise Griffin Encore Final Approval - Board / CEO Kelsey White Capital Bookkeeping Manager Date: _____

Check # _____ Amount: _____ Date: _____

Chief Executive Officer

Date/Time	Ticket Number	Operator Name	Station	Item Name	Description	Qty	Sold by	Line Type	Final Sales Price	Total	Tendered	Change	MOP
2/10/2020 13:27	20201843	Sale		20200362	Shelly Bernal	1	RiverSide	Sale	20.00	\$ 20.00	\$ 20.00	\$ -	Cash
11/8/2019 11:12	20201002	Leticia Castro	RiverSide	AP Exam Fee	Elective charge - This is for the off campus AP exam that happens outside of school. Not required. Fee waivers available.	1	Each	Sale	40.00	\$ 40.00	\$ 40.00	\$ -	
11/8/2019 11:12	20201002	Leticia Castro	RiverSide	AP Exam Fee	Elective charge - This is for the off campus AP exam that happens outside of school. Not required. Fee waivers available.	1	Each	Sale	40.00	\$ 40.00	\$ 40.00	\$ -	
2/10/2020 13:27	20201843	Shelly Bernal	RiverSide	NHS dues		1	Each	Sale	20.00	\$ 20.00	\$ 20.00	\$ -	

Encore Education Corporation

Debit Card Account
16955 Lemon Street
Hesperia, CA 92345
760-956-2632

WELLS FARGO BANK, NA
17442 Main St
Hesperia, CA 92345
11-4288/1210

6835

08/13/2020

PAY TO THE
ORDER OF

[REDACTED]

\$ **100.00

One hundred and 00/100*****

DOLLARS

[REDACTED]

JUNIOR/SENIOR
HIGH SCHOOL

[REDACTED]

MEMO

⑈006835⑈ ⑆21042882⑆ [REDACTED] ⑈

Encore Education Corporation
08/13/2020

6835

Date	Type	Reference	Original Amount	Balance Due	Payment
08/13/2020	Bill	[REDACTED]	100.00	100.00	100.00
			Check Amount		100.00



Platinum Business C

100.00

Encore Education Corporation
08/13/2020

6835

Date	Type	Reference	Original Amount	Balance Due	Payment
08/13/2020	Bill	[REDACTED]	100.00	100.00	100.00
			Check Amount		100.00

PAYMENT
RECORD

Platinum Business C

100.00

ENCORE

Junior & Senior High School for the Arts

Pre-Approval Stamp
EXPENSE

001687

PRE-APPROVED BY

Name: Denise
Date: 9-4-20

Circle One:
ASB / General Fund



TA

AND NO STAPLES

** Welcome To Our Hesperia Store **
Store #354

See Us On WEB www.smartandfinal.com

Cashier: DIANA

DATE 09/04/20 TIME 13:06:26

Store Use Prdce Bags	35.90	
7 UP	1.49	FD
+CRV	.05	
Tootsie Pops Minis	6.99	F
Jolly Rancher Org	9.99	F
Dum Dum Pops	9.99	F
Tootsie Pops Minis	6.99	F
Jolly Rancher Org	9.99	F
Jolly Rancher Asst	9.99	F
Jolly Rancher Asst	9.99	F
Sour Punch Twists	9.99	F
Dum Dum Pops	9.99	F
Twist Ties	5.99	T
SUBTOTAL	127.34	
Sales Tax	.58	
TOTAL	127.92	

habit TENDER 127.92
ash CHANGE .00

TAL NUMBER OF 1 IS VISIT--> 13

*** Electronic Payment Activity ***
09/04/2020 13:07
DEBIT Met 1:
PU #: *****
BASE
AL MODE:

Mode
AID: ADDRESS: 06010A
TVR: BUSINESS
IAD: 06010A
TSI:
ARC:
TC: 504B663F100 .26
MID: 481885 TID: 001 SEQ: 0100

Total: USD\$ 127.92

PIN VERIFIED
***** Electronic Payment Activity *****

13:07:21 OP# 810017894 09/04/20
Term:1 Trans # 168 Store # 354

THANK YOU FOR SHOPPING
YOUR HESPERIA SMART AND FINAL
WE STRIVE FOR THE BEST

VENDOR:
Smart & Final

DATE OF PURCHASE:
9/4/20

AMOUNT:
\$127.92

REIMBURSE TO / ACCOUNT:
JHASB

ADMIN APPROVAL ONLY

APPROVED
PURPOSE:
Encore Final Approval - Board - CEO
Denise Griffin
Chief Executive Officer
FIRST APPROVAL

APPROVED
Encore First Approval - Administration
Kiara Sampson
Associated Student Body Manager

APPROVED
Encore Second Approval - Senior Management
SECOND APPROVAL
Johnny Griffin
Chief Operations Officer

APPROVED
Encore First Approval - Administration
Kelsey White
Central Bookkeeping Manager



Wix.com LTD
 40 Namal Tel Aviv, 6350671
 Israel

EXPENSE
PRE-APPROVED BY
 Name: CONTRACT
 Date: _____

001688

Issued to:
 Denise Griffin
 16955 Lemon Street Hesperia
 US-CA United States
 Encore Education Corporation

Invoice #750916331 | Sep 4, 2020 | Paid

Description	Site	Billing Period	Quantity	Amount
Ascend Ascend Unlimited	encorehighschool.com	Monthly Sep 4, 2020 - Oct 4, 2020	1	\$59.00

Payment Method: Visa **** 0914

Subtotal \$59.00

Total \$59.00

WEBSITE

APPROVED
 Encore Second Approval - Senior Management
Ashlin Barkdull
 General Executive Manager

APPROVED
 Encore Final Approval - Board / CEO
Denise Griffin
 Chief Executive Officer

Feel free to contact us:

wix.com/support

1-415-639-9034

wix.com/contact

EXPENSE

001689

PRE-APPROVED BY

Name: Denise

Date: _____



Student/Parent Requesting Reimbursement: _____

Date: June 15, 2020

Name (make check payable to): _____

Address (check will be mailed to this address): _____

City, State, Zip: _____

Date	Description	Total Amount
4/01/20	Hip Hop overage payment	\$45.50
4/01/20	Hip Hop duffel bag	\$34.50
		\$ 80.00

Student/Parent reimbursements will be reimbursed by check on the name listed above and mailed to the address listed above.

Reason:

Due to the email sent out on April 01,20 there was an overage of payment, also at the time we never received the duffel bag and now that it is in, my student will no longer be attending Encore.

Student/Parent reimbursements are not reimbursed on the same day as they are submitted. Student reimbursements must be signed by the student and the parent, as well as by a school official before they may be reimbursed

I hereby certify that the above is an accounting of my expenses incurred on behalf of Encore Jr/Sr High School, and I have attached copies and /or proof of payment.

PLEASE NOTE: Refunds could take up to 4 to 6 weeks to process

Parent Signature: _____

Student Signature: _____

PAID
 AUG 13 2020
 Date: 6/15/20
 BY: _____
 Date: _____

OFFICE USE ONLY

Approval YES / NO

Administrative Signature: APPROVED Date: _____
 Encore First Approval - Administration

ASB Signature: Kelsey White Date: _____
 Central Bookkeeping Manager

Check # _____ Amount: _____

APPROVED Date: _____
 Encore Final Approval - Board / CEO

Denise Griffin Date: _____
 Chief Executive Officer

Date/Time	Ticket Number	Transaction Type	Customer Name	Customer Number	Operator Name	Station	Gross SubTotal	Total	Tendered	Change	MOP	
12/11/2019 14:34	20201445	Sale		20200312	Shelly Bernal	Riverside	\$ 135.00	\$ 135.00	\$	140.00	\$ 5.00	Cash
12/11/2019 14:34	20201445	Operator Name	Station	Item Name	Description	Qty	Sold by	Line Type	Final Sales Price			
		Shelly Bernal	Riverside	Costume/Team Gear		1 Each		Sale	\$ 135.00			

Sent from my iPhone

On Apr 1, 2020, at 11:09 AM, Encore High School <kwhite@encorehighschool.com> wrote:



Happy Wednesday Pirates

Good Morning Riverside Hip Hop Students and Parents! After reviewing the costume prices and inventory I have come up with a very accurate detailed list of the correct prices for the 2020 Hip Hop Gear .

- Hip Hop Sweaters - \$35
- Hip Hop FBI Long Sleeve Shirts - \$20
- Hip Hop Duffles - \$34.50

With all of this added up it comes to a total of \$89.50. I know all of you paid \$135 with an overage of \$45.50 each student, and I want to correct that. Once we are back in the office I can apply your overage to anything on campus for the remainder of the school year, including the Riverside 2020 Yearbook! I just sent out an invitation to the 2020 Yearbook, so online purchasing is available to the whole school. However I have included a special promo code in the event that anyone in the Riverside Hip Hop Team wants to apply their overage to the 2020 Yearbook. If this is an option you want to take the promo code is:

HIPHOP2020

Whichever option you want to take, please email me so that I can apply the funds correctly. Please email me if you have anymore questions. Thank you for your patience and time in this matter. I am so sorry for the confusion and mix up. Have a wonderful rest of your day and stay safe!

-Kelsey White
Central Bookkeeper

Company Name | Website

Encore Education Corporation | 16955 Lemon Street, Hesperia, CA 92345

[Unsubscribe 951chevygirl@gmail.com](mailto:951chevygirl@gmail.com)[Update Profile](#) | [About Constant Contact](#)Sent by kwhite@encorehighschool.com in collaboration with

Encore Education Corporation

Debit Card Account
16955 Lemon Street
Hesperia, CA 92345
760-956-2632

WELLS FARGO BANK, NA
17442 Main St
Hesperia, CA 92345
11-4288/1210

6852

08/13/2020

PAY TO THE
ORDER OF



\$ **80.00

Eighty and 00/100*****

DOLLARS



ENCORE
HIGH SCHOOL



⑈006852⑈ ⑆121042882⑆

Encore Education Corporation
08/13/2020

6852

Date	Type	Reference	Original Amount	Balance Due	Payment
08/13/2020	Bill		80.00	80.00	80.00
			Check Amount		80.00

ENCORE
HIGH SCHOOL

Platinum Business C

80.00

Encore Education Corporation
08/13/2020

6852

Date	Type	Reference	Original Amount	Balance Due	Payment
08/13/2020	Bill		80.00	80.00	80.00
			Check Amount		80.00

Platinum Business C

80.00

001631 EXPENSE

Invoice number: 1000164437218
Total: \$70.00
Date: Sep 7, 2020
Payment method: VISA ending 7974

PRE-APPROVED BY

Intuit Inc.
2800 E. Commerce Center Place
Tucson, AZ 85706

Name: Denise
Date: _____

Bill to

Ashlin Barkdull
Encore High Schools Debit Account
16955 Lemon St
Hesperia, CA 92345-5139
US
Address may be standardized for tax purposes
Company ID: 123146488247864

Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Plus	1	\$70.00	\$70.00
Sales tax - Exempt:			\$0.00
Total Invoice:			\$70.00

Tax reporting information

Period for monthly fees: Sep 7, 2020 - Oct 7, 2020
Total without tax: \$70.00
Total tax: \$0.00

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

All dates and times are Pacific Standard Time (PST).

APPROVED
Encore Second Approval - Senior Management
Ashlin Barkdull
General Executive Manager

APPROVED
Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer



Junior & Senior High School for the Arts

Pre-Approval Stamp

EXPENSE

PRE-APPROVED BY

Name: Denise

Date: _____

£69100

Circle One:

ASB / General Fund

VENDOR:

Target

DATE OF PURCHASE:

9/8/20

AMOUNT:

\$ 81.41

REIMBURSE TO / ACCOUNT:

CLASS SUPPLIES

ADMIN APPROVAL ONLY

PURPOSE: Costume Class Cleaning Supplies

FIRST APPROVAL

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull
General Executive Manager

SECOND APPROVAL

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

PLACE RECEIPTS HERE

TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES



Apple Valley - 760-247-4111
19201 Bear Valley Rd
Apple Valley, California 92308-5763
09/08/2020 12:09 PM



LAUNDRY CLEANING AND CLOSET

003070044 SHOUT	T	\$2.99
003070068 SHOUT	T	\$5.59
003070539 OXICLEAN	T	\$8.99
003070387 Up:Up	T	\$5.99
003080058 ARM & HAMMER	T	\$11.99
002050080 HANGER 18 PK	T	\$40.00
20 @ \$2.00 ea		

SUBTOTAL \$75.55
 T = CA TAX 7.75000 on \$37.55 \$5.86
 TOTAL \$81.41
 *0914 DEBIT TOTAL PAYMENT \$81.41
 AID: A0000000980840
 US DEBIT

REC#2-0252-0939-0072-0983-2 VLD#756-164-946

Help make your Target Run better.
Take a 2 minute survey about today's trip

informtarget.com
User ID: 7974 7906 1992
Password: 790 168

CUENTENOS EN ESPAÑOL

Please take this survey within 7 days

EXPENSE

PRE-APPROVED BY

001694 Name: [Signature]

Date: 9-9



PLACE RECEIPT HERE

TAPE RECEIPT FLAT DO NOT FOLD - NO STAPLES

SHOP N GO MOBILE
11254 I AVE
HESPERIA CA 92345

SHOP N GO
11254 I AVE
HESPERIA CA 92345
FG06145364001

09/09/2020 8:46:49 AM
Register: 2 Trans #: 7061 Op ID: 11
Your cashier: Cashier

*** PREPAID RECEIPT ***

Regular CR PUMP# 8 \$60.00 99

Subtotal = \$60.00

Tax = \$0.00

Total = \$60.00

Change Due = \$0.00

Debit \$60.00

XXXXXXXXXXXX7120 Debit
INVOICE: 039434
AUTH 088458

POS Authorization Only
Site #: 000000009923392
Shift Number 1
Sequence Number 44326
Chip Read
US DEBIT
Mode: Issuer
AID: A0000000980640
TVR: 8080048000
IAD: 06010A03600000
TSI: 6800
ARC: 00

VERIFIED BY: [Signature]

ASB RECEIPT FORM

Store:

Shop n Go Mobile

Date:

9-09-20

Amount:

\$60.00

Reimbursed To:

Debit Card

ASB APPROVAL ONLY

Campus:
APPROVED

Encore First Approval - Administration

Joseph Thibodeaux
Student Services Manager

Event:

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Account Expensed
Chief Executive Officer

Approval Signature

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
Chief Operations Officer

EXPENSE

001695 PRE-APPROVED BY

Name: *[Signature]*

Date: 9-9



PLACE RECEIPT HERE

TAPE RECEIPT F

0665 00053 77635 09/09/20 09:14 AM
 SALE CASHIER SUSANA

077089143232 3X3/8 IN KNI <A> <M>
 BETTER 3 X 3/8 IN KNIT 2PK
 203.97 7.94
 MAX REFUND VALUE \$7.14/2

022384963290 6PCWKC COVER <A> <M> 12.48
 GOOD 9 X 3/8 IN KNIT POLY ROLLER 6PK
 MAX REFUND VALUE \$11.24

6953781016033 2"UTLTYBRUSH <A> <M>
 ECON 2.0 FLAT BASIC BRUSH
 203.27 6.54
 MAX REFUND VALUE \$5.88/2

077089181357 3"UTLTYBRUSH <A> <M>
 ECON 3.0 FLAT BASIC BRUSH
 204.57 9.14
 MAX REFUND VALUE \$8.23/2

071497176196 TRAY LINER <A> <M>
 WSTR 11 IN DLX TRAY LINER 3PK -CLEA
 302.98 8.94
 MAX REFUND VALUE \$8.05/3

-----10% off Military Discount-----
 45.04 10% off Military Discount -4.50
 MUST RETURN ALL ITEMS FOR A FULL REFUND

SUBTOTAL 40.54
 SALES TAX 3.14
 TOTAL \$43.68

XXXXXXXXXXXX7120 DEBIT USD\$ 43.68

WITH CODE 000094
 Chip Read Verified By PIN
 ATD A0000000980840 US DEBIT

<M> = Military Appreciation

0665 09/09/20 09:14 AM



0665 53 77635 09/09/2020 9889

RETURN POLICY DEFINITIONS

POLICY ID	DAYS	POLICY EXPIRES ON
A 1	180	03/08/2021

Due to COVID-19, we have extended our returns policy for most items. Please see homedepot.com for details.

DID WE NAIL IT?

Take a short survey for a chance TO WIN A \$5,000 HOME DEPOT GIFT CARD

Online en español

www.homedepot.com/survey

User ID: H88 156224 155612
PASSWORD: 20459 155559

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on...

ASB RECEIPT FORM

Store:

Home Depot

Date:

09-09-20

Amount:

43.68

Reimbursed To:

Debit Card

ASB APPROVAL ONLY

APPROVED

Campus:

Encore First Approval - Administration

Joseph Thibodeaux

Student Services Manager *[Signature]*

Event:

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin

Chief Executive Officer
Account Expensed:

Approval Signature

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin

Chief Operations Officer

EXPENSE

001697

PRE-APPROVED BY



Name: *[Signature]*
Date: *9-9*

PLACE RECEIPT HERE

TAPE RECEIPT

12475 Mariposa Rd Ste B
(760) 245-2442
** Cash Take **
EXCELSIOR CHARTER SCHOOL
Acct#: 331
DEN: 2053217239
Color-Ark#: 05353666183002

ITEM	QTY	PRICE
SSHL10-0-L-6 SPARTASHIELD Ext FL L Base [DE] DE 6364 GRAY WOLF	1	119.69T
PCF-R-L-6 AB 1343 Recovery Fee	1	1.60T
EVSH30-3-U-6 EVERSHIELD Ext ES U Base [DE] DET 401 JAZZ BERRY JAM (A)@	1	162.66T
PCF-R-L-6 AB 1343 Recovery Fee	1	1.60T
Subtotal		\$276.55
Sales Tax		\$21.37
Total		\$296.92

Debit Card \$296.92
Auth Code: 001917
DEBIT *7120

EMV Data:

Entry Mode: Chip Read
App ID (AID): A0000000980840
App Resp Code: 00
Term Verif Results: 8080048000
Trans Status Indicator: 6800
Issuer App Data (IAD): 06010A03600000
Mode: ISSUER
Verification Method: PIN

Change \$0.00

Purchase

*** CUSTOMER COPY ***

Location: 053-2-1 Trans# 5366629
9/9/2020 09:39 Cashier: Paul



ASB RECEIPT FORM

Store:

Dunn-Edwards Paint

Date:

09-09-20

Amount:

\$296.92 ST

Reimbursed To:

Debit Card

ASB APPROVAL ONLY

APPROVED
Campus:

Encore First Approval - Administration

Joseph Thibodeaux
Student Services Manager *JTH*

Event:

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Account Executive

Approval Signature

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
Chief Operations Officer

BATTERY MART EXPENSE INVOICE

001698

PRE-APPROVED BY

21075 BEAR VALLEY RD.
APPLE VALLEY CA 92308
760-247-6555

Name: Denise
Date: 9-9-20

PLEASE REMIT TO:
Battery Mart
11818 Glenoaks Blvd.
San Fernando, CA 91340
Phone: 818-365-6455
Fax: 818-365-5705

Invoice # 316845

Bill To:
CASH
VIP CUSTOMER
APPLE VALLEY CA 92308

Ship To:
ENCORE EDUCATION

Date	Account #	P.O. Number	Terms	ShipVia	Rep	Route	
9/9/2020	000		COD		MIKE	WCC	
ORDR	SHIP	PART #	PART DESCRIPTION			PRICE	TOTAL
4	4	UB12120	SEALED LEAD ACID			29.88	119.52
4	4	UB1280	SEALED LEAD ACID			16.88	67.52
			SUBTOTAL BEFORE SALES TAX				187.04
			SALES TAX (7.75% on \$187.04)				14.50
8	8		TOTAL INVOICE AMOUNT				201.54
			PAID BY DEBIT CARD				-201.54

Customer Copy
THANK YOU

US DEBIT
AID: 4000000000000000
TSI: 6800
IWR: 0000048909

9/9/20 11:33
Appr Code: 090000
Transaction ID: 460253568179330
Batch#: 000000
Ref #: 0253113300
Audit #: 113304
ID: 380
Date: 0910

3686 DEBIT Entry Method: Chi
201.54

Merchant ID: 25659
Store #: 2814
Ref #: 0008
Term #: 7229

BATTERY MART
21075 BEAR VALLEY RD
APPLE VALLEY, CA 92308
(760) 247-6555

Sale

APPROVED
Encore Second Approval - Senior Manager
Johnny Griffin
Chief Operations Officer

APPROVEI
Encore Final Approval - Boa
Denise Griffin
Chief Executive Officer

RECEIVED BY: **APPROVED**

DELIVERED BY: **APPROVED**
Encore First Approval - Administration

Total Invoice \$0.00

APPROVED
Encore First Approval - Administration
Kiara Sampson
Associated Student Body Manager

THANK YOU FOR YOUR BUSINESS!

WARNING: TOXIC / POISON SULFURIC ACID CAN CAUSE BLINDNESS OR SEVERE BURNS
BATTERIES CAN PRODUCE EXPLOSIONS / GASES: KEEP SPARKS, FLAMES, & CIGARETTES AWAY. VENTILATE WHEN CHARGING

WARRANTY VOID ON BROKEN OR ABUSED BATTERIES - KEEP OUT OF REACH OF CHILDREN
THIS WARRANTY IS BASED ON FULL RETAIL VALUE AT THE TIME OF PURCHASE AND HAS A FREE REPLACEMENT PERIOD FOLLOWED BY AN ADJUSTMENT ON A PRO-RATED BASIS FOR THE REMAINDER OF THE STATED WARRANTY PERIOD.
Batteries Wet, Filled with Acid Class - ID No. UN2794, PGII - Emergency Contact Chemtrec (800) 424-9300
SAN BERNARDINO CO. HAZARDOUS MATERIAL HANDLERS PERMIT #91025986

CC 1639



September 7,
2020
10:02 PM

3803 Parkwood Blvd.
Suite 900
Frisco, TX 75034
www.text-em-all.com
Tax Id: 03-0565922

EXPENSE

PRE-APPROVED BY

Name: Denise

Date: _____

Denise Griffin

Company Name: Encore Education
Corporation

Cardholder Name: Ashlin Barkdull

•••• •••• •••• 7974

Confirmation #: 8D8538A855AA441

Subscription Monthly Fee for Group Size of 2500 Phone Numbers	\$450.00
Tax	\$0.00
Total Charged	\$450.00

Copyright © 2005-2020 Call-Em-All, LLC. All Rights Reserved.

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull

General Executive Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin

Chief Executive Officer

Fwd: We received your QuickBooks subscription payment!

1 message

Denise Griffin <ceo@officerteam.com>
To: Kelsey White <kwhite@encorehighschool.com>

Tue, Nov 10, 2020 at 8:15 AM

Accounting

Forwarded message

From: Intuit QuickBooks Team <intuit@notifications.intuit.com>
Date: Wed, Sep 9, 2020 at 4:35 AM
Subject: We received your QuickBooks subscription payment!
To: <ceo@officerteam.com>

EXPENSE

PRE-APPROVED BY

Name: Contract

Date: _____



Payment success

Denise Griffin, thank you for your payment.

Invoice number: 1000164725915
Invoice date: 09/09/2020
Total: \$25.00
Payment method: VISA ending in 0914

Sign in to QuickBooks where you can see your billing history and view, save, and print your invoice.

[View billing history](#)

APPROVED
Encore Second Approval - Senior Management
Ashlin Barkdull
General Executive Manager

Account details

Billed to:
Company ID ending:
Items on this invoice:

Encore ASB
1556
QuickBooks Online Simple Start

APPROVED
Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer

DEPOSIT TICKET
DATE 9/11/20 11-4288/1210 6499

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	1502	00
COINS	1	85
CHECKS <small>LIST EACH SEPARATELY</small>		
1 1669736	2,460	00
2 106	28	50
3 302	75	00
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
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24		
25		
26		
27		
28		
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31		
32		
33		
34		

TOTAL BACKSIDE OR ATTACHED LIST

PLEASE RE-ENTER TOTAL HERE TOTAL 4067 35

USE OTHER SIDE FOR ADDITIONAL LISTING.
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

ENCORE EDUCATION CORPORATION
DEBIT CARD ACCOUNT
18955 LEMON ST
HESPERIA, CA 92345-5139

WELLS FARGO
FARGO
Wells Fargo Bank, N.A.
wfbank.com

\$ 4067.35

⑆511400393⑆

USE FRONT NUMBER FROM YOUR CHECKS FOR AUTOMATIC PAYMENTS. CHECKS AND OTHER ITEMS FROM A/C RECEIVED FROM DEPOSIT SUBJECT TO THE PROVISIONS OF THE NATIONAL CHECKS AND CASH COLLECTION AGREEMENT.

DEPOSIT TICKET

11-4288/1210 6499

DATE 9/11/20

DATE

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	60	00
COINS		
CHECKS LIST EACH SEPARATELY		
1 128	60	00
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
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31		
32		
33		
34		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	TOTAL	120 00

ENGORE EDUCATION CORPORATION
DEBIT CARD ACCOUNT
16955 LEMON ST
HESPERIA, CA 92345-5139



\$

120.00

USE OTHER SIDE FOR ADDITIONAL LISTING. PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.


5114003931

WELLS FARGO COMMERCIAL CREDIT AND ANY APPLICABLE COLLECTION AGREEMENT

001702



BANK CHARGE FORM


Date:	9/11/20
Bank Charge:	BANKCARD FEE \$20.00
Reason:	
Completed by:	

Reviewed by:	
FIRST APPROVAL:	SECOND APPROVAL:
<p style="text-align: center;">APPROVED Ashlin Barkdull General Executive Manager</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: small;">Encore Second Approval - Senior Management</p>	<p style="text-align: center;">APPROVED Denise Griffin Chief Executive Officer</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: small;">Encore Final Approval - Board / CEO</p>

Scanned by:
Submission Date:

001703

BANK CHARGE FORM

Date:	9/11/20
Bank Charge:	\$20.00
Reason:	BANKCARD FEE
Completed by:	

Reviewed by:	
FIRST APPROVAL: APPROVED Encore Final Approval - Board Denise Griffin Chief Executive Officer	SECOND APPROVAL: APPROVED Encore Second Approval - Senior Management Ashlin Barkdull General Executive Manager

Scanned by:
Submission Date:

Student/Parent Requesting Reimbursement: _____ Date: 6/23/2020
 Name (make check payable to): _____
 Address (check will be mailed to this address): _____
 City, State, Zip: _____

Date	Description	Total Amount
	<u>1/4 Prom Ticket/Payment Plan</u>	<u>150</u>
	<u>1/4 Prom Ticket</u>	<u>150</u>
		<u>\$300</u>

Student/Parent reimbursements will be reimbursed by check on the name listed above and mailed to the address listed above.

Reason: No longer want to attend. Don't have Prom clothing.

Student/Parent reimbursements are not reimbursed on the same day as they are submitted. Student reimbursements must be signed by the student and the parent, as well as by a school official before they may be reimbursed

I hereby certify that the above is an accounting of my expenses incurred on behalf of Encore Jr/Sr High School, and I have attached copies and /or proof of payment.

PLEASE NOTE: Refunds could take up to 4 to 6 weeks to process

Parent Signature: _____ Date: 6/23/20
 Student Signature: _____ Date: 6/23/20

OFFICE USE ONLY

Approval YES / NO _____

Administrative Signature: _____ Date: _____

ASB Signature: _____ Date: _____

Check # _____ Amount: _____

APPROVED
 Encore First Approval - Administration
Kelsey White
 Central Bookkeeping Manager
 Date: JUN 12 2020

Transaction Information

3/10/2020 7:15:22 AM
Ticket # 10125376

User: Ms. Amy
Sales: Ms. Amy

Customer Information

Name: [REDACTED]
Email: [REDACTED]

Purchase Summary

Prom 2020	150.00
Qty 1 @ 150.00	
Subtotal	150.00
Total	150.00
VISA	150.00

XXXX0455

[REDACTED]
Sale
Auth: SUCCESS
Entry Method: Swiped



Thank you for supporting Encore Jr/Sr High School for the Arts - Hesperia!
*****4-6 weeks to process a refund. There are no refunds on mealtime or for
ticketed events*****

Encore High School

16955 Lemon St.
Hesperia, CA 92345
(760) 956-2632
www.encorehighschool.com
Tax ID: 208603402

Transaction Information

3/13/2020 10:29:24 AM

User: Ms. Amy

Ticket # 10125420

Sales: Ms.
Amy

Customer Information

Name:



Email:

Purchase Summary

Admiral's Package A	99.75
Qty 1 @ 99.75	
Subtotal	99.75
Total	99.75
MC	99.75
XXXX4915	
Sale	
Auth: SUCCESS	
Entry Method: N/A	

Thank you for supporting Encore Jr/Sr High School for the
Arts - Hesperia!

*****4-6 weeks to process a refund. There are no refunds
on mealltime or for ticketed events*****

Encore High School

16955 Lemon St.
Hesperia, CA 92345
(760) 956-2632
www.encorehighschool.com
Tax ID: 208603402

Transaction Information

2/14/2020 11:10:33 AM

User: Ms. Kelsey

Ticket # 10125037

Sales: Ms.
Kelsey

Customer Information

Name:



Email:



Purchase Summary

Admiral's Package A	99.75
Qty 1 @ 99.75	
Subtotal	99.75
Total	99.75
MC	99.75
XXXX4915	
Sale	
Auth: SUCCESS	
Entry Method: N/A	

Thank you for supporting Encore Jr/Sr High School for the
Arts - Hesperia!
*****4-6 weeks to process a refund. There are no refunds
on mealtime or for ticketed events*****

Encore High School

16955 Lemon St.
Hesperia, CA 92345
(760) 956-2632
www.encorehighschool.com
Tax ID: 208603402

Transaction Information

1/16/2020 2:08:34 PM

User: Ms. Amy

Ticket # 10124617

Sales: Ms.
Amy

Customer Information

Name:



Email:

Purchase Summary

Admiral's Package A	99.75
Qty 1 @ 99.75	
Subtotal	99.75
Total	99.75
MC	99.75
XXXX4915	
Sale	
Auth: SUCCESS	
Entry Method: N/A	

Thank you for supporting Encore Jr/Sr High School for the
Arts - Hesperia
*****4-6 weeks to process a refund. There are no refunds
on mealltime or for ticketed events*****

Encore High School

16955 Lemon St.
Hesperia, CA 92345
(760) 956-2632
www.encorehighschool.com
Tax ID: 208603402

Transaction Information

12/12/2019 11:27:47 AM

User: Ms. Kelsey

Ticket # 10124361

Sales: Ms.
Kelsey

Customer Information

Name:



Email:

Purchase Summary

Admiral's Package A	99.75
Qty 1 @ 99.75	
Subtotal	99.75
Total	99.75
MC	99.75
XXXX4915	
Sale	
Auth: SUCCESS	
Entry Method: N/A	

Thank you for supporting Encore Jr/Sr High School for the
Arts - Hesperia!

*****4-6 weeks to process a refund. There are no refunds
on mealtime or for ticketed events*****

Encore High School

16955 Lemon St.
Hesperia, CA 92345
(760) 956-2632
www.encorehighschool.com
Tax ID: 208603402

Transaction Information

11/14/2019 4:44:38 PM

User: Ms. Kelsey

Ticket # 10123991

Sales: Ms.
Kelsey

Customer Information

Name:

Email:

Purchase Summary

Admiral's Package A	99.75
Qty 1 @ 99.75	
Subtotal	99.75
Total	99.75
MC	99.75

XXXX4915

Sale

Auth: SUCCESS

Entry Method: N/A

Thank you for supporting Encore Jr/Sr High School for the
Arts - Hesperia
*****4-6 weeks to process a refund. There are no refunds
on meallime or for ticketed events*****

Encore High School

16955 Lemon St.

Hesperia, CA 92345

(760) 956-2632

www.encorehighschool.com

Tax ID: 208603402

Transaction Information

9/12/2019 5:21:58 PM User: Ashlin
Ticket # 10122953 Sales: Ashlin

Customer Information

Name: [REDACTED]
Email: [REDACTED]

Purchase Summary

Admiral's Package A	99.75
Qty 1 @ 99.75	
Subtotal	99.75
Total	99.75
MC	99.75
XXXX4915	
Sale	
Auth: SUCCESS	
Entry Method: N/A	

Thank you for supporting Encore Jr/Sr High School for the
Arts - Hesperia!
*****4-6 weeks to process a refund. There are no refunds
on mealtime or for ticketed events*****

Encore High School

16955 Lemon St.
Hesperia, CA 92345
(760) 956-2632
www.encorehighschool.com
Tax ID: 208603402

ADMIRAL'S PACKAGE A

Panaramic Picture	\$ 18.00	Or two for \$30 (price will increase on package by \$15)
Prom	\$ 150.00	1 Ticket
Prom Picture	\$ 15.00	
Yearbook	\$ 80.00	
Grad Bash	\$ 120.00	
Fright Fest	\$ 75.00	Season Pass gets you free entrance and \$65 off (Must show proof prior to purchase)
Senior Beach Day VIP	Free	
Senior Sunrise VIP	Free	
Senior Sunset VIP	Free	
Senior Breakfast VIP	Free	
Senior Dodgeball VIP	Free	
Encore Social VIP	Free	
Swag Day VIP	Free	
Class T-Shirt	\$ 20.00	
Class Sweatshirt	\$ 45.00	
Homecoming	\$ 30.00	1 Ticket
Silent Disco	\$ 30.00	1 Ticket
Full Page Senior Ad	\$ 100.00	1/2 Page Senior Ad \$75
Letterman Jacket	\$ 150.00	If owned this price can be reduced by \$125 (Must show proof prior to purchase)
Back to School Dance	\$15.00	1 Ticket
Skate Night	\$ 8.00	1 Ticket
Captain Encore VIP	\$ 32.00	4 Tickets, (\$8 each)
Senior Showcase VIP	\$ 32.00	4 Tickets, (\$8 each)
Cap, Gown, and Tassel	\$ 28.00	After Feb it is \$40
Mystery Night	\$ 20.00	
Total	\$ 968.00	
Package Price	\$ 798.00	

Student can pick either senior ad but this package must include a senior ad.

If Student has their Letterman Jacket you can reduce the price by \$125 See Admiral's Package "B"

Please sign up with Mrs. Ashlin in the A Building (Hesperia) or Mr. Justin Barkdull on the 3rd floor Riverside

Encore Education Corporation

Debit Card Account
16955 Lemon Street
Hesperia, CA 92345
760-956-2632

WELLS FARGO BANK, NA

17442 Main St
Hesperia, CA 92345
11-4288/1210

6830

08/13/2020

PAY TO THE
ORDER OF

[Redacted]

\$ **300.00

Three hundred and 00/100*****

DOLLARS

[Redacted]

ENCORE
JUNIOR | SENIOR
HIGH SCHOOL

[Redacted]

MEMO

⑈006830⑈ ⑆121042882⑆ [Redacted]

Encore Education Corporation

08/13/2020

[Redacted]

6830

Date	Type	Reference	Original Amount	Balance Due	Payment
08/12/2020	Bill		300.00	300.00	300.00
			Check Amount		300.00



Platinum Business C

300.00

Encore Education Corporation

08/13/2020

[Redacted]

6830

Date	Type	Reference	Original Amount	Balance Due	Payment
08/12/2020	Bill		300.00	300.00	300.00
			Check Amount		300.00

PAYMENT
RECORD

Platinum Business C

300.00



001765

Acct #:18653691

Joelle Schwarck
Hesperia, CA 92345-5139

(818) 427-6477

9/12/2020 10:07 AM

Type:
Refund
Visa
x7974

Amount: **Auth Code:**
\$-3865.00 555555

GPCREDIT (1)	-3865.00
	0
	0

Signature: _____

Processed by: HHAYES
Batch: 64106

Hollywood Pantages
(866) 755-2929
www.HollywoodPantages.com
SeasonTickets@HollywoodPantages.com

**NCR Silver**864 Spring St NW
Atlanta, GA 30308

Customer Care: 1-877-270-3475

001706

INVOICEInvoice Date: 09/10/2020
Invoice #: INV04728965
Payment Terms: Due Upon Receipt
Due Date: 09/10/2020Account Information: Encore High School
16955 Lemon StreetHesperia, California
92345
United States(760) 949-2036
abarkdull@encorehighschool.com**EXPENSE**
PRE-APPROVED BY
Name: Denise
Date: _____**MY CHARGES**

Silver Account	Plan Name	Service Period	Qty	Unit Price	Subtotal	Tax	TOTAL
Encore High School A-S00003715	Monthly NCR Silver Fee with Silver Concierge, Annual Contract	09/10/2020-10/09/2020	1	\$79.00	\$79.00	\$0.00	\$79.00

MY DEVICES

Charge Number	Pricing	Allowance	Used	Overage
C-00023000	NCR Silver Flat Fee Device	0	1	0

INVOICE TOTALS

Gross Amount:	\$79.00
Discount:	\$0.00
Subtotal:	\$79.00
Tax:	\$0.00
Total:	\$79.00
Invoice Balance:	\$0.00

TRANSACTIONS ASSOCIATED TO THIS INVOICE

Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount
09/11/2020	P-00742664	Payment		(\$79.00)
Invoice Total				\$79.00
Invoice Balance				\$0.00

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull
General Executive ManagerEncore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer**APPROVED**Powered by **Zuora**

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DMV



RNS Communications, Inc. dba
Motor Vehicle Network
1 Selleck Street - 3rd Floor
Norwalk, CT 06855
(203) 899-1700

001757

Invoice

DATE 9/1/2020

INVOICE # 20-41272

EXPENSE
PRE-APPROVED BY
Name: Denise
Date: 9-1-20

BILL TO:

Encore Education Corp
Kelsey White
16955 Lemon Street
Hesperia, CA. 92345

TERMS - Credit Card

DESCRIPTION	RATE	AMOUNT
MOTOR VEHICLE NETWORK ADVERTISING IN THE FOLLOWING CALIFORNIA DMV LOCATION(s): Victorville - Broadcast	750.00	750.00

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
Chief Operations Officer

APPROVED
Encore First Approval - Administration
Kiara Sampson
Associated Student Body Manager

APPROVED
Encore First Approval - Administration
Kelsey White
Central Bookkeeping Manager

Per your instructions, your credit card on file will be processed accordingly.
Thank you for your business!

Total \$750.00

Thank you for your credit card payment

EXPENSE

PRE-APPROVED BY

Name: [Signature]

Date: 9-14-20



PLACE RECEIPT HERE

001708

TAPE RECEIPT FLAT DO NOT FOLD - NO STAPLES

Page 1 of 1
11254 I AVE
HESPERIA, CA
92345
09/14/2020 360264644
01:19:04 PM

XXXXXXXXXXXXXXXX7120
Debit
INVOICE 041772
AUTH 096234

PUMP# 8
Regular CR 29.230G
PRICE/GAL \$3.079

FUEL TOTAL \$ 90.00

DEBIT \$ 90.00

Customer-activated Purchase/Capture
Site #: 00000000023392
Shaft Number 1
Sequence Number 47062
Swiped
APPROVED 096234

Tell us about
your visit! Visit
www.myexxonmobil
visit.com

ASB RECEIPT FORM

Store: shop n Go Mobil

Date: 9-14-20

Amount: \$ 90.00

Reimbursed To: Debit Card

ASB APPROVAL ONLY

APPROVED

Campus:
Encore First Approval - Administration

Joseph Thibodeaux
Student Services Manager

Event:

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin

Account Expensed:

Approval Signature

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
Chief Operations Officer

Rev. 5/18

EXPENSE

001709

PRE-APPROVED BY

Name: Denise

Date: _____



Student/Parent Requesting Reimbursement: _____ Date: 9-11-20

Name (make check payable to): _____

Address (check will be mailed to this address): _____

City, State, Zip: _____

Date	Description	Total Amount
	Boys Cancelled Comps	\$500
	Ambassador & Senior Payment Plan overpayment (SS.P Balance of \$17.00)	260
	Cheer Cruise	\$368
		\$ 1496

Student/Parent reimbursements will be reimbursed by check on the name listed above and mailed to the address listed above.

Reason:

Covid Cancelled the events

Student/Parent reimbursements are not reimbursed on the same day as they are submitted. Student reimbursements must be signed by the student and the parent, as well as by a school official before they may be reimbursed

I hereby certify that the above is an accounting of my expenses incurred on behalf of Encore Jr/Sr High School, and I have attached copies and /or proof of payment.

PLEASE NOTE: Refunds could take up to 4 to 6 weeks to process

Parent Signature: _____ Date: 9-11-20

Student Signature: _____ Date: 9-11-20

OFFICE USE ONLY

Approval YES / NO

Administrative Signature: _____ Date: _____

ASB Signature: _____ Date: _____

Check # _____ Amount: _____

APPROVED
Encore First Approval - Administration
Kelsey White

APPROVED
Encore Final Approval - Board of Directors
Denise Griffin
Chief Executive Officer

Date/Time	Ticket Number	Transaction Type	Customer Name	Customer Number	Operator Name	Station	Gross SubTotal	Total	Tendered	Change	M/P
9/6/2019 8:14	20200232	Sale		20200191	Shelly Bernal	Riverside	\$ 84.13	\$ 84.13	\$	\$ -	Check
10/4/2019 15:09	20200499	Sale		20200191	Leticia Castro	Riverside	\$ 84.13	\$ 84.13	\$	\$ -	Check
2/19/2020 9:14	20201890	Clear		20200191	Shelly Bernal	Riverside	\$ 84.00	\$ 84.00	\$	\$ -	Check
2/19/2020 9:14	20201891	Sale		20200191	Shelly Bernal	Riverside	\$ 84.00	\$ 84.00	\$	\$ -	Check
2/19/2020 15:35	20201897	Return		20200191	Shelly Bernal	Riverside	\$ (84.00)	\$ (84.00)	\$	\$ 84.00	Check
10/24/2019 13:24	20200780	Sale		20200374	Shelly Bernal	Riverside	\$ 668.00	\$ 668.00	\$	\$ -	Credit Card
11/7/2019 8:56	20200953	Sale		20200374	Shelly Bernal	Riverside	\$ 87.00	\$ 87.00	\$	\$ -	Credit Card
12/6/2019 11:42	20201377	Clear		20200758	Shelly Bernal	Riverside	\$ 364.13	\$ 364.13	\$	\$ -	Credit Card
12/6/2019 11:44	20201378	Sale		20200758	Shelly Bernal	Riverside	\$ 514.13	\$ 514.13	\$	\$ -	Credit Card
1/8/2020 9:15	20201514	Sale		20200374	Shelly Bernal	Riverside	\$ 84.13	\$ 84.13	\$	\$ -	Credit Card
1/24/2020 9:21	20201665	Sale		20200758	Shelly Bernal	Riverside	\$ 160.00	\$ 160.00	\$	\$ -	Check
9/6/2019 8:14	20200232	Operator Name	Station	Item Name	Description	Qty	Sold by	Line Type	Final Sales Price		
9/6/2019 8:14	20200232	Shelly Bernal	Riverside	Admiral's Package B	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 84.13		
10/4/2019 15:09	20200499	Leticia Castro	Riverside	Admiral's Package B	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 84.13		
2/19/2020 9:14	20201890	Shelly Bernal	Riverside	Admiral's Package B	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 84.00		
2/19/2020 9:14	20201891	Shelly Bernal	Riverside	Admiral's Package B	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 84.00		
2/19/2020 15:35	20201897	Shelly Bernal	Riverside	Admiral's Package B	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	-2 Each		Return	\$ (84.00)		
2/19/2020 15:36	20201898	Shelly Bernal	Riverside	Admiral's Package B	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 84.13		
10/24/2019 13:24	20200780	Shelly Bernal	Riverside	Back Pack - R	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 35.00		
10/24/2019 13:24	20200780	Shelly Bernal	Riverside	Cheer Long Sleeve	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 30.00		
10/24/2019 13:24	20200780	Shelly Bernal	Riverside	Cheer T Shirt - R	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 20.00		
10/24/2019 13:24	20200780	Shelly Bernal	Riverside	Sharp Comp (Coral) -R	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 25.00		
10/24/2019 13:24	20200780	Shelly Bernal	Riverside	Sportlight Comp -R	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 40.00		
10/24/2019 13:24	20200780	Shelly Bernal	Riverside	National's Payment #1 -R	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 184.00		
10/24/2019 13:24	20200780	Shelly Bernal	Riverside	Back Pack - R	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 35.00		
10/24/2019 13:24	20200780	Shelly Bernal	Riverside	Cheer Long Sleeve	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 30.00		
10/24/2019 13:24	20200780	Shelly Bernal	Riverside	Cheer T Shirt - R	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 20.00		
10/24/2019 13:24	20200780	Shelly Bernal	Riverside	Sharp Comp (Coral) -R	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 25.00		
10/24/2019 13:24	20200780	Shelly Bernal	Riverside	Sportlight Comp -R	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 40.00		
10/24/2019 13:24	20200780	Shelly Bernal	Riverside	National's Payment #1 -R	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 184.00		
11/7/2019 8:56	20200953	Shelly Bernal	Riverside	Admiral's Package B	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 87.00		
12/6/2019 11:42	20201377	Shelly Bernal	Riverside	Misc	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 250.00		
12/6/2019 11:42	20201377	Shelly Bernal	Riverside	Magic of Christmas	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 15.00		
12/6/2019 11:42	20201377	Shelly Bernal	Riverside	Magic of Christmas	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 15.00		
12/6/2019 11:42	20201377	Shelly Bernal	Riverside	Admiral's Package B	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 84.13		
12/6/2019 11:44	20201378	Shelly Bernal	Riverside	Admiral's Package B	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 84.13		
12/6/2019 11:44	20201378	Shelly Bernal	Riverside	Magic of Christmas	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 15.00		
12/6/2019 11:44	20201378	Shelly Bernal	Riverside	Magic of Christmas	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 15.00		
12/6/2019 11:44	20201378	Shelly Bernal	Riverside	Misc	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 400.00		
1/8/2020 9:15	20201514	Shelly Bernal	Riverside	Admiral's Package B	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1 Each		Sale	\$ 84.13		
1/24/2020 9:21	20201665	Shelly Bernal	Riverside	Dineyard Tickets	EXTRA CURRICULAR SUMMER CAMP ACTIVITIES - Not mandatory. Students can request scholarships and angel donors if the need exists.	1 Each		Sale	\$ 20.00		
1/24/2020 9:21	20201665	Shelly Bernal	Riverside	Dineyard Tickets	EXTRA CURRICULAR SUMMER CAMP ACTIVITIES - Not mandatory. Students can request scholarships and angel donors if the need exists.	1 Each		Sale	\$ 20.00		
1/24/2020 9:21	20201665	Shelly Bernal	Riverside	Cruise-Ambassadors	EXTRA CURRICULAR SUMMER CAMP ACTIVITIES - Not mandatory. Students can request scholarships and angel donors if the need exists.	1 Each		Sale	\$ 60.00		
1/24/2020 9:21	20201665	Shelly Bernal	Riverside	Cruise-Ambassadors	EXTRA CURRICULAR SUMMER CAMP ACTIVITIES - Not mandatory. Students can request scholarships and angel donors if the need exists.	1 Each		Sale	\$ 60.00		



Kelsey White <kwhite@encorehighschool.com>

Re: Refund for [REDACTED]

Kelsey White <kwhite@encorehighschool.com>

Fri, Aug 14, 2020 at 12:51 PM

To: [REDACTED]

Yes I can, I'm currently on Vacation until August 25th but if I remember correctly the last 2 comps the boys were supposed to go to equaled out to 250 each making it together 500. Then with Ambassadors Each had \$121.50 in their account and Zach had a \$17 balance on his Senior Payment Plan. Which is where the \$260 came into account. Does this clear it up at all? Please let me know if I missed Something. I want to make sure you are given the correct amount back.

Kelsey White
Central Bookkeeper/ Box Office
Encore Jr. / Sr. High School
for the performing and visual arts

16955 Lemon Street
Hesperia, CA 92345
760-956-2632
www.encorehighschool.com

CONFIDENTIALITY STATEMENT: This electronic message contains information from Encore Junior Senior High School for the performing and visual arts and may be confidential or privileged. The information is intended solely for the use of the individual(s) or entity(ies) named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this message is prohibited. If you have received this e-mail in error, please notify us immediately by telephone at (760) 956-2632 or by e-mail reply and delete this message. Thank you.

On Aug 13, 2020, at 5:05 PM, [REDACTED] wrote:

[Quoted text hidden]



001742

Encore Education Corporation
Constant Contact

Payments Settlements Chargebacks

Payment Details

[Back to Payments](#)

From	
To	Encore Education Corporation
Transaction ID	C158753918
Gross	\$110.00
Fee	\$3.49
Fee Payer	Encore Education Corporation
Date	Aug 12, 2019 08:06:36
Total credited to account	\$106.51

Customer receipt

Receipt of Payment

Payment Method	Visa xxxxxx2472
Paid On	Aug 12, 2019 08:06:36
Total	\$110.00

*The charge will appear on your statement as WPY*Encore Education Corporation*



001743

Encore Education Corporation
Constant Contact

Payments Settlements Chargebacks

Payment Details

[Back to Payments](#)

From	
To	Encore Education Corporation
Transaction ID	C1518304851
Gross	\$175.00
Fee	\$5.38
Fee Payer	Encore Education Corporation
Date	Sep 17, 2019 06:38:02
Total credited to account	\$169.62

Customer receipt

Receipt of Payment

Payment Method	Visa xxxxxx4619
Paid On	Sep 17, 2019 06:38:02
Total	\$175.00

*The charge will appear on your statement as WPY*Encore Education Corporation*

Encore Education Corporation

Debit Card Account
18955 Lemon Street
Hesperia, CA 92345
760-956-2632

WELLS FARGO BANK, NA
17442 Main St
Hesperia, CA 92345
11-4288/1210

6856

09/11/2020

PAY TO THE
ORDER OF

[REDACTED]

\$ **1,496.00

One thousand four hundred ninety-six and 00/100

DOLLARS

ENCORE
JUNIOR SENIOR
HIGH SCHOOL

[REDACTED]

[REDACTED]

MEMO

⑈006856⑈ ⑆121042882⑆

[REDACTED]

Encore Education Corporation

09/11/2020

[REDACTED]

6856

Date
09/11/2020

Type
Bill

Reference

Original Amount
1,496.00

Balance Due
1,496.00

Payment
1,496.00

Check Amount

ENCORE
JUNIOR SENIOR
HIGH SCHOOL ARTS

Platinum Business C

1,496.00

Encore Education Corporation

09/11/2020

[REDACTED]

6856

Date
09/11/2020

Type
Bill

Reference

Original Amount
1,496.00

Balance Due
1,496.00

Payment
1,496.00

Check Amount

PAYMENT
RECORD

Platinum Business C

1,496.00

EXPENSE

PRE-APPROVED BY

Name: Denise

Date: _____



001744

Student/Parent Requesting Reimbursement: _____ Date: Sep, 11, 2020

Name (make check payable to): _____

Address (check will be mailed to this address): _____

City, State, Zip: _____

Date	Description	Total Amount
	Feb Payment \$180	\$180
	\$100 from my December payment of \$325. (In that payment \$100 went to WCE Nationals.)	\$100
		\$ 280

Student/Parent reimbursements will be reimbursed by check on the name listed above and mailed to the address listed above.

Reason:

Covid Cancelled Events

Student/Parent reimbursements are not reimbursed on the same day as they are submitted. Student reimbursements must be signed by the student and the parent, as well as by a school official before they may be reimbursed

I hereby certify that the above is an accounting of my expenses incurred on behalf of Encore Jr/Sr High School, and I have attached copies and /or proof of payment.

PLEASE NOTE: Refunds could take up to 4 to 6 weeks to process

Parent Signature: _____ Date: 9-11-20

Student Signature: _____ Date: 9-11-20

OFFICE USE ONLY

Approval YES / NO

Administrative Signature: APPROVED

ASB Signature: Encore First Approval - Administration
Kelsey White
Central Bookkeeping Manager

Check # _____ Amount: _____ Date: _____

APPROVED
Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer
Date: _____

Encore High School - Riverside
 3800 Main St. 3rd Floor
 Riverside, CA 92501
 (951) 824-1358
 Fax: (951) 20821467

Invoice #20201428 Date: Ms. Shelly
 Sales: Ms. Shelly
 12/11/20 7:55 AM

Item Description	Qty	Price	Total
Team Gear - Payment	1	75.00	75.00
Team Gear - Payment	1	75.00	75.00
WCE Regionals			
Subtotal		150.00	150.00
Tax		0.00	0.00
Total		150.00	150.00

Vendor #C
 #1201024 Select 001155
 IN 70461444-814612

Number of line items purchased: 2

Thank you for purchasing Encore Jr/Sr High School for the Arts - Riverside! ***** 6 weeks in process a refund. There are no refunds on sale items or for ticketed events*****



Encore High School - Riverside
 3800 Main St. 3rd Floor
 Riverside, CA 92501
 (951) 824-1358
 Fax: (951) 20821467

Invoice #20201428 Date: Ms. Shelly
 Sales: Ms. Shelly
 12/11/20 2:34 PM

Number of line items purchased: 1

Thank you for purchasing Encore Jr/Sr High School for the Arts - Riverside! ***** 6 weeks in process a refund. There are no refunds on sale items or for ticketed events*****



Encore High School - Riverside
 3800 Main St. 3rd Floor
 Riverside, CA 92501
 (951) 824-1358
 Fax: (951) 20821467

Invoice #20201428 Date: Ms. Shelly
 Sales: Ms. Shelly
 12/11/20 11:33 AM

Item Description	Qty	Price	Total
Custom/Team Gear	1	40.00	40.00
Subtotal		40.00	40.00
Tax		0.00	0.00
Total		40.00	40.00

Vendor #C
 #1201024 Select 001155
 IN 70461444-814612

Number of line items purchased: 1

Thank you for purchasing Encore Jr/Sr High School for the Arts - Riverside! ***** 6 weeks in process a refund. There are no refunds on sale items or for ticketed events*****





Encore Education Corporation
Debit Card Account
18955 Lemon Street
Hesperia, CA 92345
760-956-2832

WELLS FARGO BANK, NA
17442 Main St
Hesperia, CA 92345
11-4288/1210

6853

09/11/2020

PAY TO THE
ORDER OF

[REDACTED]

\$ **280.00

Two hundred eighty and 00/100

DOLLARS

[REDACTED]

ENCORE
JUNIOR SENIOR
HIGH SCHOOL ARTS

[REDACTED]

MEMO

⑈006853⑈ ⑆121042882⑆ [REDACTED]

Encore Education Corporation
09/11/2020

[REDACTED]

6853

Date
09/11/2020

Type
Bill

Reference

Original Amount
280.00

Balance Due
280.00

Payment
280.00
280.00

Check Amount

ENCORE
JUNIOR SENIOR
HIGH SCHOOL ARTS

Platinum Business C

280.00

Encore Education Corporation
09/11/2020

[REDACTED]

6853

Date
09/11/2020

Type
Bill

Reference

Original Amount
280.00

Balance Due
280.00

Payment
280.00
280.00

Check Amount

PAYMENT
RECORD

Platinum Business C

280.00

ENCORE

Junior & Senior High School for the Arts

Pre-Approval Stamp
EXPENSE

PRE-APPROVED BY

Name: Denise
Date: 9-16-20

001710

Circle One:
ASB / General Fund

TAPE RECEIPT

Smart & Final!
extra! &
Warehouse & Market. Friend & Neighbor.

STAPLES

** Welcome To Our Hesperia Store **
Store #354

See Us On WEB www.smartandfinal.com

Cashier: Paula

DATE 09/16/20

TIME 12:01:01

TWC Choc Chip Mfn IW	13.49	F
TWC Blueberry Mfn IW	13.49	F
Bon Ap Chs & Berri	7.99	F
3 @ 11 09		
Svenhards Var Pack	35.97	F
TWC Choc Chip Mfn IW	13.49	F
TWC Choc Chip Mfn IW	13.49	F
TWC Blueberry Mfn IW	13.49	F
TWC Blueberry Mfn IW	13.49	F
TWC Blueberry Mfn IW	13.49	F
Bon Ap Chs & Berri	7.99	F
Bon Ap Chs & Berri	7.99	F
SUBTOTAL	140.88	
Sales Tax	00	

TOTAL	140.88
Debit	TENDER 140.88
Cash	CHANGE 00

TOTAL NUMBER OF ITEMS THIS VISIT--> 12

***** Electronic Payment Activity *****
09/16/2020 12:02:12
US DEBIT Entry Method: Chip
CARD #: XXXXXXXXXXXX3686
PURCHASE APPROVED
AUTH CODE 409991

M: .
A: .
T: .
IAD: 06010A03A00000
TST: 6800
ARC: 00
TC: 205CA5387597454B
MID 481885 ITD: 001 SEQ: 039980

Total: USD\$ 140.88

PIN VERIFIED
***** Electronic Payment Activity *****

12:02:16 OP# 810104152 09/16/20
Term:3 Trans # 94 Store # 354

THANK YOU FOR SHOPPING
YOUR HESPERIA SMART AND FINAL
STORE MANAGER Miguel Artiga
(760) 947-1177

VENDOR:

Smart & Final

DATE OF PURCHASE:

9/16/20

AMOUNT:

\$ 140.88

REIMBURSE TO / ACCOUNT:

ADMIN APPROVAL ONLY

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin

Chief Approval Officer

APPROVED

Encore First Approval - Admin

Kiara Sampson

Associated Student Body Manager

SECOND APPROVAL

APPROVED

Encore First Approval - Admin

Kelsey Whit

Central Bookkeeping Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin

Chief Executive Officer

ENCORE

Junior & Senior High School for the Arts

COSTCO

WHOLESALE

Victorville #1010
 14555 Valley Center Drive
 Victorville, CA 92392
 (760) 524-9904

9P Member 111914173604
 10 @ 5.99
 E 1016336 OG SLICE APP 59.90
 E 1016336 OG SLICE APP 5.99

VOID

E 1016336 OG SLICE APP 5.99-
 11 @ 16.99
 E 264266 MOCHA FRAP 186.89
 11 @ 0.75
 E 0800000000 CA REDEMP VA 8.25
 E 438841 KOOLAIJ JAMR 5.99
 E 438841 KOOLAIJ JAMR 5.99
 E 1174811 SUNNY D 12.79
 E 6300000000 CA REDEMP VA 1.50
 E 1174811 SUNNY D 12.79
 E 6300000000 CA REDEMP VA 1.50
 E 1174811 SUNNY D 12.79
 E 6300000000 CA REDEMP VA 1.50
 SUBTOTAL 309.89
 TAX 0.00
 **** TOTAL 309.89

XXXXXXXXXXXX3686 CHIP Read
 AID: A000000980840 VERIFIED BY PIN
 Seq# 13324 App#: 015152
 EFT/Debit Resp: APPROVED
 Tran ID#: 026000013324....
 Merchant ID: 991010

APPROVED - Purchase
 AMOUNT: \$309.89
 09/16/2020 12:38 1010 13 100 75

EFT/Debit 309.89
 CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD = 26
 09/16/2020 12:38 1010 13 100 75



EXPENSE

PRE-APPROVED BY

Name: Denise
 Date: 9-16-20

SH
 RE

Items Sold: 26
 9P 09/16/2020 12:38

OP#: 75 Name: Davina F.
 Thank You!
 Please Come Again
 Mhs:1010 Trn:13 Trn:100 OP:75

001711

Circle One:
 ASB / General Fund

VENDOR:
Costco

DATE OF PURCHASE:
9/16/20

AMOUNT:
\$309.89

REIMBURSE TO / ACCOUNT:

ADMIN APPROVAL ONLY

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
 Chief Operations Officer

APPROVED

Encore First Approval - Administration

Kiara Sampson

Associated Student Body Manager

SECOND APPROVAL

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin

Chief Executive Officer

001712

EXPENSE

PRE-APPROVED BY



Name: Denise

Student/Parent Requesting Reimbursement: [Redacted]

Date: 2/27/20

Name (make check payable to): [Redacted]

Address (check will be mailed to this address): [Redacted]

City, State, Zip: [Redacted]

Date	Description	Total Amount
10/10/19 - 1/16/20		
	Service Payments / Service Packet	412.13
	AP Exam fee	40-
		519.13
		452.13

Student/Parent reimbursements will be reimbursed by check on the name listed above and mailed to the address listed above.

Reason:

Exit from Encore High School 2/27/20

Student/Parent reimbursements are not reimbursed on the same day as they are submitted. Student reimbursements must be signed by the student and the parent, as well as by a school official before they may be reimbursed

I hereby certify that the above is an accounting of my expenses incurred on behalf of Encore Jr/Sr High School, and I have attached copies and /or proof of payment.

PLEASE NOTE: Refunds could take up to 4 to 6 weeks to process

Parent Signature: [Redacted]

Date: 2/27/20

Student Signature: [Redacted]

Date: 2/27/20

OFFICE USE ONLY

Approval YES / NO

Administrative Signature: APPROVED

Date: _____

ASB Signature: Encore First Approval - Administration

Date: _____

Check # _____

Kelsey White
Central Bookkeeping Manager

APPROVED
Encore Final Approval - Denise Griffin
Chief Executive Officer
Date: _____

001460

Date/Time	Ticket Number	Transaction Type	Customer Name	Customer Number	Operator Name	Station	Gross SubTotal	Total	Tendered	Change	MDP
9/4/2019 10:59	20200168	Sale		20200135	Shelly Bernal	Riverside	\$ 84.13	\$ 84.13	\$	\$ -	Check
10/11/2019 11:12	20200559	Sale		20200309	Leticia Castro	Riverside	\$ 80.00	\$ 80.00	\$	\$ -	Check
11/14/2019 9:08	20201089	Sale		20200335	Shelly Bernal	Riverside	\$ 40.00	\$ 40.00	\$	\$ -	Cash
11/21/2019 10:35	20201258	Sale		20200135	Shelly Bernal	Riverside	\$ 80.00	\$ 80.00	\$	\$ -	Check
1/16/2020 9:03	20201574	Sale		20200135	Shelly Bernal	Riverside	\$ 160.00	\$ 160.00	\$	\$ -	Check
Date/Time	Ticket Number	Operator Name	Station	Item Name	Description	Qty	Sold by	Line Type	Final Sales Price		
9/4/2019 10:59	20200168	Shelly Bernal	Riverside	Admiral's Package B	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1	Each	Sale	\$ 84.13		
10/11/2019 11:12	20200559	Leticia Castro	Riverside	Admiral's Package B	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1	Each	Sale	\$ 80.00		
11/14/2019 9:08	20201089	Shelly Bernal	Riverside	AP Exam Fee	Elective charge - This is for the off campus AP exam that happens outside of school. Not required. Fee waivers available.	1	Each	Sale	\$ 40.00		
11/21/2019 10:35	20201258	Shelly Bernal	Riverside	Admiral's Package B	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1	Each	Sale	\$ 80.00		
1/16/2020 9:03	20201574	Shelly Bernal	Riverside	Admiral's Package B	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available.	1	Each	Sale	\$ 160.00		

ADMIRAL'S PACKAGE B

Panoramic Picture	\$ 18.00	Or two for \$30 (price will increase on package by \$15)
Prom	\$ 150.00	1 Ticket
Prom Picture	\$ 15.00	<i>Never finished paying off plan - was short 87</i>
Yearbook	\$ 80.00	
Grad Bash	\$ 120.00	
Fright Fest	\$ 75.00	Season Pass gets you free entrance and \$65 off (Must show proof prior to purchase)
Senior Beach Day VIP	Free	
Senior Sunrise VIP	Free	
Senior Sunset VIP	Free	
Senior Breakfast VIP	Free	
Senior Dodgeball VIP	Free	
Encore Social VIP	Free	
Swag Day VIP	Free	
Class T-Shirt	\$ 20.00	
Class Sweatshirt	\$ 45.00	
Homecoming	\$ 30.00	1 Ticket
Silent Disco	\$ 30.00	1 Ticket
Full Page Senior Ad	\$ 100.00	1/2 Page Senior Ad \$75
Back to School Dance	\$15.00	1 Ticket
Skate Night	\$ 8.00	1 Ticket
Captain Encore VIP	\$ 32.00	4 Tickets, (\$8 each)
Senior Showcase VIP	\$ 32.00	4 Tickets, (\$8 each)
Cap, Gown, and Tassel	\$ 28.00	After Feb it is \$40
Mystery Night	\$ 20.00	
Total	\$ 818.00	
Package Price	\$ 673.00	

Student can pick either senior ad but this package must include a senior ad.

Please sign up with Mrs. Ashlin in the A Building (Hesperia) or Mr. Justin Barkdull on the 3rd floor Riverside

Encore Education Corporation

Debit Card Account
16955 Lemon Street
Hesperia, CA 92345
760-956-2632

WELLS FARGO BANK, NA
17442 Main St
Hesperia, CA 92345
11-4288/1210

6857

09/14/2020

PAY TO THE
ORDER OF

[Redacted]

\$ **452.13

Four hundred fifty-two and 13/100

DOLLARS

[Redacted]

[Redacted]

MEMO

⑈006857⑈ ⑆121042882⑆ [Redacted]

Encore Education Corporation
09/14/2020

6857

Date	Type	Reference	Original Amount	Balance Due	Payment
09/14/2020	Bill	[Redacted]	452.13	452.13	452.13
			Check Amount		452.13



Platinum Business C

452.13

Encore Education Corporation
09/14/2020

6857

Date	Type	Reference	Original Amount	Balance Due	Payment
09/14/2020	Bill	[Redacted]	452.13	452.13	452.13
			Check Amount		452.13

PAYMENT RECORD

Platinum Business C

452.13

001713



EXPENSE

PRE-APPROVED BY

Name: Derise
Date: _____

PURCHASE ORDER/CHECK REQUEST FORM

Date: 8/12/20

Location: **HESPERIA/RIVERSIDE**

Advisor's Name: John Parker

Team/Group/Class Account: CSF

Date Needed By: 8/30/20

Item Description: **Must attach invoice & image(s)** CSF Scholarship Winner

By Internet

Website Info: _____

User Name: _____ Password: _____

Invoice/Order Number: _____ Total: \$ _____

By Phone

Contact Name: _____ Contact Phone #: _____

Reference #: _____ Total: \$ _____

By Check

Payable to: [Redacted] Total: \$ \$40

Give check to the Advisor? **Yes/No**

Mail check to company? **Yes/No**

Address: _____

Please attach any other information needed. Please submit to Ms. Joelle Schwarck. Please allow two weeks for processing.

OFFICE USE ONLY

Approved/Denied

Administrators Signature: _____

APPROVED
Encore Final Approval - Board / CEO
Derise Griffin
Date: _____
Chief Executive

Corporate Office, 1685 Perrin Street, Hesperia, CA 92345. 760.949.2036. www.encorehighschool.com

APPROVED
Encore First Approval - Administration

Kelsey White
Central Bookkeeping Manager

Encore Education Corporation

Debit Card Account
16955 Lemon Street
Hesperia, CA 92345
760-956-2632

WELLS FARGO BANK, NA
17442 Main St
Hesperia, CA 92345
11-4288/1210

6846

08/13/2020

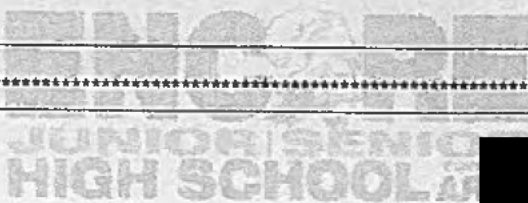
PAY TO THE ORDER OF

[Redacted]

\$ **40.00

Forty and 00/100*****

DOLLARS



[Redacted]

[Redacted]

MEMO

⑈006846⑈ ⑆121042882⑆ [Redacted]

Encore Education Corporation
08/13/2020

6846

Date	Type	Reference	Original Amount	Balance Due	Payment
08/13/2020	Bill	[Redacted]	40.00	40.00	40.00
			Check Amount		40.00

CSF SCHOLARSHIP



Platinum Business C

40.00

Encore Education Corporation
08/13/2020

6846

Date	Type	Reference	Original Amount	Balance Due	Payment
08/13/2020	Bill	[Redacted]	40.00	40.00	40.00
			Check Amount		40.00

PAYMENT RECORD

Platinum Business C

40.00

EXPENSE
PRE-APPROVED BY
 Name: Denise
 Date: _____

001714



Student/Parent Requesting Reimbursement: _____ Date: 8-13-20
 Name (make check payable to): _____
 Address (check will be mailed to this address): _____
 City, State, Zip: _____

Date	Description	Total Amount
	Reilly Senior Payment Plan Refund \$5 Overage	\$145
	Chorus ^{Hip Hop} Refund \$20 - Magic of Christmas	\$155)
		\$ 300

Student/Parent reimbursements will be reimbursed by check on the name listed above and mailed to the address listed above.

Reason:

Covid Cancelled the events

Student/Parent reimbursements are not reimbursed on the same day as they are submitted. Student reimbursements must be signed by the student and the parent, as well as by a school official before they may be reimbursed

I hereby certify that the above is an accounting of my expenses incurred on behalf of Encore Jr/Sr High School, and I have attached copies and /or proof of payment.

PLEASE NOTE: Refunds could take up to 4 to 6 weeks to process

Parent Signature: _____ Date: 9-11-20
 Student Signature: _____ Date: 9-11-20

OFFICE USE ONLY

Approval YES / NO

Administrative Signature: _____ Date: _____

ASB Signature: _____ Date: _____

Check # _____ Amount: _____ Date: _____

APPROVED
 Encore Final Approval - Board / CE
Denise Griffin
 Chief Executive Officer

APPROVED
 Encore First Approval - Administration
Kelsey White
 Central Bookkeeping Manager


Date/Time	Ticket Number	Transaction Type	Customer Name	Customer Number	Operator Name	Station	Gross SubTotal	Total	Tendered	Change	MDP
9/13/2019 12:47	20200328	Sale	[REDACTED]		Shelly Bernal	Riveride	\$ 78.63	\$ 78.63	\$	\$ -	Check
10/11/2019 13:38	20200574	Sale			Shelly Bernal	Riveride	\$ 91.63	\$ 91.63	\$	\$ -	Check
10/30/2019 13:43	20200881	Sale			Shelly Bernal	Riveride	\$ 400.00	\$ 400.00	\$	\$ -	Check
12/11/2019 13:42	20201444	Sale			Shelly Bernal	Riveride	\$ 73.85	\$ 73.85	\$	\$ -	Check
12/12/2019 13:36	20201457	Sale			Shelly Bernal	Riveride	\$ 135.00	\$ 135.00	\$	\$ -	Check
1/16/2020 15:21	20201583	Sale			Shelly Bernal	Riveride	\$ 314.52	\$ 314.52	\$	\$ -	Check
Date/Time	Ticket Number	Operator Name	Station	Item Name	Description	Qty	Sold by	Line Type	Final Sales Price		
9/13/2019 12:47	20200328	Shelly Bernal	Riveride	Captain's Package	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available	1	Each	Sale	\$ 78.63		
10/11/2019 13:38	20200574	Shelly Bernal	Riveride	Captain's Package	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available	1	Each	Sale	\$ 91.63		
10/30/2019 13:43	20200881	Shelly Bernal	Riveride	Competition Costumes and Shoes-HH-R	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available	1	Each	Sale	\$ 80.00		
12/11/2019 13:42	20201444	Shelly Bernal	Riveride	Captain's Package	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available	1	Each	Sale	\$ 73.85		
12/12/2019 13:36	20201457	Shelly Bernal	Riveride	Costume/Team Gear	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available	1	Each	Sale	\$ 135.00		
1/16/2020 15:21	20201583	Shelly Bernal	Riveride	Captain's Package	EXTRA CURRICULAR - Senior payment plans for outside of school events and gear. Not mandatory to participate. Waiver Available	1	Each	Sale	\$ 314.52		



Payments Settlements Chargebacks

Payment Details

[Back to Payments](#)

From	
To	Encore Education Corporation
Transaction ID	C1518355071
Gross	\$20.00
Fee	\$0.88
Fee Payer	Encore Education Corporation
Date	Oct 21, 2019 04:24:17
Total credited to account	\$19.12

Customer receipt

Receipt of Payment

Payment Method	Visa xxxxxx0813
Paid On	Oct 21, 2019 04:24:17
Total	\$20.00

*The charge will appear on your statement as WPY*Encore Education Corporation*

Sent from my iPhone

On Apr 1, 2020, at 11:09 AM, Encore High School <kwhite@encorehighschool.com> wrote:



Happy Wednesday Pirates

Good Morning Riverside Hip Hop Students and Parents! After reviewing the costume prices and inventory I have come up with a very accurate detailed list of the correct prices for the 2020 Hip Hop Gear .

- Hip Hop Sweaters - \$35
- Hip Hop FBI Long Sleeve Shirts - \$20
- Hip Hop Duffles - \$34.50

With all of this added up it comes to a total of \$89.50. I know all of you paid \$135 with an overage of \$45.50 each student, and I want to correct that. Once we are back in the office I can apply your overage to anything on campus for the remainder of the school year, including the Riverside 2020 Yearbook! I just sent out an invitation to the 2020 Yearbook, so online purchasing is available to the whole school. However I have included a special promo code in the event that anyone in the Riverside Hip Hop Team wants to apply their overage to the 2020 Yearbook. If this is an option you want to take the promo code is:

HIPHOP2020

Whichever option you want to take, please email me so that I can apply the funds correctly. Please email me if you have anymore questions. Thank you for your patience and time in this matter. I am so sorry for the confusion and mix up. Have a wonderful rest of your day and stay safe!

-Kelsey White
Central Bookkeeper

Company Name | Website

Encore Education Corporation | 16955 Lemon Street, Hesperia, CA 92345

[Unsubscribe 951chevygirl@gmail.com](mailto:951chevygirl@gmail.com)

[Update Profile](#) | [About Constant Contact](#)

Sent by kwhite@encorehighschool.com in collaboration with



Try email marketing for free today!

CAPTAIN'S PACKAGE

Panoramic Picture	\$ 18.00	Or two for \$30 (price will increase on package by \$15)
Prom	\$ 150.00	1 Ticket
Prom Picture	\$ 15.00	
Yearbook	\$ 80.00	
Grad Bash	\$ 120.00	
Fright Fest	\$ 75.00	Season Pass gets you free entrance and \$65 off (Must show proof prior to purchase)
Senior Beach Day VIP	Free	
Senior Sunset VIP	Free	
Senior Sunrise VIP	Free	
Senior Breakfast VIP	Free	
Senior Dodgeball VIP	Free	
Encore Social VIP	Free	
Swag Day VIP	Free	
Class T-Shirt	\$ 20.00	
Class Sweatshirt	\$ 45.00	
Homecoming	\$ 30.00	1 Ticket
1/2 page Senior Ad	\$ 75.00	Full page ad \$100
Captain Encore	\$ 16.00	2 Tickets, (\$8 each)
Senior Showcase	\$ 16.00	2 Tickets, (\$8 each)
Cap, Gown, and Tassel	\$ 28.00	After Feb it is \$40
Mystery Night	\$ 20.00	
Total	\$ 708.00	
Package Price	\$ 600.00	

Student can pick either senior ad but this package must include a senior ad.

Please sign up with Mrs. Ashlin in the A Building (Hesperia) or Mr. Justin Barkdull on the 3rd floor Riverside

Encore Education Corporation
Debit Card Account
18955 Lemon Street
Hesperia, CA 92345
760-956-2632

WELLS FARGO BANK, NA
17442 Main St
Hesperia, CA 92345
11-4288/1210

6855

09/11/2020

PAY TO THE
ORDER OF

[REDACTED]

\$ **300.00

Three hundred and 00/100

DOLLARS

[REDACTED]

ENCORE
JUNIOR/SENIOR
HIGH SCHOOL ARTS

[REDACTED]

MEMO

⑈006855⑈ ⑆121042882⑆ [REDACTED] ⑈

Encore Education Corporation
09/11/2020

6855

Date
09/11/2020

Type
Bill

Reference

Original Amount
300.00

Balance Due
300.00

Payment
300.00
300.00

Check Amount

ENCORE
JUNIOR/SENIOR
HIGH SCHOOL ARTS

Platinum Business C

300.00

Encore Education Corporation
09/11/2020

6855

Date
09/11/2020

Type
Bill

Reference

Original Amount
300.00

Balance Due
300.00

Payment
300.00
300.00

Check Amount

PAYMENT
RECORD

Platinum Business C

300.00

Pre-Approval Stamp
EXPENSE

PRE-APPROVED BY

Name: Denise
Date: 9-17-20

001715

Circle One:
ASB / General Fund

PLACE RECEIPTS HERE
TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES



St. 365 Rainbow Canyon Dr. Northridge
Spring Ave
TOWER CENTER BLDG.
Northridge, CA 91340

Niagara-DrinkingWater16.9oz	1 @	2.99	2.9900
CRV	24 @	.05	1.20
Niagara-DrinkingWater16.9oz	1 @	7.99	2.9900
CRV	24 @	.05	1.20
Niagara-DrinkingWater16.9oz	1 @	2.99	2.9900
CRV	24 @	.05	1.20
Niagara-DrinkingWater16.9oz	1 @	2.99	2.9900
NIAGARA BUY 4 AND 5			1.9700-
CRV	24 @	.05	1.20
Niagara-DrinkingWater16.9oz	1 @	2.99	2.9900
CRV	24 @	.05	1.20
Niagara-DrinkingWater16.9oz	1 @	2.99	2.9900
CRV	24 @	.05	1.20
Niagara-DrinkingWater16.9oz	1 @	2.99	2.9900
CRV	24 @	.05	1.20
Niagara-DrinkingWater16.9oz	1 @	2.99	2.9900
NIAGARA BUY 4 AND 5			1.9700-
CRV	24 @	.05	1.20
Niagara-DrinkingWater16.9oz	1 @	2.99	2.9900
CRV	24 @	.05	1.20
SUBTOTAL			33.77
TAX			\$0.00
TOTAL			\$33.77
VISA			\$33.77

VENDOR:

99c only store

DATE OF PURCHASE:

9/17/20

AMOUNT:

\$33.77

REIMBURSE TO / ACCOUNT:

ADMIN APPROVAL ONLY

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin

Chief Operations Officer
FIRST APPROVAL

APPROVED

Encore First Approval - Administration

Kiara Sampson

Associated Student Body Manager

SECOND APPROVAL

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin

Chief Executive Officer

US DEBIT

ATM: 430000001980340



LearnWorlds

001716

INVOICE

LearnWorlds (CY) Ltd
Gladstonos 120
Foloune Building,
2nd Floor, B1
Limassol 3032
Cyprus

EXPENSE
PRE-APPROVED BY

Name: Denise
Date: 9-19-20

Invoice # 3001-18210
Invoice Date Sep 19, 2020
Invoice Amount \$999.00 (USD)
PAID

BILLED TO
Denise Griffin
Encore Education Corporation
16955 Lemon Street
Hesperia, California 92345
United States
760-949-2036

SUBSCRIPTION
Billing Period Sep 19 to Oct 19, 2020
Next Billing Date Oct 19, 2020
School URL <https://www.encorestudent.com>

DESCRIPTION	AMOUNT (USD)
Enterprise Plan	\$999.00

*LLMF
COVID
CURRICULUM*

Total	\$999.00
Payments	(\$999.00)
Amount Due (USD)	\$0.00

PAYMENTS

\$999.00 was paid on 19 Sep, 2020 16:50 UTC by Visa card ending 0914.

NOTES

LearnWorlds (CY) Ltd is incorporated in Cyprus, European Union, with Company registration Number HE380294

APPROVED
Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer

APPROVED
Encore First Approval - Administration
Julia Dolf
Dean of Academic

EXPENSE

PRE-APPROVED BY

Name: [Signature]
Date: 9-21



PLACE RECEIPT HERE

TAPE RECEIPT FLAT



Costco #1010
14555 Valley Center Dr
Victorville, CA 92392

Member# 111748605283
Invoice# 92679
Date: 09/21/20
Time: 07:16
Auth# 229361

DB Acct #
*****7120

Pump Gallons Price
5 16.782 \$ 3.039

Product Amount
Premium \$ 51.00

Total Sale \$ 51.00

SALE- Card Swiped
Approved
TranID# 026505092679

Thank you
For your purchase of
Kirkland Signature
Fuel
Visit Costco.com
Search: Fuel

ASB RECEIPT FORM

Store:
Costco Wholesale

Date:
9-21-20

Amount:
\$ 51.00

Reimbursed To:
Debit Card

ASB APPROVAL ONLY

APPROVED
Campus:
Encore First Approval - Administration
Joseph Thibodeaux
Student Services Manager [Signature]

Event:
APPROVED
Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer
Account Expensed:

Approval Signature

APPROVED
Encore Second Approval - Senior Management
Johnny Griffin
Chief Operations Officer [Signature]
Rev: 5/18

Wix.com LTD
40 Namal Tel Aviv, 6350671
Israel

**EXPENSE
PRE-APPROVED BY**
Name: Contract
Date: _____

Issued to:
Denise Griffin
16955 Lemon Street Hesperia
US-CA United States
Encore Education Corporation

Invoice #762462041 Sep 18, 2020 Paid

Description	Site	Billing Period	Quantity	Amount
App Constant Contact Email Capture Lightbox	encorehighsc hool.com	Yearly Sep 18, 2020 - Sep 18, 2021	1	\$24.00

Payment Method: Visa **** 0914	Subtotal	\$24.00
	Total	\$24.00

Parent Commitment

APPROVED
Encore Second Approval - Senior Management
Ashlin Barkdull
General Executive Manager

APPROVED
Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer

001719



EXPENSE
PRE-APPROVED BY
Name: Denise
Date: 4/21/20

PURCHASE ORDER/CHECK REQUEST FORM

Date: 3/13/20

Location: HESPERIA/RIVERSIDE

Advisor's Name: Johnna Griffin

Team/Group/Class Account: Ambassadors

Date Needed By: 3/13/20

Item Description: Must attach Invoice & Image(s) Brownie Bite Fundraiser

By Internet

Website Info: browniebitefundraiser.com

User Name: _____ Password: _____

Invoice/Order Number: _____ Total: \$ 105⁰⁰

By Phone

APPROVED
PD 9/21/20 card # 7974
Encore Second Approval - Senior Management
Ashlin Barkdull
General Executive Manager

Contact Name: _____ Contact Phone #: _____

Reference #: _____ Total: \$ _____

By Check

Payable to: _____ Total: \$ _____

Give check to the Advisor? Yes/No

Mail check to company? Yes/No

Address: Encore First Approval - Administration

APPROVED
Kelsey White
Central Bookkeeping Manager

APPROVED
Encore Final Approval - Board / CEO
Denise Griffin

Please attach any other information needed. Please submit to Ms. Joelle Schwartz. Please allow two weeks for processing.

OFFICE USE ONLY

Approved/Denied

Administrators Signature:

Date: 4/21/20

Corporate Office, 16955 Lemon Street, Hesperia, CA 92345. 760.949.2036. www.encorehighschool.com

Denise approved 4/21/20



001720

Joelle Schwarck <jschwarck@encorehighschool.com>

Invoice #3360 from Brownie Bite Fundraiser, Inc.

1 message

Brownie Bite Fundraiser, Inc. <mailer@waveapps.com>
Reply-To: thomas@browniebitefundraiser.com
To: jschwarck@encorehighschool.com

Fri, Mar 13, 2020 at 1:49 PM

EXPENSE
PRE-APPROVED BY
Name: Denise
Date: 4/21/20



Brownie Bite Fundraiser, Inc.

Invoice for \$105.00 due by Mar 13, 2020

Review & Pay

VISA | Bank Payment (ACH)

Denise approved 4/21/20

Back to Invoice



Payment Receipt

Invoice #3360

for Encore High School For The Arts
paid on Sept. 21, 2020

Brownie Bite Fundraiser, Inc.
27890 Clinton Keith Rd, Ste. D405
Murrieta, California 92562
United States
Tel: 760-344-3400
Mobile: 760-679-6977
browniebitefundraiser.com

Payment for Invoice #3360

Payment Amount: \$105.00 USD

PAYMENT METHOD: *7974

 Paid

Thanks for your business. If this invoice was sent in error, please
contact thomas@browniefundraiser.com



EXPENSE 001721

Ashlin Barkdull <abarkdull@encorehighschool.com>

PRE-APPROVED BY

Name: Denise

Order receipt for www.Rubberstamps.net order 1371100

orders@rubberstamps.net <orders@rubberstamps.net>
To: abarkdull@encorehighschool.com

Mon, Sep 21, 2020 at 3:41 PM

RUBBERSTAMPS.NET

Free Shipping
over \$30!
(domestic only)

Hello Ashlin,

Thank you for your order at www.rubberstamps.net, your package will be on its way soon! Once your package ships, we will send an email with a link to track your order. As every order is custom-made and made-to-order, please allow 1-2 business days to receive tracking information. If you have any questions about your order please contact us at questions@rubberstamps.net.

Note: This email was automatically generated. Please do not respond to this email address; it comes from our automated alert system, which is not monitored for responses.

Your order confirmation is below; thank you again for your business!

Payment Method:
Visa -7974 \$81.30

Order Number: 1371100
Order Time: 9/21/2020 5:41:01 PM
Current Status: Paid/Unshipped

Promotional Code(s): none

Billed To:
Ashlin Barkdull
Encore Education Corporation
16955 Lemon Street
Hesperia, CA 92345
United States
7609492036

Ship To:
Ashlin Barkdull
Encore Education Corporation
16955 Lemon Street
Hesperia, CA 92345
United States
7609492036

abarkdull@encorehighschool.com

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull
General Executive Manager

Ship Via: First-Class US Mail
5-10 business days

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

Special Instructions:
none
Gift Message:

Qty	SKU	Product Name	Unit Price
4	4929	Trodat 4929	\$18.95
		In Process	

SubTotal: \$75.80
 Tax: \$5.50
 Shipping: \$0.00
 Handling: \$0.00

001722

Grand Total: \$81.30

Connect with us!



Customer Service

Email questions@rubberstamps.net

EXPENSE

PRE-APPROVED BY OrderID-1371100_LineItem-1.jpg
17K

Name: _____

Date: _____

PRE-APPROVED BY

001723

Name: [Signature]

Date: 9-23



PLACE RECEIPT HERE

TAPE RECEIP

Dunn-Edwards Paints
Victorville Store
12475 Mariposa Rd Ste B
(760) 245-2442
** Cash Take **
EXCELSIOR CHARTER SCHOOL
Acct#: 331
DE# 2053218027
Color-Ark# 05353678195506

ITEM	QTY	PRICE
SSHL60-1-U-6 SPARTASHIELD Ext SG U Base (DE) DEA 187 BLACK	1	131.90T
PCF-R-L-6 AB 1343 Recovery Fee	1	1.60T
Subtotal		\$133.50
Sales Tax		\$10.35
Total		\$143.85
Debit Card		\$143.85
Auth Code: 001447		
DEBIT *7120		

ENV Data:
Entry Mode: Chip Read
App ID (AID): A0000000980840
App Resp Code: 00
Term Verif Results: 8080048000
Trans Status Indicator: 6800
Issuer App Data (IAD): 06010A03600000
Mode: ISSUER
Verification Method: PIN

Change \$0.00

*** CUSTOMER COPY ***
9/23/2020 10:55 Trans# 5367819
Cashier: Michael



ASB RECEIPT FORM

Store:

Dunn-Edwards Paint

Date:

9-23-20

Amount:

\$ 143.85

Reimbursed To:

Debit Card

ASB APPROVAL ONLY

Encore First Approval - Administration
Campus:
Joseph Thibodeaux
Student Services Manager

Event:

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin

Chief Executive Officer
Account Expensed:

Approval Signature

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin

Chief Operations Officer

Rev. 5/18

EXPENSE

001724

PRE-APPROVED BY

Joe Thibodeaux
9-24



PLACE RECEIPT HERE

TAPE RECEIPT

HARBOR FREIGHT TOOLS
Quality Tools at Remarkably Low Prices

HESPERIA CA #00006
11940 HESPERIA RD
HESPERIA, CA 92345
Telephone: (760) 949-0558

SALE

Customer Name: Joe Thibodeaux
Customer Number: 888019013659

56917 FOLDING LOCK-BACK UTIL K \$5.99

Subtotal \$5.99

Sales Tax 7.750% \$0.46

Total \$6.45

Debit \$6.45

Card No XXXXXXXXXXXX7120

Auth No 002604

US DEBIT

Chip Read

Verified By PIN

Mode Issuer

AID: A0000000980840

TVR: 8080048000

IAD: 06010A03600000

TSI: 6800

ARC: 00

Please Retain for Your Records

Store: 00006 Reg: 02 Tran: 671854

Date: 9/24/2020 12:44:17 PM Assoc: XXXXXX

Ticket: 02671854

Item(s) Sold: 1

Item(s) Returned: 0

Cesar served you today

Please see for complete list

TRADING

ASB RECEIPT FORM

Store:

Harbor Freight tools

Date:

9-24-20

Amount:

\$6.45

Reimbursed To:

Debit Card

ASB APPROVED

Encore First Approval - Administration Campus:

Joseph Thibodeaux
Student Services Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

Account Expensed:

Approval Signature

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
Chief Operations Officer



001725

Customer Number 82133
 AI Code 054307
 Invoice No EP97193468
 Date 07/17/2020
 Terms Upon Receipt
 Order Number 130941073
 PO Number
 Admin Year AP2020

Bill To

ENCORE HS FOR PERFORM VIS ARTS
 16955 Lemon Avenue
 Hesperia, CA 92345
 United States

ATTN: Candice Carter

EXPENSE
PRE-APPROVED BY
 Name: Denise
 Date: _____

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Used AP Examinations	103	85.00	8,755.00
AP Late Order Fee Surcharge	3	40.00	120.00
AP College Board Fee Reduction	36	32.00	(1,152.00)
SUB-TOTAL			\$7,723.00
SHIPPING & HANDLING			0.00
SALES TAX			0.00
NET TOTAL			\$7,723.00
CREDITS			0.00
PAYMENTS			(3,123.20)
CURRENT NET BALANCE			\$4,599.80

APPROVED
 Encore First Approval - Administration
Kelsey White
 Central Bookkeeping Manager

APPROVED
 Encore Final Approval - Board / CEO
Denise Griffin
 Chief Executive Officer

Customer Number: 82133

Invoice #EP97193468

Invoice Total: \$7,723.00

Make checks payable to "College Board".
 Please note remittance address change below.
 Detach this portion and return with payment to:

Balance: **4,599.80**

College Board
 P.O. Box 30171
 New York, NY 10087-0171
 Federal Tax ID: 13-1623965

Amount Enclosed : \$ 4,599.80

Questions about this invoice, please contact our Customer Service at:
 Phone: 877-274-6474
 Email: apexams@info.collegeboard.org

Encore Education Corporation

Debit Card Account
18955 Lemon Street
Hesperia, CA 92345
760-958-2832

WELLS FARGO BANK, NA
17442 Main St
Hesperia, CA 92345
11-4288/1210

6858

09/17/2020

PAY TO THE
ORDER OF

College Board

\$**4,599.80

Four thousand five hundred ninety-nine and 80/100

DOLLARS

The College Board
P. O. Box 30171
New York, New York 10087-0171



MEMO

⑈006858⑈ ⑆ 121042882⑆ [REDACTED] ⑈

Encore Education Corporation
09/17/2020

College Board

6858

Date	Type	Reference	Original Amount	Balance Due	Payment
09/17/2020	Bill		4,599.80	4,599.80	4,599.80
		Check Amount			4,599.80

ENCORE
JUNIOR/SENIOR
HIGH SCHOOL ARTS

Platinum Business C

4,599.80

Encore Education Corporation
09/17/2020

College Board

6858

Date	Type	Reference	Original Amount	Balance Due	Payment
09/17/2020	Bill		4,599.80	4,599.80	4,599.80
		Check Amount			4,599.80

PAYMENT
RECORD

Platinum Business C

4,599.80

001726



EXPENSE
PRE-APPROVED BY
Name: Denise
Date: 9/3/20

PURCHASE ORDER/CHECK REQUEST FORM

Date: 9/2/20

Location: HESPERIA/RIVERSIDE

Advisor's Name: Dylan Zamanis

Team/Group/Class Account: Mock Trial

Date Needed By: Prior September 18th, 2020

Item Description: Must attach invoice & image(s) Payment for participation in Mock Trial

By Internet

Website Info: _____

User Name: _____ Password: _____

Invoice/Order Number: _____ Total: \$ _____

By Phone

Contact Name: _____ Contact Phone #: _____

Reference #: _____ Total: \$ _____

By Check

Payable to: San Bernardino County Superintendent of Schools Total: \$ \$425.00, if prior to September 18th.

Give check to the Advisor? Yes/No Mail check to company? Yes/No

Address: Innovation & Engagement/Student Events—Mock Trial

601 North East Street, 1st Floor, San Bernardino, CA 92425

PD 9/1/20 chck# 6854

APPROVED
Please attach any other information needed. Please submit to Ms. Joelle Schwarck. Please allow two weeks for processing.

Encore First Approval - Administration

Kelsey White OFFICE USE ONLY
Central Bookkeeping Manager

Approved/Denied

Administrators Signature: _____ Date: 9/3/20

Corporate Office, 16955 Lemon Street, Hesperia, CA 92345. 760.949.2036 www.encorehighschool.com

Denise approved 9/3/20

APPROVED
Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

001727



INTENT TO PARTICIPATE NOTIFICATION EXPENSE

PRE-APPROVED BY
Name: Denise
Date: 9/13/20

- Yes, we will compete in the San Bernardino County Mock Trial Competition.
- We are a high school that is interested in forming a Mock Trial Team.

All coaches must attend Virtual Meeting
Tuesday, September 15, 2020
 Coaches will receive information and materials,
 and members from the County District Attorney's Office will present the case

Number of team(s) participating (maximum 2 teams per school)

Team registration fees: Early bird registration \$425 per team due September 18, 2020
 Regular registration \$575 per team due October 2, 2020

Make check and/or purchase order payable to: San Bernardino County Superintendent of Schools
 Mail to: Innovation & Engagement/Student Events – Mock Trial
 601 North E Street, 1st Floor • San Bernardino, CA 92415

Pay by check #: _____ Pay by purchase order #: _____

School Name: Encore High School
 District Name: Hesperia Unified School District
 Principal Name: Denise Griffin

Coach Name: Dylan Zamanis School: _____
 Phone: 760-956-2632
 Email Address: DZamanis@encorehighschool.com Cell Phone: [REDACTED]
 Assistant Coach Name: _____ School: _____
 Phone: _____

Email Address: _____
 Encore First Approval - Administration
Kelsey White
 Central Bookkeeping

Cell Phone: _____
 Encore Final Approval - Board / CEO
Denise Griffin
 Chief Executive Officer

Agreement/Statement of Understanding

All trials will be governed by the rules of the San Bernardino County Mock Trial Program. All participants in the Mock Trial competition must follow all rules and procedures as specified in the Mock Trial materials disseminated by the San Bernardino County Superintendent of Schools and the Constitutional Rights Foundation (CRF). Failure of any coach, member or affiliate of a team to adhere to the rules may result in disqualification of that team.

Principal Signature: [REDACTED] Date: 9/11/2020

This form must be signed and returned no later than September 4, 2020 to:
 Innovation & Engagement/Student Events
 601 North E Street, 1st Floor • San Bernardino, CA 92415
 Email: studentevents@sbcss.net • Phone: (909) 386-2630 • Fax: (909) 888-1235

Encore Education Corporation

Debit Card Account
16955 Lemon Street
Hesperia, CA 92345
760-956-2632

WELLS FARGO BANK, NA
17442 Main St
Hesperia, CA 92345
11-4288/1210

6854

09/11/2020

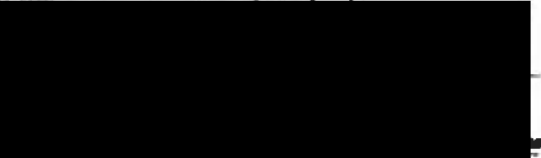
PAY TO THE ORDER OF San Bernardino County Superintendent of Schools

\$ **425.00

Four hundred twenty-five and 00/100

DOLLARS

San Bernardino County Superintendent of Schools
Innovation & Engagement Branch/Student Events - N
601 North E Street, 1st Floor
San Bernardino, CA 92415
United States



MEMO

Mock Trial

⑈006854⑈ ⑆221042882⑆

Encore Education Corporation
09/11/2020

San Bernardino County Superintendent of Schools

6854

Date 09/11/2020 Type Bill

Reference

Original Amount 425.00

Balance Due 425.00

Payment 425.00
425.00

Check Amount



Platinum Business C

425.00

Encore Education Corporation
09/11/2020

San Bernardino County Superintendent of Schools

6854

Date 09/11/2020 Type Bill

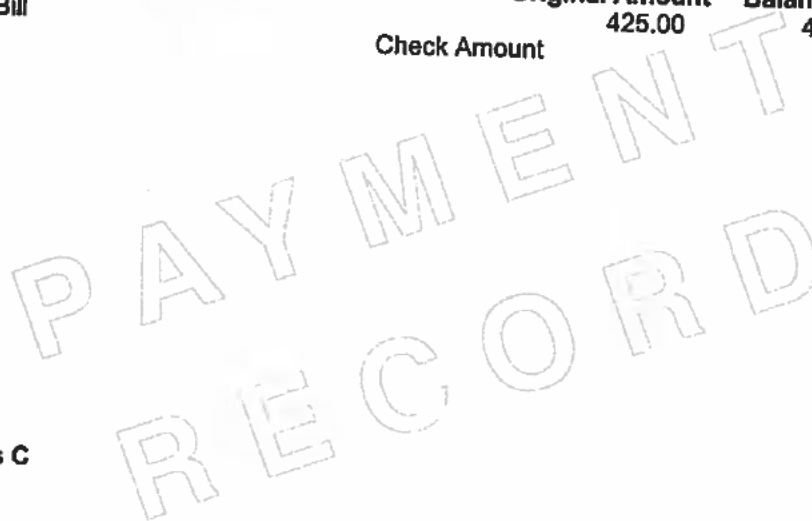
Reference

Original Amount 425.00

Balance Due 425.00

Payment 425.00
425.00

Check Amount



Platinum Business C

425.00

ENCORE

Junior & Senior High School for the Arts

Pre-Approval Stamp
EXPENSE
PRE-APPROVED BY
 Name: Denise
9/23/20

001728

Circle One:
ASB / General Fund



TAPE RECI

Apple Valley - 760-247-4111
 19201 Bear Valley Rd
 Apple Valley, California 92308-6763
 09/25/2020 11:42 AM

O STAPLES



GROCERY			
231101288	DONUT SHOP	NF	\$43.32
	3 @ \$14.44 ea		
	Regular Price \$16.99		
HOME			
066060016	DOOR MAT	T	\$12.99
KITCHEN			
072081052	DISPOSABLE C	T	\$4.99
LAUNDRY CLEANING AND CLOSET			
070120112	SHELF LINER	T	\$11.99
	2 @ \$5.99 ea		
003030520	CLN TOOLS	T	\$5.99
003050502	Mean Green	T	\$2.99
072080663	KEURIG	T	\$9.74
	Regular Price \$12.99		
003050542	UP AND UP	T	\$5.59
002050878	HANGERS	T	\$20.00
	10 @ \$2.00 ea		
NON RETAIL			
004100019	TARGET BAG	N P	\$0.00
	Bag Fee		\$0.10
	SUBTOTAL		\$117.69
	T = CA TAX 7.75000 on \$50.28		\$5.76
	TOTAL		\$123.45
	*0914 DEBIT TOTAL PAYMENT		\$123.45
	AID: A0000000980840		
	US DEBIT		

VENDOR:

Target

DATE OF PURCHASE:

9/23/20

AMOUNT:

\$123.45

REIMBURSE TO / ACCOUNT:

MAINTENANCE

ADMIN APPROVAL ONLY

PURPOSE:

MAINTENANCE

FIRST APPROVAL

APPROVED
 Encore Second Approval - Senior Management
Ashlin Barkdull
 General Executive Manager

SECOND APPROVAL

APPROVED
 Encore Final Approval - Board / CEO
Denise Griffin
 Chief Executive Officer

\$3.25

Fee may not be refundable

REC#2 0269-0939-0080-2621-3 VCD#752-168-834

Help make your Target Run better.
 Take a 2 minute survey about today's trip

informtarget.com
 User ID: 7973 0906 1991
 Password: 973 787

CUENTENOS EN ESPAÑOL

Please take this survey within 7 days

001729



Details for Order #111-1602076-8343417

EXPENSE

Order Placed: September 24, 2020
PO number : Class Supplies - H
Amazon.com order number: 111-1602076-8343417
Order Total: \$193.42

PRE-APPROVED I

Name: Denise
Date: 9-24-20

Not Yet Shipped

Items Ordered

Price

2 Of: D'Addario EJ16-3D Phosphor Bronze Acoustic Guitar Strings, Light Tension - Corrosion-Resistant Phosphor Bronze, Offers a Warm, Bright and Well-Balanced Acoustic Tone - Pack of 3 Sets Sold by: Amazon.com Services LLC Condition: New	\$16.99
8 Of: D'Addario Classical Guitar Strings (EJ27N-3D) Sold by: Amazon.com Services LLC (seller profile) Business Price Condition: New	\$18.19

Shipping Address:

Kelsey
16955 LEMON ST
HESPERIA, CA 92345-5139
United States

Shipping Speed:

FREE Shipping

Payment information

Payment Method:

Visa | Last digits: 3686

Billing address

Kelsey
16955 Lemon Street
Hesperia, California 92345
United States

Item(s) Subtotal:	\$179.50
Shipping & Handling:	\$7.63
Promotion applied:	-\$7.63
<hr/>	
Total before tax:	\$179.50
Estimated Tax:	\$13.92
<hr/>	
Grand Total:	\$193.42

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin

Chief Operating Officer

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin

Chief Executive Officer

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APPROVED

Encore First Approval - Administration

Kiara Sampson

Associated Student Body Manager

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager



Kelsey White <kwhite@encorehighschool.com>

EXPENSE
PRE-APPROVED BY

Guitar strings

Nikola Chekardzhikov <nche kardzhikov@encorehighschool.com>
To: Kelsey White <kwhite@encorehighschool.com>

Hi Kelsey,

That would be great! Thank you!
Below are the strings that I usually get for the classes:

Nylon strings 24 sets



D'Addario EJ27N Student Nylon Classical Guitar Strings, Normal Tension
Want the D'Addario Sound? Get the D'Addario Sound!
★★★★★ 5 (12) ratings / 22 answered questions
See all D'Addario Questions
List Price: \$14.99
Price: \$5.95 (48% Off) (Save \$9.04) (48% Off)
New Value: \$4.00 (33% Off)
Thank you for being a repeat member. Get \$1.25 off any \$10.00 or more. Applies to the Amazon Standard Prime List. Terms apply.
Normal Tension
Hard Tension
Normal Tension, 1/2
Normal Tension, 3/4
1 Pack
1 Pack
1 Pack

Steel Strings: 2x3 sets (multipack)



D'Addario E118-3D Phosphor Bronze Acoustic Guitar Strings, Light Tension - Corrosion-Resistant Phosphor Bronze, Offers a Warm, Bright and Well-Balanced Acoustic Tone - Pack of 3 Sets
★★★★★ 17 (29) ratings / 216 answered questions
See all D'Addario Questions
Price: \$16.99 (48% Off) (Save \$8.00) (48% Off)
Get \$7.00 off instantly. Pay only \$9.99. (48% off) (Save \$7.00) (48% Off) (48% Off) (48% Off)
New Value: \$9.99 (41% Off)
Available at a lower price from other sellers, potentially without free Prime shipping.
1 Pack
1 Pack
1 Pack
Light, 12-53

Thanks again,

Nikola Chekardzhikov
Music Department Chair & Guitar Instructor
Encore Education Corporation

Name: Denise
Date: 09/24/2020

Class Supplies

Thu, Sep 24, 2020 at 9:26 AM

001730

APPROVED

Encore Second Approval - Senior Management
Johnny Griffin
Chief Operations Officer

APPROVED

Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer

**NCR Silver**864 Spring St NW
Atlanta, GA 30308

Customer Care: 1-877-270-3475

001731 INVOICE

Invoice Date: 09/24/2020
Invoice #: INV04737286
Payment Terms: Due Upon Receipt
Due Date: 09/24/2020Account Information: Encore High School
16955 Lemon StHesperia, California
92345
United States(760) 605-3343
abarkdull@encorehighschool.com**EXPENSE**
PRE-APPROVED BY
Name: Denise
Date: _____**MY CHARGES**

Silver Account	Plan Name	Service Period	Qty	Unit Price	Subtotal	Tax	TOTAL
Encore High School A-S00071828	NCR Silver Essentials Service Plan, Monthly Fee, Annual Contract	09/24/2020-10/23/2020	1	\$79.00	\$79.00	\$0.00	\$79.00

MY DEVICES

Charge Number	Pricing	Allowance	Used	Overage
C-00604260	Free Device	0	0	0

INVOICE TOTALS

Gross Amount:	\$79.00
Discount:	\$0.00
Subtotal:	\$79.00
Tax:	\$0.00
Total:	\$79.00
Invoice Balance:	\$0.00

TRANSACTIONS ASSOCIATED TO THIS INVOICE

Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount
09/25/2020	P-00747280	Payment		(\$79.00)
Invoice Balance				\$0.00

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull
General Executive Manager**APPROVED**

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive OfficerPowered by **ZUORA**

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001732

Wix.com LTD
40 Namal Tel Aviv, 6350671
Israel

EXPENSE
PRE-APPROVED BY
Name: Contract
Date: _____

Issued to:
Denise Griffin
16955 Lemon Street Hesperia
US-CA United States
Encore Education Corporation

Invoice #767443993 | Sep 25, 2020 | Paid

Description	Site	Billing Period	Quantity	Amount
Premium Plan Business Basic	encorehighschool.com	Yearly Sep 25, 2020 - Sep 25, 2021	1	\$276.00

Payment Method: Visa **** 0914

Credit from previous purchase - \$151.89
Subtotal \$124.11

Total \$124.11

Parent Communicate

APPROVED
Encore Second Approval - Senior Management
Ashir Barkdull
General Executive Manager

APPROVED
Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer

Feel free to contact us:

wix.com/support

1-415-639-9034

wix.com/contact

001733



Pre-Approved Stamp
EXPENSE
PRE-APPROVED BY
 Name: Denise
 Date: 9-28-20

Circle One:
ASB / General Fund

PLACE RECEIPTS HERE
TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES

ARCO GASOLINE
ARCO AMPM 42575
14475 PALMDALE RD.
VICTORVILLE CA

ARCO42575001

DATE 09/28/20 20:45
 TRAN# 9089956
 PRLPAY TRAN# 1025594
 PUMP# 08
 SERVICE LEVEL: SELF
 PRODUCT: REGULAR
 GALLONS: 22.420
 PRICE/G: \$ 2.899
 FUEL SALE \$ 65.00
 debitfee \$0.35
 DEBIT \$65.35

THANK YOU
THANK YOU
FOR CHOOSING ARCO
COMMENTS?
CALL 1800 322-2726

VENDOR:

Arco

DATE OF PURCHASE:

9/28/20

AMOUNT:

965.35

REIMBURSE TO / ACCOUNT:

ADMIN APPROVAL ONLY

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
Chief Operations Officer

FIRST APPROVAL

APPROVED

Encore First Approval - Administration

Kiara Sampson
Associated Student Body Manager

SECOND APPROVAL

APPROVED

Encore First Approval - Administration

Kelsey White
Central Bookkeeping Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

001734
Sales Receipt



Costume Inventory Resources
PO Box 4345
Davis, CA 95617
855-468-8247
www.CostumeInventory.com

Order Date: 9/29/2020
Order ID #: 2462
Ordered By: WebStore
Payment Method: Credit Card
Payment Date: 9/29/2020

EXPENSE
PRE-APPROVED BY
Name: Denise
Date: _____

Sold to:
Encore High School
Denise Griffin
16955 Lemon St.
Hesperia, CA 92345

Item	Qty	Price	Discount:	Total	Taxable ?
Inv Tags: Iron-on 1.5" wide Starting # 7501	1,000	\$0.290	10.00%	\$261.00	<input checked="" type="checkbox"/>

Subtotal: \$261.00
Fresh Start 2020 - 10% Discount (\$29.66)
Sales Tax: 7.75% \$18.21
Shipping / Handling: \$0.00
Total: \$249.55
Payment Rec'd: \$249.55
Balance Due: \$0.00

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull
General Executive Manager

Thanks again for your order !

Margaret

Costume Inventory Resources provides free samples for testing tags and labels. Customers are responsible for thorough product testing of these tags / labels.

APPROVED
Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer

Order #1070 confirmed

1 message

RaveLight <Info@theravelight.com>
To: Kwhite@encorehighschool.com

EXPENSE

Tue, Sep 29, 2020 at 2:10 PM

PRE-APPROVED BY

Name: Denise
Date: 9-29-20

RaveLight

ORDER #1070

Thank you for your purchase!

Hi Kelsey, we're getting your order ready to be shipped. We will notify you when it has been sent.

[View your order](#) or [Visit our store](#)

Order summary



RaveLight Mini™ Official 2-Laser Portable Party Lights - UK Adapter × 2 **\$99.90**



RaveHaze™ 500W LED Smoke Machine - US Adapter × 2 **\$151.90**



RaveLight™ Official 9-Laser Professional Party Lighting - US Adapter × 2 **\$199.90**

Subtotal **\$451.70**

Shipping **\$0.00**

Taxes \$0.00

Total **\$451.70 USD**

Customer information



Shipping address

Kelsey White
16955 Lemon Street
Hesperia CA 92345
United States

Billing address

Kelsey White
16955 Lemon Street
Hesperia CA 92345
United States

Shipping method

Free Shipping  (5-12 business days) 

Payment method

ending with 3686 — \$451.70

If you have any questions, reply to this email or contact us at Info@theravelight.com

APPROVED
Encore First Approval - Administration
Kelsey White
Central Bookkeeping Manager

APPROVED
Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer

APPROVED
Encore Second Approval - Senior Management
Johnny Griffin
Chief Operations Officer

APPROVED
Encore First Approval - Administration
Kiara Sampson
Associated Student Body Manager



001736

EXPENSE

PRE-APPROVED BY

Name: Denise

Final Details for Order #113-8992783-4867469 Date: 9-29-20

Order Placed: September 29, 2020
PO number : ASB Gen
Amazon.com order number: 113-8992783-4867469
Order Total: \$43.10

Shipped on September 29, 2020	
Items Ordered	Price
1 of: Party City Pennywise Mask Halloween Costume Accessory for Adults, IT Chapter 2, Standard Size Sold by: Weyu (seller profile) Condition: New	\$40.00
Shipping Address: Kelsey 16955 LEMON ST HESPERIA, CA 92345-5139 United States	Item(s) Subtotal: \$40.00 Shipping & Handling: \$0.00 ----- Total before tax: \$40.00 Sales Tax: \$3.10 -----
Shipping Speed: Standard Shipping	Total for This Shipment: \$43.10 -----

Payment information	
Payment Method: Visa Last digits: 3686	Item(s) Subtotal: \$40.00 Shipping & Handling: \$0.00 -----
Billing address Kelsey 16955 Lemon Street Hesperia, California 92345 United States	Total before tax: \$40.00 Estimated Tax: \$3.10 ----- Grand Total: \$43.10

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

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Encore Second Approval - Senior Management

Johnny Griffin
Chief Operations Officer

APPROVED
Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

APPROVED
Encore First Approval - Administration
Kelsey White
Central Bookkeeping Manager

APPROVED
Encore First Approval - Administration
Kiara Sampson
Associated Student Body Manager



001737

Final Details for Order #113-6909939-0629017

EXPENSE

PRE-APPROVED BY

Order Placed: September 29, 2020
PO number : ASB Gen
Amazon.com order number: 113-6909939-0629017
Order Total: \$32.27

Name: Denise
Date: 9-29-20

Shipped on September 29, 2020	
Items Ordered	Price
1 Of: Rubie's Men's Annabelle Horror Mask with Wig, Multicolor, One Size Sold by: American Empire 2015 (seller profile) Condition: New	\$29.95
Shipping Address: Kelsey 16955 LEMON ST HESPERIA, CA 92345-5139 United States	Item(s) Subtotal: \$29.95 Shipping & Handling: \$0.00 Total before tax: \$29.95 Sales Tax: \$2.32
Shipping Speed: Economy Shipping	Total for This Shipment: \$32.27

Payment Information	
Payment Method: Visa Last digits: 3686	Item(s) Subtotal: \$29.95 Shipping & Handling: \$0.00
Billing address Kelsey 16955 Lemon Street Hesperia, California 92345 United States	Total before tax: \$29.95 Estimated Tax: \$2.32 Grand Total: \$32.27

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

APPROVED

Encore Final Approval - [Conditions of Use](#) | [Privacy Notice](#) © 1996-2020 Amazon.com, Inc. or its affiliates. Senior Management

Denise Griffin
Chief Executive Officer

APPROVED

Johnny Griffin
Chief Operations Officer

APPROVED

Encore First Approval - Administration

Kelsey White
Central Bookkeeping Manager

APPROVED

Encore First Approval - Administration

Kiara Sampson
Associated Student Body Manager

EXPENSE

001738

PRE-APPROVED BY



Name: [Signature]

Date: 9-30

PLACE RECEIPT HERE

TAPE RECEIPT FLAT DO NOT FOLD - NO STAPLES

ARC04231800
16815 MAIN ST
HEPERIA CA
ARC042318001

DATE 9/30/20 12:45
TRAN# 9047322
PUMP# 04
SERVICE LEVEL: SELF
PRODUCT: REGULAR
GALLONS: 16.671
PRICE/G: \$2.999
FUEL SALE \$50.00
debitfee \$0.35
DEBIT \$50.35

FinalSale Receipt
DEBIT \$50.35
Payment from Primary
Account
*****7120
Auth #: 007945
Odometer:
Resp Code: 000
Stan: 0084301575
Reference:731
APPNAME US DEBIT
AID : A0000000980040
APP CRYPTOGRAM :
ARQC EF47D538611BFE1
g
ENTRY : Insert
PIN USED
SITE ID: ARC04231800
1

THANK YOU
THANK YOU
FOR CHOOSING ARCO
COMMENTS?
CALL 1800-322-2726

ASB RECEIPT FORM

Store:

Arco Gasoline

Date:

9-30-20

Amount:

\$50.35

Reimbursed To:

Debit Card

ASB APPROVAL ONLY

Encore First Approval - Administration
Campus:
Joseph Thibodeaux
Student Services Manager [Signature]

Event:

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer
Account Expensed:

Approval Signature

APPROVED

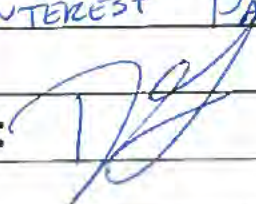
Encore Second Approval - Senior Management

Johnny Griffin
Chief Operations Officer

001745



BANK CHARGE FORM

Date: 9-30-20
Bank Charge: \$.14
Reason: INTEREST PAYMENT
Completed by: 

Reviewed by:	
FIRST APPROVAL: APPROVED Encore First Approval - Administration Joseph Thibodeaux Student Services Manager	SECOND APPROVAL: APPROVED Encore Final Approval - Board / CEO Denise Griffin Chief Executive Officer

Scanned by:

Submission Date:

DEBIT CARD USAGE REPORTS BY CARD NUMBER

The student services debit account is used for on campus purchases where other means of purchasing (invoice, check, etc.) is not feasible. Each debit card is reconciled monthly by the assigned user of the debit card. It is important to note that other people might use the debit cards contained in these reports, but it is the responsibility of the assigned card holder to reconcile the card every month. The following reports outline each individual card.

Each card report will have the following information:

The reconciliation report compiled using the bank statement

Receipts / backup documentation for each debit or credit (chronologically)

Name: <u>JOSEPH THIBODEAUX</u>			Credit Card: 7120
Reconciliation Month: September 2020			
Date	Vendor	Purpose	Amount
9/2/20	Shop n Go	FUEL	24.81
9/9/20	Shop n Go	FUEL FOR VAN (LUNCH DELIVERY)	60.00
9/9/20	Home Depot	PAINT SUPPLIES FOR D-12-F	43.68
9/9/20	Dunne Edwards	PAINT FOR D-12 + F	296.92
9/14/20	Shop n Go	FUEL	90.00
9/21/20	Costco	FUEL	51.00
9/23/20	Dunne Edwards	PAINT	143.85
9/24/20	Harbor Freight	UTILITY KNIFE	6.45
9/30/20	Arco	FUEL	50.35

APPROVED

Encore First Approval - Administration

Joseph Thibodeaux
Student Services Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
Chief Operations Officer

PRE-APPROVED BY

Name: [Signature]

Date: 9-2



PLACE RECEIPT HERE

TAPE RECEIPT FLAT DO NOT FOLD - NO STAPLES

ASB RECEIPT FORM

Store:

SHOP & GO MOBIL

Date:

9-2-20

Amount:

\$24.81

Reimbursed To:

DEBIT CARD

SHOP N GO
FG06145364001
11254 I AVE
HESPERIA , CA
92345
09/02/2020 360259170
01:21:36 PM

XXXXXXXXXXXXXXXX7120
Debit
INVOICE 036742
AUTH 039622

PUMP# 2
Regular CR 8.0586
PRICE/GAL \$3.079

FUEL TOTAL \$ 24.81

DEBIT \$ 24.81

Customer-activated Purchase Capture
Site #: 0000000009020002
Shift Number 1
Sequence Number 41163
Swiped
APPROVED 039622

Tell us about
your visit | Visit
www.myencoremobil.com
visit.com

ASB APPROVAL ONLY

APPROVED ^{Campus:}

Encore First Approval - Administration

Joseph Thibodeaux
Student Services Manager

Event:

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
Account Expensed:
Chief Operations Officer

Approval Signature

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

APPROVED

Johnny Griffin
Chief Operations Officer

EXPENSE

PRE-APPROVED BY

Name: [Signature]

Date: 9-9



PLACE RECEIPT HERE

TAPE RECEIPT FLAT DO NOT FOLD - NO STAPLES

SHOP N GO MART
11254 I AVE
HESPERIA CA 92345

SHOP N GO
11254 I AVE
HESPERIA CA 92345
FG06145364001

09/09/2020 8:46:49 AM
Register: 2 Trans #: 7061 Op ID: 11
Your cashier: Cashier

*** PREPAID RECEIPT ***

Regular CR	PUMP# 8	\$60.00	99

Subtotal =		\$60.00	
Tax =		\$0.00	

Total =		\$60.00	
Change Due =		\$0.00	
Debit		\$60.00	

XXXXXXXXXXXX7120 Debit
INVOICE: 039434
AUTH 088458

POS Authorization Only
Site #: 00000000923392
Shift Number 1
Sequence Number 44326
Chip Read
US DEBIT
Mode: Issuer
AID: A0000000980640
TVR: 8080048000
IAD: 06010A03600000
TSI: 6800
ARC: 00
APPROVED BY: [Signature]
VERIFY BY PIN

ASB RECEIPT FORM

Store: Shop n Go Mohol

Date: 9-09-20

Amount: \$60.00

Reimbursed To: Debit Card

ASB APPROVAL ONLY

Campus:
APPROVED
Encore First Approval - Administration
Joseph Thibodeaux
Student Services Manager *[Signature]*

Event:
APPROVED
Encore Final Approval - Board / CEO
Denise Griffin
Account Expensed Officer

Approval Signature
APPROVED
Encore Second Approval - Senior Management
Johnny Griffin
Chief Operations Officer

PRE-APPROVED BY

Name: [Signature]
Date: 9-9



PLACE RECEIPT HERE

TAPE RECEIPT F

0665 00053 77635 09/09/20 09:14 AM
SALE CASHIER SUSANA

077089143232 3X3/8 IN KNI <A> <M>
BETTER 3 X 3/8 IN KNIT 2PK
203.97 7.94
MAX REFUND VALUE \$7.14/2

022384963290 6PCWKCOCOVER <A> <M> 12.48
GOOD 9 X 3/8 IN KNIT POLY ROLLER 6PK
MAX REFUND VALUE \$11.24

6953781016033 2"UTLTYBRUSH <A> <M>
ECON 2.0 FLAT BASIC BRUSH
203.27 6.54
MAX REFUND VALUE \$5.88/2

077089181357 3"UTLTYBRUSH <A> <M>
ECON 3.0 FLAT BASIC BRUSH
204.57 9.14
MAX REFUND VALUE \$8.23/2

071497176196 TRAY LINER <A> <M>
WSTR 11 IN DLX TRAY LINER 3PK -CLEA
302.98 8.94
MAX REFUND VALUE \$8.05/3

-----10% off Military Discount-----
45.04 10% off Military Discount -4.50
-----MUST RETURN ALL ITEMS FOR A FULL REFUND-----

SUBTOTAL 40.54
SALES TAX 3.14
TOTAL \$43.68
XXXXXXXXXX07120 DEBIT
USDS 43.68

AUTH CODE 000094
Chip Read
ATU A0000000980840

Verified By PIN
US DEBIT

<M> = Military Appreciation

0665 09/09/20 09:14 AM



0665 53 77635 09/09/2020 9889

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 180 03/08/2021

Due to COVID-19, we have extended our returns policy for most items. Please see homedepot.com for details.

DID WE NAIL IT?

Take a short survey for a chance TO WIN A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: H88 156224 155612
PASSWORD: 20459 155559

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on homedepot.com

ASB RECEIPT FORM

Store: Home Depot

Date: 09-09-20

Amount: \$43.68

Reimbursed To: Debit Card

ASB APPROVAL ONLY

APPROVED

Encore First Approval - Administration

Joseph Thibodeaux
Student Services Manager *JTH*

Event:

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin

Chief Executive Officer
Account Expensed

APPROVED Approval Signature

Encore Second Approval - Senior Management

Johnny Griffin
Chief Operations Officer

EXPENSE

PRE-APPROVED BY ENCORE ASB
JUNIOR SENIOR HIGH SCHOOL AM

Name: [Signature]
Date: 9/9

PLACE RECEIPT HERE

FAPE RECTH

12475 Mariposa Rd Ste B
(760) 245-2442
** Cash Take **
EXCELSIOR CHARTER SCHOOL
Acct# 331
DEN 2053217239
Color-Ark# 05353666183002

ITEM	QTY	PRICE
SSHL10-0-L-5 SPARTASHIELD Ext FL L Base [DE] DE 6354 GRAY WOLF	1	119.69T
PCF-R-L-5 AB 1343 Recovery Fee	1	1.60T
EVSH30-3-U-5 EVERSHIELD Ext ES U Base [DE] DET 401 JAZZ BERRY JAH (A)B	1	152.66T
PCF-R-L-5 AB 1343 Recovery Fee	1	1.60T
Subtotal		\$275.55
Sales Tax		\$21.37
Total		\$296.92

Debit Card \$296.92
Auth Code: 001917
DEBIT *7120

EMV Data:
Entry Mode: Chip Read
App ID (AID): A0000000980840
App Resp Code: 00
Term Verif Results: 8080048000
Trans Status Indicator: 6800
Issuer App Data (IAD): 06010A03600000
Mode: ISSUER
Verification Method: PIN

Change \$0.00

Purchase Order # [illegible]

Location: 053-2-1 Trans#: 5366629
9/9/2020 09:39 Cashier: Pabl



ASB RECEIPT FORM

Store: Dunn-Edwards Paint

Date: 09-09-20

Amount: \$296.92 ^{SPM}

Reimbursed To: Debit Card

ASB APPROVAL ONLY

APPROVED
Campus:
Encore First Approval - Administration
Joseph Thibodeaux
Student Services Manager *JTH*

APPROVED
Event:
Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer

Account Expensed:

Approval Signature

APPROVED
Encore Second Approval - Senior Management
Johnny Griffin
Chief Operations Officer

PRE-APPROVED BY

Name: [Signature]
Date: 9-14-20



PLACE RECEIPT HERE

TAPE RECEIPT FLAT DO NOT FOLD - NO STAPLES

F00014558425
11254 I AVE
HESPERIA, CA
92345
09/14/2020 360264644
01:19:04 PM

XXXXXXXXXXXXXXXX7120
Debit
INVOICE 041772
AUTH 096234

PUMP# 8
Regular CR 29.230G
PRICE/GAL \$3.079

FUEL TOTAL \$ 90.00

DEBIT \$ 90.00

Customer-activated Purchase/Capture
Site #: 0505026560323302
Draft Number 1
Sequence Number 47682
Swiped
APPROVED 096234

Tell us about
your visit ! Visit
www.myexxonmobil.com
visit.com

ASB RECEIPT FORM

Store: shop n Go Mobil

Date: 9-14-20

Amount: \$ 90.00

Reimbursed To: Debit Card

ASB APPROVAL ONLY

APPROVED

Campus:
Encore First Approval - Administration
Joseph Thibodeaux
Student Services Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin

Chief Executive Officer

Account Expensed:

Approval Signature

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin

Chief Operations Officer

Rev. 5/18

PRE-APPROVED BY

Name: [Signature]
Date: 9-21



PLACE RECEIPT HERE

TAPE RECEIPT FLAT



Costco #1010
14555 Valley Center Dr
Victorville, CA 92392

Member# 111748605283
Invoice# 92679
Date: 09/21/20
Time: 07:16
Auth# 229361

DB Acct #
*****7120

Pump Gallons Price
5 16.782 \$ 3.039

Product Amount
Premium \$ 51.00

Total Sale \$ 51.00

SALE- Card Swiped
Approved
TranID# 026505092679

Thank you
For your purchase of
Kirkland Signature
Fuel
Visit Costco.com
Search Fuel

ASB RECEIPT FORM

Store: Costco Wholesale

Date: 9-21-20

Amount: \$ 51.00

Reimbursed To: Debit Card

ASB APPROVAL ONLY

APPROVED

Campus:
Encore First Approval - Administration
Joseph Thibodeaux
Student Services Manager *[Signature]*

APPROVED

Event:
Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

Account Expensed:

Approval Signature

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
Chief Operations Officer
REV: 5/18

PRE-APPROVED BY

Name: [Signature]
Date: 9-23



PLACE RECEIPT HERE

TAPE RECLIP

Dunn-Edwards Paints
Victorville Store
12476 Mariposa Rd Ste B
(760) 245-2442
** Cash Take **
EXCELSIOR CHARTER SCHOOL
Acct# 331
DE# 2053218027
Color-Ark# 05353678195506

ITEM	QTY	PRICE
SSHL60-1-U-6	1	131.90T
SPARTASHIELD Ext SG U Base (DE) DEA 187 BLACK		
PCF-R-L-6	1	1.60T
AB 1343 Recovery Fee		
Subtotal		\$133 50
Sales Tax		\$10 35
Total		\$143 85
Debit Card		\$143 85
Auth Code: 001447 DEBIT #7120		

ENV Data:
Entry Mode Chip Read
App ID (AID) A0000000980840
App Resp Code: 00
Term Verif Results: 8080048000
Trans Status Indicator 6800
Issuer App Data (IAD) 06010A03600000
Made ISSUER
Verification Method PIN
Change \$0.00

*** CUSTOMER COPY ***
9/23/2020 10:56 Trans#: 5367819
Cashier: Michael
053-05367819

ASB RECEIPT FORM

Store: Dunn-Edwards Paint

Date: 9-23-20

Amount: \$ 143.85

Reimbursed To: Debit Card

ASB APPROVAL ONLY

Encore First Approval - Administration
Campus
Joseph Thibodeaux
Student Services Manager

APPROVED
Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

Account Expensed:

Approval Signature

APPROVED

Encore Second Approval - Senior Management
Johnny Griffin
Chief Operations Officer
Rev. 5/18

EXPENSE

PRE-APPROVED BY

Name: 9-24



PLACE RECEIPT HERE

PLACE RECEIPT HERE

ASB RECEIPT FORM



HESPERIA CA 90006
11940 HESPERIA RD
HESPERIA, CA 92345
Telephone: (760) 949-0558

SALE

Customer Name: Joe Thibodeaux
Customer Number: 888019013659

56917 FOLDING LOCK-BACK UTIL K \$5.99
Subtotal \$5.99
Sales Tax 7.750% \$0.46
Total \$6.45

Debit \$6.45

Card No XXXXXXXXXXXXX7120

Auth No 002604

US DEBIT

Chip Read

Verified By PIN

Mode Issuer

AID: A0000000980840

TVR 8080048000

IAD 06010A03600000

TSI 6800

ARC 00

Please Retain for Your Records

Store: 00006 Res: 02 Tran: 671854

Date: 9/24/2020 12:44:17 PM Assoc: XXXXXX

Ticket: 02671854

Item(s) Sold: 1

Item(s) Returned: 0

Cesar served you today.



Store:

Harbor Freight Tools

Date:

9-24-20

Amount:

\$6.45

Reimbursed To:

Debit Card

ASB APPROVED

Encore First Approval - Administration Campus:

Joseph Thibodeaux
Student Services Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

Account Expensed:

Approval Signature

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
Chief Operations Officer

EXPENSE

PRE-APPROVED BY

Name: _____

Date: 9-30



PLACE RECEIPT HERE

TAPE RECEIPT FLAT DO NOT FOLD - NO STAPLES

ARC042318001
16815 MAIN ST
HEPERIA CA
ARC042318001

DATE 9/30/20 12:45
TRAN# 9047322
PUMP# 04
SERVICE LEVEL: SELF
PRODUCT: REGULAR
GALLONS: 16.671
PRICE/G: \$2.999
FUEL SALE \$50.00
debitfee \$0.35
DEBIT \$50.35

FinalSale Receipt
DEBIT -\$50.35
Payment from Primary
Account
*****7120
Auth #: 007945
Odometer:
Resp Code: 000
Stan: 0004301575
Reference:731
APPNAME US DEBIT
AID : A0000000980840
APP CRYPTOGRAM :
ARC EF47D53B611BFE1
9
ENTRY : Insert
PIN USED

SITE ID: ARC04231800
1

THANK YOU
THANK YOU
FOR CHOOSING ARCO
COMMENTS?
CALL 1800-322-2726

ASB RECEIPT FORM

Store:

Arco Gasoline

Date:

9-30-20

Amount:

\$50.35

Reimbursed To:

Debit Card

ASB APPROVAL ONLY

Encore First Approval - Administration
Campus
Joseph Thibodeaux
Student Services Manager

APPROVED
Event
Encore Final Approval - Board / CEC
Denise Griffin
Chief Executive Officer

Account Expensed:

Approval Signature
APPROVED
Encore Second Approval - Senior Management
Johnny Griffin
Chief Operations Officer

Name: <i>DENISE GRIFFIN</i>			Credit Card: 0914
Reconciliation Month: September 2020			
Date	Vendor	Purpose	Amount
9/3/20	The Box	<i>CALPADS</i>	15.00
9/8/20	Wix.com	<i>PARENT COMMUNICATION</i>	59.00
9/8/20	Target	<i>CLASS SUPPLIES - COSTUMES</i>	81.41
9/10/20	Quickbooks	<i>ACCOUNTING</i>	25.00
9/21/20	Learnworlds	<i>COVID - CURRICULUM</i>	990.00
9/22/20	Wix.com	<i>PARENT COMMUNICATION</i>	24.00
9/25/20	Target	<i>MAINTENANCE</i>	123.45
9/29/20	Wix.com	<i>PARENT COMMUNICATION</i>	124.11



EXPENSE
PRE-APPROVED BY
 Name: CONTRACT
 Date: _____

INVOICE

INV08122313
 PO Number:

Sold To:
 dg@officerteam.com
 Denise Griffin

Account Number: B01330213
 Invoice Number: INV08122313
 PO Number:

Bill To:
 dg@officerteam.com
 Denise Griffin
 16955 Lemon Street

Invoice Date: 08/02/2020
 Payment Due By: 08/02/2020
 Payment Terms: Due Upon Receipt
 Payment Method: CreditCard

Hesperia California 92345
 United States

Service	Unit Price	Quantity	Subtotal	Tax	TOTAL
Starter Licenses Service Period: 08/02/2020-09/01/2020	\$5.00	3	\$15.00	\$0.00	\$15.00
				Invoice Subtotal:	\$15.00
				Tax:	\$0.00
				Total:	\$15.00
				Balance Due:	\$0.00
				Currency:	USD

Payments and Adjustments				
Transaction Date	Transaction Number	Transaction Type	Notes	Applied Amount
08/02/2020	P-09212135	Payment		(\$15.00)
Balance Due:				\$0.00

Please note that failure to pay this invoice by the due date provided may result in suspension of services and the accrual of a late fee as outlined in the Box Service Agreement.

Payments remitted without reference to relevant invoice number(s) will not be processed and will be returned.

Need to Update your Credit Card?
 Submit new billing information securely
 online at: <https://www.box.com/update>
 (be sure to login as the Box administrator)

Account Number: B01330213
 Invoice Date: 08/02/2020
 Invoice Number: INV08122313
 Payment Due Date: 08/02/2020
 Total Amount Due: \$0.00
 Amount Enclosed: _____

APPROVED
 Encore Second Approval - Senior Management
Ashlin Barkdull
 General Executive Manager

APPROVED
 Encore Final Approval - Board / CEO
Denise Griffin
 Chief Executive Officer

Copy of our W-9: billing.app.box.com/W-9

General billing inquiries: <https://community.box.com/>
 For additional billing assistance or to pay by credit card, submit a case by visiting:
<https://cloud.box.com/SubmitCase> or call us at:
 1-877-729-4269

Box Inc. | 900 Jefferson Ave, Redwood City, CA 94063



Wix.com LTD
40 Namal Tel Aviv, 6350671
Israel

EXPENSE
PRE-APPROVED BY
Name: CONTRACT
Date: _____

Issued to:
Denise Griffin
16955 Lemon Street Hesperia
US-CA United States
Encore Education Corporation

Invoice #750916331 | Sep 4, 2020 | Paid

Description	Site	Billing Period	Quantity	Amount
Ascend Ascend Unlimited	encorehighschool.com	Monthly Sep 4, 2020 - Oct 4, 2020	1	\$59.00

Payment Method: Visa **** 0914

Subtotal \$59.00

Total \$59.00

WEBSITE

APPROVED
Encore Second Approval - Senior Management
Ashlin Barkdull
General Executive Manager

APPROVED
Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer

Feel free to contact us:

wix.com/support

1-415-639-9034

wix.com/contact

ENCORE

Junior & Senior High School for the Arts

Pre-Approval Stamp

EXPENSE

PRE-APPROVED BY

Name: Denise

Date: _____

Circle One:
ASB / General Fund

PLACE RECEIPTS HERE
TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES



Apple Valley - 760-247-4111
19201 Bear Valley Rd
Apple Valley, California 92308-6763
09/08/2020 12:09 PM



LAUNDRY CLEANING AND CLOSET			
003070044	SHOUT	T	\$2.99
003070068	SHOUT	T	\$5.59
003070539	OXICLEAN	T	\$8.99
003070387	Up&Up	T	\$5.99
003080058	ARM & HAMMER	T	\$11.99
002050080	HANGER 18 PK	T	\$40.00
	20 @ \$2.00 ea		

SUBTOTAL \$75.55
T = CA TAX 7.75000 on \$37.55 \$5.86
TOTAL \$81.41
*0914 DEBIT TOTAL PAYMENT \$81.41
AID: A0000000980840
US DEBIT

REC#2-0252-0939-0072-0983-2 VCD#756-164-946

Help make your Target Run better.
Take a 2 minute survey about today's trip

informatarget.com
User ID: 7974 7906 1992
Password: 790 168

CUÉNTENOS EN ESPAÑOL

Please take this survey within 7 days

VENDOR:

Target

DATE OF PURCHASE:

9/8/20

AMOUNT:

\$81.41

REIMBURSE TO / ACCOUNT:

CLASS SUPPLIES

ADMIN APPROVAL ONLY

PURPOSE:

Costume Class Cleaning Supplies

FIRST APPROVAL

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull
General Executive Manager

SECOND APPROVAL

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

Fwd: We received your QuickBooks subscription payment!

1 message

Denise Griffin <ceo@officerteam.com>
To: Kelsey White <kwhite@encorehighschool.com>

Tue, Nov 10, 2020 at 8:15 AM

Forwarded message

From: Intuit QuickBooks Team <intuit@notifications.intuit.com>
Date: Wed, Sep 9, 2020 at 4:35 AM
Subject: We received your QuickBooks subscription payment!
To: <ceo@officerteam.com>

Accounting



EXPENSE
PRE-APPROVED BY
Name: Contract
Date: _____

Payment success

Denise Griffin, thank you for your payment.

Invoice number: 1000164725915
Invoice date: 09/09/2020
Total: \$25.00
Payment method: VISA ending in 0914

Sign in to QuickBooks where you can see your billing history and view, save, and print your invoice.

[View billing history](#)

APPROVED
Encore Second Approval - Senior Management
Ashlin Barkdull
General Executive Manager

Account details

Billed to: Encore ASB
Company ID ending: 1556
Items on this invoice: QuickBooks Online Simple Start

APPROVED
Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer



LearnWorlds (CY) Ltd
 Gladstonos 120
 Foloune Building,
 2nd Floor, B1
 Limassol 3032
 Cyprus

EXPENSE
PRE-APPROVED BY
 Name: Denise
 Date: 9-19-20

INVOICE

Invoice # 3001-18210
 Invoice Date Sep 19, 2020
 Invoice Amount \$999.00 (USD)
 PAID

BILLED TO
 Denise Griffin
 Encore Education Corporation
 16955 Lemon Street
 Hesperia, California 92345
 United States
 760-949-2036

SUBSCRIPTION
 Billing Period Sep 19 to Oct 19, 2020
 Next Billing Date Oct 19, 2020
 School URL <https://www.encestudent.com>

DESCRIPTION	AMOUNT (USD)
Enterprise Plan	\$999.00

Total \$999.00
 Payments (\$999.00)
 Amount Due (USD) **\$0.00**

*LLMF
 COVID
 CURRICULUM*

PAYMENTS

\$999.00 was paid on 19 Sep, 2020 16:50 UTC by Visa card ending 0914.

NOTES

LearnWorlds (CY) Ltd is incorporated in Cyprus, European Union, with Company registration Number HE380294

APPROVED
 Encore Final Approval - Board / CEO
Denise Griffin
 Chief Executive Officer

APPROVED
 Encore First Approval - Administration
Julia Dolf
 Dean of Academic



Wix.com LTD
40 Namal Tel Aviv, 6350671
Israel

EXPENSE
PRE-APPROVED BY
Name: Contract
Date: _____

Issued to:
Denise Griffin
16955 Lemon Street Hesperia
US-CA United States
Encore Education Corporation

Invoice #762462041 Sep 18, 2020 Paid

Description	Site	Billing Period	Quantity	Amount
App Constant Contact Email Capture Lightbox	encorehighsc hool.com	Yearly Sep 18, 2020 - Sep 18, 2021	1	\$24.00

Payment Method: Visa **** 0914

Subtotal

\$24.00

Total

\$24.00

Parent Communication

APPROVED
Encore Second Approval - Senior Management
Ashlin Barkdull
General Executive Manager

APPROVED
Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer

Feel free to contact us:

wix.com/support

1-415-639-9034

wix.com/contact

ENCORE

Junior & Senior High School for the Arts

Pre-Approval Stamp
EXPENSE
PRE-APPROVED BY
 Name: Denise
 : 9/23/20

Circle One:
ASB / General Fund



TAPE RECI

Apple Valley - 760-247-4111
 19201 Bear Valley Rd
 Apple Valley, California 92308-6763
 09/25/2020 11:42 AM

O STAPLES



GROCERY
 231101288 DONUT SHOP NF \$43.32
 3 @ \$14.44 ea
 Regular Price \$16.99

HOME
 066060016 DOOR MAT T \$12.99

KITCHEN
 072081052 DISPOSABLE C T \$4.99
 LAUNDRY CLEANING AND CLOSET
 070120112 SHELF LINER T \$11.98
 2 @ \$5.99 ea

003030520 CLN TOOLS T \$5.99
 003050502 Mean Green T \$2.99
 072080663 KEURIG T \$9.74
 Regular Price \$12.99

003050542 UP AND UP T \$5.99
 002050878 HANGERS T \$20.00
 10 @ \$2.00 ea

NON RETAIL
 004100019 TARGET BAG N P \$0.00
 Bag Fee \$0.10

SUBTOTAL \$117.69
 CA TAX 7.75000 on \$50.28 \$5.76
 TOTAL \$123.45
 *0914 DEBIT TOTAL PAYMENT \$123.45
 AID: A0000000980840
 US DEBIT

VENDOR:

Target

DATE OF PURCHASE:

9/25/20

AMOUNT:

\$123.45

REIMBURSE TO / ACCOUNT:

MAINTENANCE

ADMIN APPROVAL ONLY

PURPOSE:

MAINTENANCE

FIRST APPROVAL

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull
 General Executive Manager

SECOND APPROVAL

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
 Chief Executive Officer

REC#2-0269-0939-0080-2621-3 VCD#752-168-834

Help make your Target Run better,
 Take a 2 minute survey about today's trip

informtarget.com
 User ID: 7973 0906 1991
 Password: 973 787

CUÉNTENOS EN ESPAÑOL

Please take this survey within 7 days



Wix.com LTD
40 Namal Tel Aviv, 6350671
Israel

EXPENSE
PRE-APPROVED BY
Name: Contract
Date: _____

Issued to:
Denise Griffin
16955 Lemon Street Hesperia
US-CA United States
Encore Education Corporation

Invoice #767443993 | Sep 25, 2020 | Paid

Description	Site	Billing Period	Quantity	Amount
Premium Plan Business Basic	encorehighschool.com	Yearly Sep 25, 2020 - Sep 25, 2021	1	\$276.00

Payment Method: Visa **** 0914

Credit from previous purchase - \$151.89
Subtotal \$124.11

Total \$124.11

Parent Communicate

APPROVED
Encore Second Approval - Senior Management
Ashlin Barkdull
General Executive Manager

APPROVED
Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer

Feel free to contact us:

wix.com/support

1-415-639-9034

wix.com/contact

Pre-Approval Stamp
EXPENSE
PRE-APPROVED BY
 Name: Unice
 Date: _____

Circle One:
ASB / General Fund

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 TAPE RECEIPT(S) FLAT -- DO NOT FOLD RECEIPT(S) AND NO STAPLES



Apple Valley - 760-247-4111
 19201 Bear Valley Rd
 Apple Valley, California 92308-6763
 10/16/2020 01:13 PM



HEALTH AND BEAUTY
 DE4190358 TAYLOR T \$19.99

	SUBTOTAL	\$19.99
T = CA TAX 7.75000 on \$19.99		\$1.55
	TOTAL	\$21.54
*0914 DEBIT TOTAL PAYMENT		\$21.54
	AID: A0000000980840	
	US DEBIT	

NOTICE: Some furniture products can expose you to chemicals known to the State of California to cause cancer, birth defects or other reproductive harm. Please check or product label for warning information

REC#2-0290-0939-0174-3845-4 VCD#751-160-745

Help make your Target Run better.
 Take a 2 minute survey about today's trip

infortarget.com
 User ID: 7970 9906 1982
 Password: 561 546

CUPTENOS EN ESPAÑOL

Please take this survey within 7 days

VENDOR:
Target

DATE OF PURCHASE:
10/16/20

AMOUNT:
21.54

REIMBURSE TO / ACCOUNT:

ADMIN APPROVAL ONLY

PURPOSE:
Class Supplies

FIRST APPROVAL

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull
 General Executive Manager

SECOND APPROVAL

APPROVE

Encore First Approval - A

Julia Do
 Dean of Acad

Name: Kiara Sampson			Credit Card: 3686
Reconciliation Month: September 2020			
Date	Vendor	Purpose	Amount
9/4/20	Smart n Final	Student goodie bags	127.92
9/9/20	Battery Mart	Battery for van	201.54
9/14/20	Motor Vehicle	School Advertisement	750.00
9/16/20	Smart n Final	Senior Sunrise	140.88
9/16/20	Costco	Senior Sunrise	309.89
9/18/20	99 cents only	Senior Sunrise	33.77
9/26/20	Amazon.com	Hallofreak	193.42
9/29/20	Arco	Gas for Highlander	65.35
9/30/20	Ravelight	Hallofreak	451.70
9/30/20	Amazon	Hallofreak	43.10

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
 Chief Operations Officer

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
 Chief Executive Officer

ENCORE

Junior & Senior High School for the Arts

Pre-Approval Stamp
EXPENSE

PRE-APPROVED BY

Name: Denise
Date: 9-4-20

Circle One:
ASB / General Fund

Smart & Final
extra! &
Warehouse & Market. Friend & Neighbor.
AND NO STAPLES

** Welcome To Our Hesperia Store **
Store #354

See Us On WEB www.smartandfinal.com

Cashier: DIANA
DATE 09/04/20 TIME 13:06:26

Store Use Prdce Bags	35.90	
7 UP	1.49	FD
+CRV	.05	
Tootsie Pops Minis	6.99	F
Jolly Rancher Org	9.99	F
Dum Dum Pops	9.99	F
Tootsie Pops Minis	6.99	F
Jolly Rancher Org	9.99	F
Jolly Rancher Asst	9.99	F
Jolly Rancher Asst	9.99	F
Sour Punch Twists	9.99	F
Dum Dum Pops	9.99	F
Twist Ties	5.99	T
SUBTOTAL	127.34	
Sales Tax	.58	
TOTAL	127.92	

Debit TENDER 127.92
Cash CHANGE 00

FAL NUMBER 01 15 VISIT--> 13
**** Electronic F. Activity ****
09/04/2020 13:07
DEBIT Ref 1:
AC # XXXXXXX
BASE
AL 1 DE:

Mode
AID: ACO14...
TVR: 30L 3710
IAD: 06010A
TST:
ARC:
TC: 5C4B663F1... 26
MID: 481885 IID: 001 SEQ: 01

Total: USD\$ 127.92

PIN VERIFIED
**** Electronic Payment Activity ****

13.07:21 OP# 810017894 09/04/20
Term:1 Trans # 168 Store # 354

THANK YOU FOR SHOPPING
YOUR HESPERIA SMART AND FINAL
ENCORE MARCH Miguel Artiga
11/13/20 12:11

VENDOR:
Smart & Final

DATE OF PURCHASE:
9/4/20

AMOUNT:
\$127.92

REIMBURSE TO / ACCOUNT:
JHASB

ADMIN APPROVAL ONLY

APPROVED
PURPOSE:
Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer
FIRST APPROVAL

APPROVED
Encore First Approval - Administration
Kiara Sampson
Associated Student Body Manager

APPROVED
Encore Second Approval - Senior Management
SECOND APPROVAL
Johnny Griffin
Chief Operations Officer

APPROVED
Encore First Approval - Administration
Kelsey White
Central Bookkeeping Manager

BATTERY MART EXPENSE INVOICE

YOUR ONE STOP BATTERY SOURCE

21075 BEAR VALLEY RD.
APPLE VALLEY CA 92308
760-247-6555

PRE-APPROVED BY
Name: Denise
Date: 9-9-20

PLEASE REMIT TO:
Battery Mart
11818 Glenoaks Blvd.
San Fernando, CA 91340
Phone: 818-365-6455
Fax: 818-365-5705
Invoice # **316845**

Bill To:
CASH
VIP CUSTOMER
APPLE VALLEY CA 92308

Ship To:
ENCORE EDUCATION

Date	Account #	P.O. Number	Terms	ShipVia	Rep	Route
9/9/2020	000		COD		MIKE	WCC

QDR	SHIP	PART #	PART DESCRIPTION	PRICE	TOTAL
4	4	UB12120	SEALED LEAD ACID	29.88	119.52
4	4	UB1280	SEALED LEAD ACID	16.88	67.52
			SUBTOTAL BEFORE SALES TAX		187.04
			SALES TAX (7.75% on \$187.04)		14.50
8	8		TOTAL INVOICE AMOUNT		201.54
			PAID BY DEBIT CARD		-201.54

US DEBIT
AID: 8080808080808080
TSI: 6000
FV: 8080808080808080

Customer Copy
THANK YOU

Level Ref #: 0253111330
I ID: 308
I Date: 0918

3686
DEBIT
Entry Method: CH1

201.54

Merchant ID: 2559
Store #: 2814
Ref #: 0808

21075 BEAR VALLEY RD
APPLE VALLEY, CA 92308
760-247-6555

Sale

APPROVED
Encore Second Approval - Senior Manager
Johnny Griffin
Chief Operations Officer

APPROVEI
Encore Final Approval - Boa
Denise Griffin
Chief Executive Officer

RECEIVED BY: **APPROVED**

DELIVERED BY: **APPROVED**

Total Invoice \$0.00

APPROVED
Encore First Approval - Administration
White
Risk Management

THANK YOU FOR YOUR BUSINESS!

WARNING: BATTERIES ARE EXTREMELY FLAMMABLE AND CAN PRODUCE EXPLOSIVE GASES. KEEP SPARKS, FLAMES, & CIGARETTES AWAY. VENTILATE WHEN CHARGING

WARRANTY VOID ON BROKEN OR ABUSED BATTERIES - KEEP OUT OF REACH OF CHILDREN
THIS WARRANTY IS BASED ON FULL RETAIL VALUE AT THE TIME OF PURCHASE AND HAS A FREE REPLACEMENT PERIOD FOLLOWED BY AN ADJUSTMENT ON A PRO-RATED BASIS FOR THE REMAINDER OF THE STATED WARRANTY PERIOD.

Batteries Wet, Filled with Acid Class - ID No. UN2794, PGIII - Emergency Contact Chemtrec (800) 424-9300
SAN BERNARDINO CO. HAZARDOUS MATERIAL HANDLERS PERMIT #91025986



RNS Communications, Inc. dba
Motor Vehicle Network
 1 Selleck Street - 3rd Floor
 Norwalk, CT 06855
 (203) 899-1700

Invoice

DATE 9/1/2020

INVOICE # 20-41272

EXPENSE

PRE-APPROVED BY

Name: Denise
 Date: 9-1-20

BILL TO:

Encore Education Corp
 Kelsey White
 16955 Lemon Street
 Hesperia, CA. 92345

TERMS - Credit Card

DESCRIPTION	RATE	AMOUNT
MOTOR VEHICLE NETWORK ADVERTISING IN THE FOLLOWING CALIFORNIA DMV LOCATION(s): Victorville - Broadcast	750.00	750.00

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
 Chief Executive Officer

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
 Chief Operations Officer

APPROVED

Encore First Approval - Administration

Kiara Sampson
 Associated Student Body Manager

APPROVED

Encore First Approval - Administration

Kelsey White
 Central Bookkeeping Manager

Per your instructions, your credit card on file will be processed accordingly.
 Thank you for your business!

Total \$750.00

Thank you for your credit card payment

Pre-Approval Stamp
EXPENSE
PRE-APPROVED BY
 Name: Denise
 Date: 9-16-20

Circle One:
ASB / General Fund

PLACE RECEIPTS HERE
TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES



** Welcome To Our Hesperia Store **
 Store #354

 See Us On WEB www.smartandfinal.com

Cashier: Paula

DATE: 09/16/20 TIME: 12:01:01

TWC Chor Chip Mfn IW	13.49	F
TWC Blueberry Mfn IW	13.49	F
Bon Ap Chs & Berri	7.99	F
3 @ 11.99		
Svenhards Val Pack	35.97	F
TWC Chor Chip Mfn IW	13.49	F
TWC Chor Chip Mfn IW	13.49	F
TWC Blueberry Mfn IW	13.49	F
TWC Blueberry Mfn IW	13.49	F
Bon Ap Chs & Berri	7.99	F
Bon Ap Chs & Berri	7.99	F
SUBTOTAL	140.88	
Sales Tax	.00	

TOTAL	140.88	
Debit	TENDER	140.88
Cash	CHANGE	.00

TOTAL NUMBER OF ITEMS THIS VISIT--> 12

***** Electronic Payment Activity *****
 09/16/2020 12:02:12
 US DEBIT Entry Method Chip
 CARD # XXXXXXXXXXXX3686
 PURCHASE APPROVED
 AUTH CODE 400991

M:
 A:
 L:

VENDOR:
Smart & Final

DATE OF PURCHASE:
9/16/20

AMOUNT:
\$ 140.88

REIMBURSE TO / ACCOUNT:

ADMIN APPROVAL ONLY

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
 Risk Approval Officer

APPROVED

Encore First Approval - Admin

Kiara Sampso
 Associated Student Body M.

SECOND APPROVAL

APPROVED

Encore First Approval - Admin

Kelsey Whit
 Central Bookkeeping M.

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
 Chief Executive Officer

EXPENSE^{REP}

PRE-APPROVED BY

Name: Denise

Date: 9-16-20

Circle One:
ASB / General Fund

PLACE RECEIPTS HERE
 TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES



Victorville #1010
 1455 Valley Center Drive
 Victorville, CA 92392
 (760) 524-9904

[Handwritten signature]

9P Member 111914173604
 10 @ 5.99
 E 1016336 OG SLICE APP 59.90
 E 1016336 OG SLICE APP 5.99
VOID
 E 1016336 OG SLICE APP 5.99-
 11 @ 16.99
 E 264266 MOCHA FRAP 186.89
 11 @ 0.75
 E 0800000000 CA REDEMP VA 8.25
 E 438841 KOOLAID JAMR 5.99
 E 438841 KOOLAID JAMR 5.99
 E 1174811 SUNNY D 12.79
 E 6300000000 CA REDEMP VA 1.50
 E 1174811 SUNNY D 12.79
 E 6300000000 CA REDEMP VA 1.50
 E 1174811 SUNNY D 12.79
 E 6300000000 CA REDEMP VA 1.50
 SUBTOTAL 309.89
 TAX 0.00
 **** TOTAL **309.89**

XXXXXXXXXXXX3686 CHIP Read
 AID: 0000000000000000 REGISTER BY: DEN

VENDOR:

Costco

DATE OF PURCHASE:

9/16/20

AMOUNT:

\$309.89

REIMBURSE TO / ACCOUNT:

ADMIN APPROVAL ONLY

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
 Chief Operations Officer

APPROVED

Encore First Approval - Administration

Kiara Sampson
 Associated Student Body Manager

SECOND APPROVAL

APPROVED

Encore First Approval - Administration

Kelsey White
 Central Bookkeeping Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
 Chief Executive Officer

ENCORE

Junior & Senior High School for the Arts

Pre-Approval Stamp
EXPENSE

PRE-APPROVED BY

Name: Denise
Date: 9-17-20

Circle One:
ASB / General Fund

PLACE RECEIPTS HERE
TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES



St: 355 Koro, W. F. (North Hill)
1000 E. 10th Ave
Niagara Falls, NY 14304
Phone: (716) 281-1110

Niagara-DrinkingWater 16.9oz	2	2.99	2.9900
CRV	0.05	05	1.20
Niagara-DrinkingWater 16.9oz	1	2.99	2.9900
CRV	0.05	05	1.20
Niagara-DrinkingWater 16.9oz	1	2.99	2.9900
CRV	0.05	05	1.20
Niagara-DrinkingWater 16.9oz	1	2.99	2.9900
NIAGARA BUY 4 AND 5			1.9700-
CRV	0.05	05	1.20
Niagara-DrinkingWater 16.9oz	1	2.99	2.9900
CRV	0.05	05	1.20
Niagara-DrinkingWater 16.9oz	1	2.99	2.9900
CRV	0.05	05	1.20
Niagara-DrinkingWater 16.9oz	1	2.99	2.9900
CRV	0.05	05	1.20
Niagara-DrinkingWater 16.9oz	1	2.99	2.9900
NIAGARA BUY 4 AND 5			1.9700-
CRV	0.05	05	1.20
Niagara-DrinkingWater 16.9oz	1	2.99	2.9900
CRV	0.05	05	1.20
SUBTOTAL			33.77
TAX			\$0.00
TOTAL			\$33.77
VISA			\$33.77

VENDOR:

99c only store

DATE OF PURCHASE:

9/17/20

AMOUNT:

\$33.77

REIMBURSE TO / ACCOUNT:

ADMIN APPROVAL ONLY

APPROVED

PURPOSE:

Encore Second Approval - Senior Management

Johnny Griffin

Chief Operations Officer
FIRST APPROVAL

APPROVED

Encore First Approval - Administration

Kiara Sampson

Associated Student Body Manager

SECOND APPROVAL

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin

Chief Executive Officer

US DEBIT

ATM: A1000000486311

ENCORE JUNIOR | SENIOR HIGH SCHOOL ARTS

EXPENSE APPROVAL FORM

Before any expense can be incurred, it must be formally approved. This form must have a signature as a form of approval and a copy of this form must be attached to the receipt or invoice after the purchase is complete. This form with the accompanying backup must be turned in to the central bookkeeper.

TEACHERS AND INSTRUCTORS: You have an annual approval of up to \$500 to be spent to decorate and prepare your classroom. This should be approved by one of your Deans.

TEAM ADVISORS: For purchases for your team that are under \$500, your approval can come from the ASB Advisor. Purchases over \$500 but less than \$3,000 can be approved by the General Executive Manager. Purchases between \$3,000 - \$10,000 can be approved by the CEO or COO. Purchases over \$10,000 require a Board member approval and approval by either the student council, CEO, or COO.

ALL STAKEHOLDERS: Purchases under \$500 can be approved by your Deans. Deans must verify approval through the CEO or Board member.

Requestor Name: Kelsey White

(Circle One): Student Staff Parent Other

Requested Expense: ~~200~~ 200

Reason for Expense: Strings for Gower Class

Estimated Amount: ~~200~~ 193.42

Is this an ASB Expense? Yes No


What account should this expense be debited from? Class Supplies

Date of Expense: 9/24/20

If an ASB team expense, current fund balance? NA

How much of the current balance is restricted funds? NA

Will this expense use restricted funds? NA

Approval:  Date: SEP 24 2020



Details for Order #111-1602076-8343417

EXPENSE

Order Placed: September 24, 2020
PO number : Class Supplies - H
Amazon.com order number: 111-1602076-8343417
Order Total: \$193.42

PRE-APPROVED I

Name: Denise
Date: 9-24-20

Not Yet Shipped

Items Ordered

	Price
2 of: D'Addario EJ16-3D Phosphor Bronze Acoustic Guitar Strings, Light Tension - Corrosion-Resistant Phosphor Bronze, Offers a Warm, Bright and Well-Balanced Acoustic Tone - Pack of 3 Sets Sold by: Amazon.com Services LLC Condition: New	\$16.99
8 of: D'Addario Classical Guitar Strings (EJ27N-3D) Sold by: Amazon.com Services LLC (seller profile) Business Price Condition: New	\$18.19

Shipping Address:
Kelsey
16955 LEMON ST
HESPERIA, CA 92345-5139
United States

Shipping Speed:
FREE Shipping

Payment information

Payment Method:
Visa | Last digits: 3686

Billing address
Kelsey
16955 Lemon Street
Hesperia, California 92345
United States

Item(s) Subtotal:	\$179.50
Shipping & Handling:	\$7.63
Promotion applied:	-\$7.63
<hr/>	
Total before tax:	\$179.50
Estimated Tax:	\$13.92
<hr/>	
Grand Total:	\$193.42

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin

Chief Operations Officer

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin

Chief Executive Officer

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APPROVED

Encore First Approval - Administration

Kiara Sampson

Associated Student Body Manager

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

EXPENSE
PRE-APPROVED BY
 Name: Denise
 Date: 9-28-20

Circle One:
ASB / General Fund

PLACE RECEIPTS HERE
TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES

ARCO GASOLINE
 ARCO AMPM 42575
 14475 PALMDALE RD.
 VICTORVILLE CA

ARCO42575001

DATE 09/28/20 20:45
 TRAN# 9089956
 PREPAY TRAN# 1025594
 PUMP# 08
 SERVICE LEVEL: SELF
 PRODUCT: REGULAR
 GALLONS: 22.420
 PRICE/G: \$ 2.899
 FUEL SALE \$ 65.00
 debitfee \$0.35
 DEBIT \$65.35

THANK YOU
 THANK YOU
 FOR CHOOSING ARCO
 COMMENTS?
 CALL 1800 322 2720

VENDOR:
Arco

DATE OF PURCHASE:
9/28/20

AMOUNT:
\$ 65.35

REIMBURSE TO / ACCOUNT:

ADMIN APPROVAL ONLY
APPROVED

Encore Second Approval - Senior Management
Johnny Griffin
 Chief Operations Officer

FIRST APPROVAL

APPROVED
 Encore First Approval - Administration
Kiara Sampson
 Associated Student Body Manager

SECOND APPROVAL

APPROVED
 Encore First Approval - Administration
Kelsey White
 Central Bookkeeping Manager

APPROVED
 Encore Final Approval - Board / CEO
Denise Griffin
 Chief Executive Officer

Order #1070 confirmed

1 message

RaveLight <Info@theravelight.com>
To: Kwhite@encorehighschool.com

Tue, Sep 29, 2020 at 2:10 PM

EXPENSE
PRE-APPROVED BY
Name: Denise
Date: 9-29-20

RaveLight

ORDER #1070

Thank you for your purchase!

Hi Kelsey, we're getting your order ready to be shipped. We will notify you when it has been sent.

[View your order](#) or [Visit our store](#)

Order summary



RaveLight Mini™ Official 2-Laser Portable Party Lights - UK Adapter × 2 **\$99.90**



RaveHaze™ 500W LED Smoke Machine - US Adapter × 2 **\$151.90**



RaveLight™ Official 9-Laser Professional Party Lighting - US Adapter × 2 **\$199.90**

Subtotal **\$451.70**
Shipping **\$0.00**

Taxes

\$0.00

Total

\$451.70 USD

Customer information



Shipping address

Kelsey White
16955 Lemon Street
Hesperia CA 92345
United States

Billing address

Kelsey White
16955 Lemon Street
Hesperia CA 92345
United States

Shipping method

Free Shipping  (5-12 business days) 

Payment method

ending with 3686 — \$451.70

If you have any questions, reply to this email or contact us at Info@theravelight.com

APPROVED

Encore First Approval - Administration

Kelsey White
Central Bookkeeping Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
Chief Operations Officer

APPROVED

Encore First Approval - Administration

Kiara Sampson
Associated Student Body Manager



EXPENSE

PRE-APPROVED BY

Name: Denise

Final Details for Order #113-8992783-4867469 Date: 9-29-20

Order Placed: September 29, 2020
PO number : ASB Gen
Amazon.com order number: 113-8992783-4867469
Order Total: \$43.10

Shipped on September 29, 2020	
Items Ordered	Price
1 of: Party City Pennywise Mask Halloween Costume Accessory for Adults, IT Chapter 2, Standard Size	\$40.00
Sold by: Weiyu (seller profile)	
Condition: New	
Shipping Address:	Item(s) Subtotal: \$40.00
Kelsey	Shipping & Handling: \$0.00
16955 LEMON ST	-----
HESPERIA, CA 92345-5139	Total before tax: \$40.00
United States	Sales Tax: \$3.10
Shipping Speed:	-----
Standard Shipping	Total for This Shipment: \$43.10

Payment information	
Payment Method:	Item(s) Subtotal: \$40.00
Visa Last digits: 3686	Shipping & Handling: \$0.00

Billing address	Total before tax: \$40.00
Kelsey	Estimated Tax: \$3.10
16955 Lemon Street	-----
Hesperia, California 92345	Grand Total: \$43.10
United States	-----

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

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Encore Second Approval - Senior Management

Johnny Griffin
Chief Operations Officer

APPROVED
Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

APPROVED
Encore First Approval - Administration
Kelsey White
Central Bookkeeping Manager

APPROVED
Encore First Approval - Admin
Kiara Sampson
Associated Student Body Manager



Final Details for Order #113-6909939-0629017

EXPENSE

PRE-APPROVED BY

Order Placed: September 29, 2020
PO number : ASB Gen
Amazon.com order number: 113-6909939-0629017
Order Total: \$32.27

Name: Denise
Date: 9-29-20

Shipped on September 29, 2020

Items Ordered	Price
1 Of: Rubie's Men's Annabelle Horror Mask with Wig, Multicolor, One Size Sold by: American Empire 2015 (seller profile) Condition: New	\$29.95
Shipping Address: Kelsey 16955 LEMON ST HESPERIA, CA 92345-5139 United States	
Shipping Speed: Economy Shipping	
Item(s) Subtotal:	\$29.95
Shipping & Handling:	\$0.00
Total before tax:	\$29.95
Sales Tax:	\$2.32
Total for This Shipment:	\$32.27

Payment information

Payment Method: Visa Last digits: 3686	Item(s) Subtotal: \$29.95
Billing address Kelsey 16955 Lemon Street Hesperia, California 92345 United States	Shipping & Handling: \$0.00
	Total before tax: \$29.95
	Estimated Tax: \$2.32
	Grand Total: \$32.27

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

APPROVED

Encore Final Approval - [Conditions of Use](#) | [Privacy Notice](#) © 1996-2020 Amazon.com, Inc. or its affiliates. Senior Management

Denise Griffin
Chief Executive Officer

APPROVED

Johnny Griffin
Chief Operations Officer

APPROVED

Encore First Approval - Administration

Kelsey White
Central Bookkeeping Manager

APPROVED

Encore First Approval - Administration

Kiara Sampson
Associated Student Body Manager

Name: Ashlin Barkdull		Credit Card: 7974	
Reconciliation Month: September 2020			
Date	Vendor	Purpose	Amount
9/2/20	Constant Contact	Parent Communication	125.00
9/8/20	QuickBooks	Accounting/Auditing	70.00
9/10/20	Call-Em-All (Text-Em-All)	Parent Communication	450.00
9/14/20	Pantages Theatre	Return Funds	-3,865.00
9/14/20	NCR Silver	Accounting/Auditing	79.00
9/22/20	Wave- Brownie Bites	Fundraiser	105.00
9/22/20	Rubberstamp.net	Office Supplies	81.30
9/28/20	NCR Silver	Accounting/Auditing	79.00
9/30/20	Costume Inventory	Student/Classroom Supplies	249.55

Tax invoice

Invoice number: 1000164437218

Total: \$70.00

Date: Sep 7, 2020

Payment method: VISA ending 7974

EXPENSE

PRE-APPROVED BY

Intuit Inc.
2800 E. Commerce Center Place
Tucson, AZ 85706

Name: Denise
Date: _____

Bill to

Ashlin Barkdull
Encore High Schools Debit Account
16955 Lemon St
Hesperia, CA 92345-5139
US
Address may be standardized for tax purposes
Company ID: 123146488247864

Payment details

Item	Qty	Unit price	Amount
QuickBooks Online Plus	1	\$70.00	\$70.00
Sales tax - Exempt:			\$0.00
Total invoice:			\$70.00

Tax reporting information

Period for monthly fees:

Sep 7, 2020 - Oct 7, 2020

Total without tax:

\$70.00

Total tax:

\$0.00

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

All dates and times are Pacific Standard Time (PST).

APPROVED
Encore Second Approval - Senior Management
Ashlin Barkdull
General Executive Manager

APPROVED
Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer



SILVER

NCR Silver

864 Spring St NW
Atlanta, GA 30308

Customer Care: 1-877-270-3475

INVOICE

Invoice Date: 09/10/2020
Invoice #: INV04728965
Payment Terms: Due Upon Receipt
Due Date: 09/10/2020

Account Information: Encore High School
16955 Lemon Street

Hesperia, California
92345
United States

(760) 949-2036
abarkdull@encorehighschool.com

EXPENSE PRE-APPROVED BY

Name: Denise
Date: _____

MY CHARGES							
Silver Account	Plan Name	Service Period	Qty	Unit Price	Subtotal	Tax	TOTAL
Encore High School A-S00003715	Monthly NCR Silver Fee with Silver Concierge, Annual Contract	09/10/2020-10/09/2020	1	\$79.00	\$79.00	\$0.00	\$79.00

MY DEVICES				
Charge Number	Pricing	Allowance	Used	Overage
C-00023000	NCR Silver Flat Fee Device	0	1	0

INVOICE TOTALS

Gross Amount:	\$79.00
Discount:	\$0.00
Subtotal:	\$79.00
Tax:	\$0.00
Total:	\$79.00
Invoice Balance:	\$0.00

TRANSACTIONS ASSOCIATED TO THIS INVOICE

Transaction Date	Transaction Number	Transaction Type	Description	Invoice Total	Applied Amount
09/11/2020	P-00742664	Payment		\$79.00	(\$79.00)
				Invoice Balance	\$0.00

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull
General Executive Manager

Encore Final Approval - Board / CEO
Denise Griffin
Chief Executive Officer

APPROVED

Powered by **Zuora**



Payment Receipt
for September 1, 2020

Encore Education Corporation
Attn.: Ashlin Barkdull
16955 Lemon Street
Hesperia, CA 92345
US
760-605-3343

Today's Date: September 1, 2020
Payment Date: September 1, 2020
Payment Method: Visa (last 4 digits: 7974)

EXPENSE

PRE-APPROVED BY

User Name: ceo@officerteam.com

Name: Denise
Date: _____

Thank you for your payment!

Description	Amount Paid
Payment - Credit Card - 7974	\$125.00

Amounts shown may reflect sales tax which is applicable in certain areas.

Note you can continue to view payment receipts online. Log into your Constant Contact account, click the [My Account](#) link in the upper right hand corner of the Home page, and choose the View Payment Receipts option.

You may also use the Opt In/Out of Payment Receipt E-Mails link on the [My Account](#) page to opt out of receiving payment receipt emails in the future.

We appreciate your business.
Best Regards,
Constant Contact Billing
1601 Trapelo Road, Suite 329 - Waltham, MA 02451

Questions? Please give us a call!
US / Canada Toll Free: (855) 229-5506
UK Toll Free: 0808-234-0942
Outside US / Canada: 0808-234-0945

Need to cancel your account? Just give us a call!
US / Canada Toll Free: 855-229-5506
UK Toll Free: 0808-234-0945
Outside US / Canada: +1 781-472-8120

Please do not reply to this email, as the reply address does not go to a monitored mailbox. If you have additional questions, please visit our Help Center at <http://www.constantcontact.com/help>.

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull
General Executive Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer



September 7,
2020
10:02 PM

3803 Parkwood Blvd.
Suite 900
Frisco, TX 75034
www.text-em-all.com
Tax Id: 03-0565922

EXPENSE

PRE-APPROVED BY

Name: Denise

Date: _____

Denise Griffin
Company Name: Encore Education
Corporation
Cardholder Name: Ashlin Barkdull
•••• •••• •••• 7974
Confirmation #: 8D8538A855AA441

Subscription Monthly Fee for Group Size of 2500 Phone Numbers	\$450.00
Tax	\$0.00
<hr/> Total Charged	<hr/> \$450.00

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APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull

General Executive Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin

Chief Executive Officer



SILVER

NCR Silver

864 Spring St NW
Atlanta, GA 30308

Customer Care: 1-877-270-3475

INVOICE

Invoice Date: 09/24/2020
Invoice #: INV04737286
Payment Terms: Due Upon Receipt
Due Date: 09/24/2020

Account Information: Encore High School
16955 Lemon St

Hesperia, California
92345
United States

(760) 805-3343
abarkdull@encorehighschool.com

EXPENSE PRE-APPROVED BY

Name: Denise
Date: _____

MY CHARGES							
Silver Account	Plan Name	Service Period	Qty	Unit Price	Subtotal	Tax	TOTAL
Encore High School A-S00071828	NCR Silver Essentials Service Plan, Monthly Fee, Annual Contract	09/24/2020-10/23/2020	1	\$79.00	\$79.00	\$0.00	\$79.00

MY DEVICES				
Charge Number	Pricing	Allowance	Used	Overage
C-00604260	Free Device	0	0	0

INVOICE TOTALS

Gross Amount:	\$79.00
Discount:	\$0.00
Subtotal:	\$79.00
Tax:	\$0.00
Total:	\$79.00
Invoice Balance:	\$0.00

TRANSACTIONS ASSOCIATED TO THIS INVOICE

Transaction Date	Transaction Number	Transaction Type	Description	Invoice Total	Applied Amount
09/25/2020	P-00747280	Payment		\$79.00	(\$79.00)
				Invoice Balance	\$0.00

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull
General Executive Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

Powered by **ZUORA**

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EXPENSE

PRE-APPROVED BY

Ashlin Barkdull <abarkdull@encorehighschool.com>

Name: Denise

Order receipt for www.Rubberstamps.net order 1371100

orders@rubberstamps.net <orders@rubberstamps.net>
To: abarkdull@encorehighschool.com

Mon, Sep 21, 2020 at 3:41 PM

RUBBERSTAMPS.NET

**Free Shipping
over \$30!**
(domestic only)

Hello Ashlin,

Thank you for your order at www.rubberstamps.net, your package will be on its way soon! Once your package ships, we will send an email with a link to track your order. As every order is custom-made and made-to-order, please allow 1-2 business days to receive tracking information. If you have any questions about your order please contact us at questions@rubberstamps.net.

Note: This email was automatically generated. Please do not respond to this email address; it comes from our automated alert system, which is not monitored for responses.

Your order confirmation is below; thank you again for your business!

Payment Method:
Visa -7974 \$81.30

Order Number: 1371100
Order Time: 9/21/2020 5:41:01 PM
Current Status: Paid/Unshipped

Promotional Code(s): none

Billed To:
Ashlin Barkdull
Encore Education Corporation
16955 Lemon Street
Hesperia, CA 92345
United States
7609492036

Ship To:
Ashlin Barkdull
Encore Education Corporation
16955 Lemon Street
Hesperia, CA 92345
United States
7609492036

abarkdull@encorehighschool.com

Ship Via: First-Class US MAIL
5-10 business days

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull
General Executive Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

Special Instructions:
none

Gift Message:

Qty	SKU	Product Name	Unit Price
4	4929	Trodat 4929 In Process	\$18.95

SubTotal: \$75.80
Tax: \$5.50
Shipping: \$0.00
Handling: \$0.00

Sales Receipt



Costume Inventory Resources
 PO Box 4345
 Davis, CA 95617
 855-468-8247
 www.CostumeInventory.com

EXPENSE
PRE-APPROVED BY
 Name: Denise
 Date: _____

Order Date: 9/29/2020
 Order ID #: 2462
 Ordered By: WebStore
 Payment Method: Credit Card
 Payment Date: 9/29/2020

Sold to:
 Encore High School
 Denise Griffin
 16955 Lemon St.
 Hesperia, CA 92345

Item	Qty	Price	Discount:	Total	Taxable ?
Inv Tags: Iron-on 1.5" wide Starting # 7501	1,000	\$0.290	10.00%	\$261.00	<input checked="" type="checkbox"/>

Subtotal: \$261.00
 Fresh Start 2020 - 10% Discount (\$29.66)
 Sales Tax: 7.75% \$18.21
 Shipping / Handling: \$0.00
Total: \$249.55
 Payment Rec'd: \$249.55
Balance Due: \$0.00

APPROVED
 Encore Second Approval - Senior Management
Ashlin Barkdull
 General Executive Manager

Thanks again for your order !
Margaret

Costume Inventory Resources provides free samples for testing tags and labels. Customers are responsible for thorough product testing of these tags / labels.

APPROVED
 Encore Final Approval - Board / CEO
Denise Griffin
 Chief Executive Officer

MONTHLY WE PAY / WIX REPORTING

WePay and WIX are credit card payment systems that Encore uses for third parties to make payments and purchase merchandise. The request for these payments come directly from our communication email system, Constant Contact and from purchases made from the internet for special events.

- The first report reflects the bank charges associated with this service
- The second report reflects the individuals that have made the payments
- Last, a sampling of the actual purchases from Constant Contact are included. If you are looking for a specific charge through Constant Contact, it is available online for download.

We Pay Report

There was no WePay during the month of September 2020.



Wix Report

There were no Wix payments during the month of September 2020.

NCR DAILY RECAP SUMMARIES

NCR is a point of sale software that connects directly to Encore's cash register. The purpose for this software is to track daily income and sales that happen directly on campus. This recap is reconciled with the daily reports created by the front desk receptionist. The front desk reports are verified by the administrative assistant bookkeeper.

- Item sales are listed first. This is a description of the payments collected.
- The NCR Monthly Report follows the item sales descriptions
- The Daily Register Recaps follow the NCR Monthly Report that report all daily sales.

Category	Item Name	Vendor	Net Sales						
			Current Price	Avg. Price	Sold Qty.	Weight Qty.	Amt.	Cost	Margin
MAIN ACCT.	Estate Sale Items		\$0.00	\$30.00	1.00		\$30.00	\$0.00	100.00 %
	Total				1.00		\$30.00	\$0.00	
Yearbook-H	2020 Yearbook		\$80.00	\$60.00	1.00		\$60.00	\$0.00	100.00 %
	Total				1.00		\$60.00	\$0.00	
Total					2.00		\$90.00	\$0.00	

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin

Chief Executive Officer



DEPOSIT TICKET

DATE 9/11/20 ^{11-4288/1210 8499}

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

		DOLLARS	CENTS
CURRENCY		1502	00
COINS		1	85
CHECKS LIST EACH SEPARATELY			
1	1009.736	2,460	00
2	106	28	50
3	302	75	00
4			
5			
6			
7			
8			
9			
10			
11			
12			
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32			
33			
34			
TOTAL BACKSIDE OR ATTACHED LIST			
PLEASE RE-ENTER TOTAL HERE		TOTAL	4067 35

USE OTHER SIDE FOR ADDITIONAL LISTING. PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

ENCORE EDUCATION CORPORATION
DEBIT CARD ACCOUNT
16985 LEMON ST
HESPERIA, CA 92345-5139

WELLS FARGO
Wells Fargo Bank, N.A.
California
wellsfargo.com

\$

4067.35

1:5114003931:

SEE FRONT NUMBER FROM YOUR CHECKS FOR AUTOMATIC PAYMENTS. CHECKS AND OTHER ITEMS ARE RECEIVED FROM OTHER SUBJECT TO THE PROVISIONS OF THE UNIFORM ELECTRONIC CODE AND ANY APPLICABLE COLLECTION AGREEMENT.



ASB BOOKKEEPING BANK EPOSIT

These forms must be completed daily and added to the daily reconciliation. A bank deposit must be created each day for each campus.

RECONCILIATION FOR (DATE): 9/11/20 Riverside iPad

The purpose of this form is for the bookkeeper to count actual cash on hand and keep record of exactly what type of cash was collected. Affix closed shift summary and Pay Out Slip to the right side of this form using invisible tape.

100s	200
50s	
20s	1140
10s	40
5s	95
1s	27
Total Cash	1502
Total Coin	1.85
Total Checks	2,563.50
Total Amount	4067.35

1502 + 1.85 = 1503.85

4067.35 + 86.93 = 4,154.28

REMARKS: 86.93 = Preimbursement

PREPARED BY: h white

DATE: _____



ASB BOOKKEEPING DAILY PAID OUT PETTY CASH RECONCILIATION FORM

These forms must be reviewed by and signed by the ASB Treasurer quarterly.
A monthly report must be reported to Student Council and Encore School Board.

PAID OUT RECAP FOR (DATE): _____

This form is only needed on days when paid outs affect the overall bank deposit total. The purpose of this form is to be able to reconcile and plan action for the paid outs that happen during the day.

EACH PAID OUT THAT IS A CASH PAID OUT SHOULD HAVE BACK UP PAPERWORK. BACKUP SHOULD BE INCLUDED IN THE DAILY RECAP. THIS FORM IS TO GIVE AN AT A GLANCE UNDERSTANDING OF WHERE THE MONEY WENT AND WHAT MONEY REQUIRES REIMBURSEMENT.

Name / Team: Write the team or person that has received the cash from the daily register.

Expensed: Write the account that will pay for the expense.

Amount: Write the amount of cash taken by the person.

Reimbursable?: Will ASB General get reimbursed for these expenses or will the expense be applied to an ASB account?

Name / Team	Expensed	Amount	Reimbursable?
H Barkdull	IT Fee	53.86	Yes
R Cordova	Transportation	10.00	Yes
H Barkdull	IT Fee	23.07	Yes
TOTALS:		86.93	

PREPARED BY: _____ VIEWED BY (ASB TREASURER): _____
DATE: _____ DATE: _____

ENCORE JUNIOR | SENIOR HIGH SCHOOL ARTS

EXPENSE APPROVAL FORM

Before any expense can be incurred, it must be formally approved. This form must have a signature as a form of approval and a copy of this form must be attached to the receipt or invoice after the purchase is complete. This form with the accompanying backup must be turned in to the central bookkeeper.

TEACHERS AND INSTRUCTORS: You have an annual approval of up to \$500 to be spent to decorate and prepare your classroom. This should be approved by one of your Deans.

TEAM ADVISORS: For purchases for your team that are under \$500, your approval can come from the ASB Advisor. Purchases over \$500 but less than \$3,000 can be approved by the General Executive Manager. Purchases between \$3,000 - \$10,000 can be approved by the CEO or COO. Purchases over \$10,000 require a Board member approval and approval by either the student council, CEO, or COO.

ALL STAKEHOLDERS: Purchases under \$500 can be approved by your Deans. Deans must verify approval through the CEO or Board member.

Requestor Name: Robert Cordova

(Circle One): Student Staff Parent Other

Requested Expense: \$10

Reason for Expense: Flat tire repair

Estimated Amount: \$10

Is this an ASB Expense? Yes No

What account should this expense be debited from? Transpordation

Date of Expense: 9/4/20

If an ASB team expense, current fund balance? _____

How much of the current balance is restricted funds? _____

Will this expense use restricted funds? _____

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

Approval: _____ Date: 9/4/20

PLACE RECEIPT HERE

TAPE RECEIPT FLAT, DO NOT FOLD RECEIPTS - NO STAPLES



THE TIRE PLACE

New - Used Tires
Repair Truck - Tractor Tires

10450 C. Avenue Hesperia, CA 92345
(760) 948-3329



Store:

The Tire Place

Date:

9-4-20

Amount:

\$ 10.00

Reimbursed To:

~~Debit~~ Debit Card

ADMIN APPROVAL ONLY

Location:

H

Expense:

Transportation

Approval:

CUSTOMER'S ORDER NO.		PHONE			DATE	
					9-4-20	
NAME						
ADDRESS						
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RET'D.	PAID OUT
QTY	DESCRIPTION		PRICE	AMOUNT		
1	FLAT REPAIR			10.00		
RECEIVED BY				TAX		
				TOTAL	10.00	

All claims and returned goods must be accompanied by this bill.

Thank You

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager
Rev. 8/18

897100



Reimbursement

Reimburse To: Kyle Barkdull 8-6-20
Date

Location: **HESPERIA / RIVERSIDE**

Date	Description	Total Amount
7/8/20	480gb 2.5 inch SATAIII SSD (hard drive)	53 ⁸⁶
Grand Total		\$ 53⁸⁶

Name (make check payable to): Kyle Barkdull
 Address: [REDACTED]
 City, State, Zip: [REDACTED]
 (Check will be mailed to this address if the total amount is over \$100)

I hereby certify that the above is an accurate accounting of my expenses incurred on behalf of Encore Education Corporation, and I have attached copies of receipts on the receipt form and/or proof of payment.

Employee's Signature: [REDACTED]

OFFICE USE ONLY

Approval: Yes / No

APPROVED

Administrator Signature: Encore First Approval - Administration Date: _____

Administrator Signature: Kelsey White Date: _____
Central Bookkeeping Manager

Final Details for Order #114-1019507-8161869

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

Order Placed: July 7, 2020
Amazon.com order number: 114-1019507-8161869
Order Total: \$53.86

Shipped on July 8, 2020

Items Ordered

1 of: *PNY CS900 480GB 2.5 Inch SATA III Internal Solid State Drive (SSD) - (SSD7CS900-480-RB)*

Price
\$49.99

Sold by: Amazon.com Services LLC

Condition: New

Shipping Address:

KYLE J BARKDULL



Shipping Speed:

Two-Day Shipping

Payment information

Payment Method:

Visa | Last digits: 1212

Item(s) Subtotal: \$49.99
Shipping & Handling: \$0.00

Billing address

KYLE J BARKDULL



United States

Total before tax: \$49.99
Estimated tax to be collected: \$3.87

Grand Total: \$53.86

Credit Card transactions

Visa ending in 1212: July 8, 2020: \$53.86

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

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2020, Amazon.com, Inc. or its affiliates



Teachers Pay Teachers

Thank you for your purchase.

We've processed your Purchase Order. Purchased resources can be accessed at any time through My Purchases.

[My Purchases](#)

SOMOS Spanish 1 COMPLETE CURRICULUM Bundle

By The Comprehensible Classroom by Martina Bex

Resource # 3649516
1 License @ \$252.00

\$252.00

DIGITAL Spanish Curriculum Bundle: Fall Semester, Spanish 1 + 2

By The Comprehensible Classroom by Martina Bex

Resource # 5803277
1 License @ \$184.00 1
License @ \$165.60

\$349.60

Order #121953365

Billed to:
Denise Griffin

Payment method:

16955 Lemon Street
Hesperia, CA 92345

School Purchase Order

Subtotal	\$601.60
Processing Fee	\$2.99
Sales Tax	\$0.00
Total	\$604.59

[Click here](#) to view your receipt.

An invoice has been sent to the billing contact you listed while submitting your Quote. The billing contact is responsible for remitting payment for this order within 30 days.



EXPENSE APPROVAL FORM

Before any expense can be incurred, it must be formally approved. This form must have a signature as a form of approval and a copy of this form must be attached to the receipt or invoice after the purchase is complete. This form with the accompanying backup must be turned in to the central bookkeeper.

TEACHERS AND INSTRUCTORS: You have an annual approval of up to \$500 to be spent to decorate and prepare your classroom. This should be approved by one of your Deans.

TEAM ADVISORS: For purchases for your team that are under \$500, your approval can come from the ASB Advisor. Purchases over \$500 but less than \$3,000 can be approved by the General Executive Manager. Purchases between \$3,000 - \$10,000 can be approved by the CEO or COO. Purchases over \$10,000 require a Board member approval and approval by either the student council, CEO, or COO.

ALL STAKEHOLDERS: Purchases under \$500 can be approved by your Deans. Deans must verify approval through the CEO or Board member.

Requestor Name: Kyle Barhdull

(Circle One): Student **Staff** Parent Other

Requested Expense: COO Computer Adapter

Reason for Expense: Needs to connect Laptop w/ Desktop

Estimated Amount: 23.07

Is this an ASB Expense? Yes **No**

What account should this expense be debited from? Office Supplies

Date of Expense: 7/23/20

If an ASB team expense, current fund balance? _____

How much of the current balance is restricted funds? _____

Will this expense use restricted funds? _____

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

Approval: _____ Date: JUL 23 2020



Reimbursement

Reimburse To: Kyle Barkdull

07/23/20
Date

Location: **HESPERIA / RIVERSIDE**

Date	Description	Total Amount
7/23	usb hub adapter	23 07
Grand Total		\$ 23 07

Name (make check payable to): Kyle Barkdull

Address: [REDACTED]

City, State, Zip: [REDACTED]

(Check will be mailed to this address if the total amount is over \$100)

I hereby certify that the above is an accurate accounting of my expenses incurred on behalf of Encore Education Corporation, and I have attached copies of receipts on the receipt form and/or proof of payment.

Employee's Signature: [REDACTED]

OFFICE USE ONLY

Approval: Yes / No

Rev. 1/19

Administrator Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Fwd: Confirmation of Staples Order: #9820046057

1 message

Kyle Barkdull <kbarkdull@encorehighschool.com>
To: Kelsey White <kwhite@encorehighschool.com>

Thu, Jul 23, 2020 at 10:08 AM

----- Forwarded message -----

From: Staples <support@orders.staples.com>
Date: Thu, Jul 23, 2020 at 10:07 AM
Subject: Confirmation of Staples Order: #9820046057
To: <kbarkdull@encorehighschool.com>



Thank you for your order!

We're working on your order and will email you once it ships.

Due to the widespread effects of Coronavirus (COVID-19), we would like to remind you that if you'd like the driver to leave your products, please fill out the [Driver Release Agreement](#). The driver may take the note as proof of authorization. If you don't post this agreement, the driver will decide whether or not to leave the order unattended.

ORDER INFORMATION

Date: Jul 23, 2020 | 01:06 PM
Order#: 9820046057

[View order](#)

Need to make changes? Most orders can be cancelled within 30 minutes after placing it.

SHIPPING INFORMATION

Staples Store # 1426
Kyle Barkdull
19201 Bear Valley Rd
Ste A
Apple Valley, CA 92308

Items for pick up



But it's not time to go to the store just yet. We'll send you an email when everything's ready, and hold your item(s) for five days.

Arrives in Store By: Wednesday, July 29, 2020

Pick Up at: Staples, 19201 Bear Valley Rd, Ste A, Apple Valley, CA 923082704



StarTechcom 4 Port USB C Hub Mini Hub
USBC to 4x USBA USB 20 Hub USB Type
C Hub USB C to USB Hub USB C Port
Expander

1@ \$21.41 Each \$21.41

\$21.41

BILLING ADDRESS



PAYMENT INFORMATION

Merchandise Total:	\$21.41
Shipping:	FREE
Tax:	\$1.66
TOTAL	\$23.07

Payment Method

VI ending in 1212: \$23.07



Have a question about your order? Try our Help Center for quick and easy [order modifications](#), [returns](#), [tracking](#) and [more](#).



Earn 2% back in rewards on online orders with Staples Rewards®

Join today at staples.com/rewards.

[Learn more](#)



Free delivery, no minimum.

[Shop now](#)

In-store savings on essentials



Get your coupons



Find a location



IDEAS, INSIGHTS AND MORE



STAY CONNECTED



Staples, Inc., 500 Staples Drive, Framingham, MA 01702

-
-Kyle Barkdull
I.T.
Encore Education Corporation
www.encorehighschool.com

"Where academics and arts grow together."

Thank you for your email. Our average response time to email due to activity is five business days. CONFIDENTIALITY STATEMENT: This electronic message contains information that may be confidential or privileged. The information is intended solely for the use of the individual(s) or entity(ies) named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this message is prohibited. If you have received this e-mail in error, please notify us immediately by telephone at (760) 949-2036 or by e-mail reply and delete this message. Thank you.

DEPOSIT TICKET

11-4288/1210 8499

DATE 9/11/20

DATE

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL		
	DOLLARS	CENTS
CURRENCY	60	00
COINS		
CHECKS <small>LIST EACH SEPARATELY</small>	60	00
1 128		
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9		
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11		
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33		
34		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	TOTAL	120 00

ENCORE EDUCATION CORPORATION
 DEBIT CARD ACCOUNT
 16965 LEMON ST
 HESPERIA, CA 92345-5139



\$

120.00

USE OTHER SIDE FOR ADDITIONAL LISTING.
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

USE DEBITING NUMBER FROM YOUR CHECKS FOR AUTOMATIC DEPOSIT. 1 CHECKS AND OTHER FUNDS ARE REMITTED FOR DEPOSIT. OR THE OFFICIAL COMMERCIAL, NON-FINANCIAL APPLICABLE COLLECTION AGREEMENT.

⑆511400393⑆



ASB BOOKKEEPING BANK EPOSIT

These forms must be completed daily and added to the daily reconciliation. A bank deposit must be created each day for each campus.

RECONCILIATION FOR (DATE):

9/11/2020 - Hesperia

The purpose of this form is for the bookkeeper to count actual cash on hand and keep record of exactly what type of cash was collected. Affix closed shift summary and Pay Out Slip to the right side of this form using invisible tape.

100s	
50s	
20s	60
10s	
5s	30
1s	30
Total Cash	60
Total Coin	
Total Checks	60
Total Amount	120

REMARKS:

PREPARED BY: _____

DATE: _____

128

16-24/1220 4570



[Redacted]

9/1/20 Date

Pay to the order of *Encore*

\$ 60.00

Sixty and 00/100

Dollars



Photo Safe Deposit

God Bless America



Wells Fargo Bank, N.A.
California
wellsfargo.com

[Redacted]

For *2019/2020 yearbook PIF*

00128

[Redacted]

SPRINGTIME

Member Since

DEBIT SUB-ACCOUNT MONTHLY BALANCE REPORT

This report shows the monthly balances of each sub-account within the debit account based on the monthly activity within the account. The NCR accounting software is used to determine the credits for the accounts. Sub Accounts include both team and general fund accounts.

TEAM	September	Monthly Change
STUDENT PAYMENT PLAN	\$ -	
2021	\$ 2,701.87	
2022	\$ 3,809.47	
2023	\$ 3,296.07	
2024	\$ 1,201.50	
ACADEMIC	\$ 998.25	
AMBASSADORS	\$ 4,395.00	\$ (105.00)
ART	\$ 5,000.00	
ART CREW	\$ 735.07	
ASB	\$ 366.68	\$ (6,823.34)
BAND	\$ 600.00	
BASKETBALL	\$ 1,200.00	
BENEFIT/FUNDRAISING BALL	\$ -	
CHEER	\$ (451.00)	\$ (1,651.00)
CHOIR	\$ -	
CIRCUS ELITE	\$ -	
CIRQUE	\$ 250.00	
COOKING	\$ 900.00	
COSPLAY	\$ 925.32	
COSTUME DESIGN	\$ 500.00	
COSTUME FEES	\$ -	
CSF	\$ 111.26	\$ (140.00)
DANCE PRO	\$ -	
DIRECTOR GRIFFIN	\$ -	
DIRECTOR RAE	\$ -	
DRAMA PRO	\$ 500.00	
EP	\$ -	
FOUNDER	\$ -	

GEN THEATER	\$ -	
HIP HOP	\$ 874.50	\$ (80.00)
ITS	\$ 1,000.00	
JHASB	\$ 795.08	\$ (137.92)
JR DANCE	\$ 942.13	
JV DANCE	\$ -	
LEGACY BALL BENEFIT	\$ -	
MEDIA TEAM	\$ 2,489.40	
MOCKTRIAL	\$ 75.00	\$ (425.00)
MUSIC	\$ 500.00	
MUSICAL PRO	\$ (528.75)	
NHD	\$ -	
NHS	\$ -	
PAC	\$ -	
PHOTO	\$ 1,500.00	
PLAYHOUSE	\$ -	
PROD X	\$ -	
SNOW	\$ -	
SR. PROD	\$ 1,000.00	
STAR QUEST	\$ 5.00	
STREET BAND	\$ -	
TROUPE	\$ 869.65	
VDANCE	\$ -	
WORLD	\$ 6,960.00	
YEARBOOK - H	\$ 5,975.80	\$ 30.00
Gen Fund	\$ (4,704.51)	\$ (4,502.19)



GENERAL FUND SUB-ACCOUNT DEBIT ACTIVITY

This report shows the monthly activity of the sub-account for General Fund

- This sub-account is used for on campus and online purchases where an offsite check is not a feasible form of payment.
- The General Fund Sub-Account runs a monthly report that is approved by Encore's School Board.
- Once the monthly report is approved by the School Board, a check is run by the General Fund Account and is deposited in the Student Services Debit Account.
- Backup for this report is provided in the chronological activity in the "bank statement" reporting.

STUDENT SERVICES ACCOUNT

Month: September 2020
Monthly Transaction Amount: \$4,562.19
Quickbooks Reconciliation Provided? YES
Backup Provided? YES
Report Completed by: Denise Griffin

Reviewed by:		
CEO:  	ASB OFFICER:	SCHOOL BOARD APPROVAL:

Scanned by:
Submission Date:

Date	Transaction Type	Posting	Name	Account	Split	Amount
09/02/2020	Expense	Yes	Constant Contact	Platinum Business Checking (1118)	Parent Communication H	-125.00
09/02/2020	Expense	Yes	Shop N Go	Platinum Business Checking (1118)	Transportation H	-24.81
09/03/2020	Expense	Yes	Box Inc.	Platinum Business Checking (1118)	Legal & Professional Services	-15.00
09/08/2020	Expense	Yes	Quickbooks	Platinum Business Checking (1118)	Office Supplies & Software	-70.00
09/08/2020	Expense	Yes	Wix.com	Platinum Business Checking (1118)	Parent Communication H	-59.00
09/08/2020	Expense	Yes	Target	Platinum Business Checking (1118)	Office Supplies - Hesperia	-81.41
09/09/2020	Expense	Yes	Battery Mart	Platinum Business Checking (1118)	Transportation H	-201.54
09/09/2020	Expense	Yes	Dunn-Edwards	Platinum Business Checking (1118)	Maintenance - Hesperia	-296.92
09/09/2020	Expense	Yes	Shop N Go	Platinum Business Checking (1118)	Transportation H	-60.00
09/09/2020	Expense	Yes	Home Depot	Platinum Business Checking (1118)	Maintenance - Hesperia	-43.68
09/10/2020	Expense	Yes	Quickbooks	Platinum Business Checking (1118)	Office Supplies & Software	-25.00
09/10/2020	Expense	Yes	Call-Em-All	Platinum Business Checking (1118)	Parent Communication H	-450.00
09/14/2020	Expense	Yes	Department of Motor Vehicles	Platinum Business Checking (1118)	Transportation H	-750.00
09/14/2020	Expense	Yes	Shop N Go	Platinum Business Checking (1118)	Transportation H	-90.00
09/14/2020	Expense	Yes	NCR	Platinum Business Checking (1118)	Office Supplies & Software	-79.00
09/21/2020	Expense	Yes	Costco Gas	Platinum Business Checking (1118)	Transportation H	-51.00
09/21/2020	Expense	Yes	LearnWorlds	Platinum Business Checking (1118)	Class Supplies - Hesperia	-999.00
09/22/2020	Expense	Yes	Wix.com	Platinum Business Checking (1118)	Parent Communication H	-24.00
09/22/2020	Expense	Yes	Rubberstamps.net	Platinum Business Checking (1118)	Office Supplies - Hesperia	-81.30
09/23/2020	Expense	Yes	Dunn-Edwards	Platinum Business Checking (1118)	Maintenance - Hesperia	-143.85
09/24/2020	Expense	Yes	Harbor Freight	Platinum Business Checking (1118)	Maintenance - Hesperia	-6.45
09/25/2020	Expense	Yes	Target	Platinum Business Checking (1118)	Office Supplies - Hesperia	-123.45
09/28/2020	Expense	Yes	Amazon	Platinum Business Checking (1118)	Class Supplies - Hesperia	-193.42
09/28/2020	Expense	Yes	NCR	Platinum Business Checking (1118)	Office Supplies & Software	-79.00
09/29/2020	Expense	Yes	Wix.com	Platinum Business Checking (1118)	Parent Communication H	-124.11
09/29/2020	Expense	Yes	Arco	Platinum Business Checking (1118)	Transportation H	-65.35
09/30/2020	Expense	Yes	Arco	Platinum Business Checking (1118)	Transportation H	-50.35
09/30/2020	Expense	Yes	Costume Inventory	Platinum Business Checking (1118)	Class Supplies - Hesperia	-249.55

-4,562.19