


NOVEMBER

2020

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

QUICKBOOKS REPORT

Encore High Schools Debit Account

TRANSACTION LIST BY DATE

November 2020

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
11/02/2020	Expense		Yes	Google		Platinum Business Checking (1118)	Advertising - Hesperia	-217.56
11/02/2020	Expense		Yes	Constant Contact		Platinum Business Checking (1118)	Parent Communication H	-125.00
11/02/2020	Expense		Yes	Wix.com	1834	Platinum Business Checking (1118)	Parent Communication H	-23.00
11/02/2020	Expense		Yes	Facebook	001856	Platinum Business Checking (1118)	Advertising - Hesperia	-274.69
11/02/2020	Deposit		Yes			Platinum Business Checking (1118)	Paypal Transfer	376.07
11/02/2020	Transfer		Yes			Platinum Business Checking (1118)	Platinum Business Checking (1118)	-115.83
11/02/2020	Expense		Yes	Spirit Halloween		Platinum Business Checking (1118)	ASB	-226.05
11/03/2020	Expense		Yes	Shop N Go	1835	Platinum Business Checking (1118)	Transportation H	-50.93
11/03/2020	Expense		Yes	Box Inc.	1858	Platinum Business Checking (1118)	Calpads	-15.00
11/03/2020	Expense		Yes	Staples	1836	Platinum Business Checking (1118)	Office Supplies - Hesperia	-47.38
11/03/2020	Expense		Yes	Staples	1837	Platinum Business Checking (1118)	Office Supplies - Hesperia	-143.23
11/04/2020	Expense		Yes	NCR Silver	1838	Platinum Business Checking (1118)	Office Supplies & Software	-19.00
11/04/2020	Expense		Yes	Homa Depot	1839	Platinum Business Checking (1118)	Maintenance - Hesperia	-2.89
11/04/2020	Expense		Yes	Staples	1840	Platinum Business Checking (1118)	Office Supplies - Hesperia	-12.92
11/04/2020	Expense		Yes	Staples	1841	Platinum Business Checking (1118)	Office Supplies - Hesperia	-419.02
11/05/2020	Expense		Yes	LockSavy.com	1842	Platinum Business Checking (1118)	Maintenance - Hesperia	-25.00
11/06/2020	Expense		Yes	Wix.com	1843	Platinum Business Checking (1118)	Parent Communication H	-59.00
11/06/2020	Expense		Yes	Staples	1844	Platinum Business Checking (1118)	Audit Supplies	-507.91
11/09/2020	Expense		Yes	Quickbooks		Platinum Business Checking (1118)	Office Supplies & Software	-70.00
11/09/2020	Expense		Yes	Nulty Bolls	1845	Platinum Business Checking (1118)	Maintenance - Hesperia	-17.00
11/09/2020	Expense		Yes	Staples	1847	Platinum Business Checking (1118)	Accounting	-41.98
11/10/2020	Expense		Yes	Quickbooks		Platinum Business Checking (1118)	Office Supplies & Software	-25.00
11/10/2020	Expense		Yes			Platinum Business Checking (1118)	Bank Charges & Fees	-35.00
11/10/2020	Transfer		Yes			Paypal Transfer	Platinum Business Checking (1118)	-277.45
11/10/2020	Expense		Yes	Call-Em-All	1848	Platinum Business Checking (1118)	Parent Communication H	-450.00
11/12/2020	Expense		Yes	Bank Card Fee		Platinum Business Checking (1118)	Bank Charges & Fees	-20.00
11/12/2020	Expense		Yes	Bank Card Fee		Platinum Business Checking (1118)	Bank Charges & Fees	-20.00
11/16/2020	Transfer		Yes			Platinum Business Checking (1118)	Paypal Transfer	-40.00
11/16/2020	Expense		Yes	McDonalds		Platinum Business Checking (1118)	ASB	-5.08
11/16/2020	Deposit		Yes	Guaranteee Towing/U-Haul	1849	Platinum Business Checking (1118)	Returns	3.84
11/16/2020	Transfer		Yes			Paypal Transfer	Platinum Business Checking (1118)	-63.18
11/16/2020	Expense		Yes			Platinum Business Checking (1118)	ASB	-18.39
11/16/2020	Check		Yes			Platinum Business Checking (1118)	Theater Troupe - Riverside	-5.00
11/17/2020	Deposit		Yes	Encore High School Hesperia		Platinum Business Checking (1118)	Deposits	8,960.00
11/17/2020	Deposit		Yes	Wells Fargo		Platinum Business Checking (1118)	Returns	28.00
11/17/2020	Expense		Yes	Stater Bros		Platinum Business Checking (1118)	ASB	-325.75
11/17/2020	Expense		Yes	For Movie Rentals		Platinum Business Checking (1118)	ASB	-1,998.00
11/19/2020	Deposit		Yes	Encore High School Hesperia		Platinum Business Checking (1118)	Daily Deposit	326.30
11/19/2020	Deposit		Yes	Encore High School Hesperia		Platinum Business Checking (1118)	Daily Deposit	36.05
11/19/2020	Expense		Yes	Amazon	1850	Platinum Business Checking (1118)	Covid	-105.60
11/19/2020	Expense		Yes	Instacart		Platinum Business Checking (1118)	ASB	-8.99
11/20/2020	Bill		Yes	Custom Ink		Accounts Payable (A/P)	-Split-	5,746.28
11/20/2020	Bill		Yes			Accounts Payable (A/P)	RIVERSIDE REFUND ACCT	120.00
11/20/2020	Bill Payment (Check)	6862	Yes			Platinum Business Checking (1118)	Accounts Payable (A/P)	-120.00
11/20/2020	Bill Payment (Check)	6863	Yes			Platinum Business Checking (1118)	Accounts Payable (A/P)	-1,478.44

Encore High Schools Debit Account

TRANSACTION LIST BY DATE

November 2020

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
11/20/2020	Expense		Yes	Department of Motor Vehicles	1851	Platinum Business Checking (1118)	Transportation H	-750.00
11/20/2020	Expense		Yes	LearnWorlds	1857	Platinum Business Checking (1118)	Class Supplies - Hesperia	-999.00
11/20/2020	Expense		Yes	Home Depot	1852	Platinum Business Checking (1118)	Maintenance - Hesperia	-10.16
11/20/2020	Expense		Yes	Arco	1853	Platinum Business Checking (1118)	Transportation H	-43.05
11/23/2020	Deposit		Yes	Wix.com		Platinum Business Checking (1118)	Payout	4,518.88
11/23/2020	Expense		Yes	Staples	1854	Platinum Business Checking (1118)	Office Supplies - Hesperia	-70.03
11/24/2020	Expense		Yes	Costco Gas	1855	Platinum Business Checking (1118)	Transportation H	-25.00
11/27/2020	Expense		Yes	Amazon	193.92	Platinum Business Checking (1118)	Covid	-193.92

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.

Commercial Basic Checking

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WELLS
FARGO

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

Questions?

Call your Customer Service Officer or Client Services

1-800-AT WELLS (1-800-289-3557)
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: wellsfargo.com

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

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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

Statement period activity summary

Beginning balance on 11/1	\$2,809.66
Deposits/Credits	14,705.60
Withdrawals/Debits	- 7,566.54
Ending balance on 11/30	\$9,948.72

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.

Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
11/2		Paypal Transfer 201101 1010931473508 [REDACTED]	376.07		
11/2		Paypal Transfer 201102 1010956608882 [REDACTED]	115.83		
11/2		Purchase authorized on 10/30 Wix.Com Premium-PI *****Wix.Com CA S38030-673993632 Card 0914		23.00	
11/2		Purchase authorized on 10/30 Spirit Halloweenc6 609-645-5619 CA S460304837737385 Card 0914		226.05	
11/2		Purchase authorized on 10/31 Facebk 2Kq22Xjvx2 650-5434800 CA S380305508847846 Card 0914		274.69	
11/2		Recurring Payment authorized on 11/01 Eig*Constantcontac 855-2295506 MA S580306314279485 Card 7974		125.00	
11/2		Purchase authorized on 11/01 Google*Ads75499021 Internet CA S460306736743630 Card 0914		217.56	2,435.26
11/3		Recurring Payment authorized on 11/02 Box, Inc. 877-7294269 CA S380307685619898 Card 0914		15.00	
11/3		Purchase authorized on 11/03 Shop N Go Hesperia CA P00000000470905126 Card 0914		50.93	
11/3		Purchase authorized on 11/03 Staples Apple Valley CA P00580308643744589 Card 0914		47.39	
11/3		Purchase authorized on 11/03 Staples Apple Valley CA P00580308684846738 Card 0914		143.23	2,178.71
11/4		Recurring Payment authorized on 11/03 Ncr Silver 877-270-3475 GA S460308326082842 Card 7974		19.00	
11/4		Purchase authorized on 11/04 The Home Depot #0665 Victorville CA P00300309589064228 Card 7120		2.89	
11/4		Purchase authorized on 11/04 Staples Apple Valley CA P00460309624974045 Card 0914		12.92	
11/4		Purchase authorized on 11/04 Staples Apple Valley CA P00460309727597044 Card 0914		419.02	1,724.88
11/5		Purchase authorized on 11/04 Sq *Locksavvy L.L. Los Angeles CA S580309613125315 Card 7120		25.00	1,699.88
11/6		Recurring Payment authorized on 11/04 Wix.Com*796563063 800-6000949 NY S380308624323512 Card 0914		59.00	
11/6		Purchase authorized on 11/04 Staples Direct 800-3333330 MA S300309796474709 Card 7974		507.91	1,132.97
11/9		Purchase authorized on 11/05 Nutty Bolts Screws Hesperia CA S300310757565839 Card 7120		17.00	
11/9		Recurring Payment authorized on 11/07 Int*Quickbooks Onl 800-446-8848 CA S300312434559523 Card 7974		70.00	
11/9		Purchase authorized on 11/08 Staples Apple Valley CA P00300313667173238 Card 0914		41.98	1,003.99
11/10		NSF Return Item Fee for a Transaction Received on 11/09 \$1,998.00 Paypal Inst Xfer 201108 Form [REDACTED]		35.00	
11/10		Paypal Transfer 201110 1011054850617 [REDACTED]	277.45		
11/10		Purchase authorized on 11/07 Call-Em-All 972-668-1920 TX S380313217581289 Card 7974		450.00	
11/10		Recurring Payment authorized on 11/09 Int*Quickbooks Onl 800-446-8848 CA S580314472618360 Card 0914		25.00	771.44
11/12		Bankcard Fee - 0329285918		20.00	
11/12		Bankcard Fee - 0329286721		20.00	731.44
11/16		Purchase Return authorized on 11/09 Uhl*Guarantee Towl Hesperia CA S620319548530425 Card 7120	3.84		
11/16		Paypal Transfer 201116 1011129307171 [REDACTED]	63.18		
11/16		Purchase authorized on 11/15 A V Gasmart Apple Valley CA P00000000072728001 Card 7974		18.39	
11/16		Purchase authorized on 11/15 McDonalld's F25740 Searchlight NV S300321043974573 Card 7974		5.08	
11/16	6817	Check		5.00	
11/16		Paypal Echeck 201116 1011129968961 [REDACTED]		40.00	729.99
11/17		Deposit	8,960.00		
11/17		Card Final Credit 21110207385	28.00		



Transaction history (continued)

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
11/17		Purchase authorized on 11/17 Staterbros122 14466 Main Hesperia CA P00380322797366795 Card 9569		325.75	9,392.24
11/18		Purchase authorized on 11/17 Paypal *Formoviere 402-935-7733 CA S380323017318308 Card 7974		1,998.00	7,394.24
11/19		Deposit	326.30		
11/18		Deposit	36.06		
11/19		Recurring Payment authorized on 11/18 Instacart Subscrip Httsinstacar CA S580323298145811 Card 0914		9.99	
11/19		Purchase authorized on 11/18 Amzn Mktp US*N623C Amzn.Com/Bill WA S460323694988309 Card 0914		105.60	7,641.00
11/20		Purchase authorized on 11/19 Learnworlds CY L Lmassol Cyp S460324606232620 Card 0914		999.00	
11/20		Purchase authorized on 11/19 IN *Motor Vehicle 203-8991700 CT S460324692947213 Card 9569		750.00	
11/20		Purchase authorized on 11/20 The Home Depot #0865 Victorville CA P00380325580601364 Card 7120		10.16	
11/20		Purchase authorized on 11/20 Arco42883001 Hesperia CA P0000000877260883 Card 7120		43.05	5,838.79
11/23		Wix.Com EDI Pymnts TX6281273911X1 Ref*TN*TX6281273911X1(Nte*Inv*Wix Payments)	4,518.88		
11/23		Purchase authorized on 11/19 Staples Direct 800-3333330 MA S300324647210968 Card 7974		70.03	10,287.64
11/24		Purchase authorized on 11/24 Costco Gas #1010 Victorville CA P00300329792962286 Card 7120		25.00	
11/24	6862	Check		120.00	10,142.64
11/27		Purchase authorized on 11/24 Amzn Mktp US*Ym2Sv Amzn.Com/Bill WA S460330014156058 Card 0914		193.92	9,948.72
Ending balance on 11/30					9,948.72
Totals			\$14,705.60	\$7,566.54	

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
6817	11/16	5.00	6862 *	11/24	120.00

* Gap in check sequence.

Items returned unpaid

Date	Description	Amount
11/10	Paypal Inst Xfer 201108 Formovieren [REDACTED] Reference # 091000014329031	1,998.00
11/17	Paypal Retry Pymt 201108 Formovieren [REDACTED] Reference # 091000010161813	1,998.00

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 wells Fargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 11/01/2020 - 11/30/2020	Standard monthly service fee \$40.00	You paid \$0.00
We waived the fee this fee period to allow you to meet the requirements to avoid the monthly service fee.		
How to avoid the monthly service fee	Minimum required	This fee period
Have any ONE of the following account requirements		



Monthly service fee summary (continued)

How to avoid the monthly service fee
 - Average ledger balance
 DGDS

Minimum required
 \$25,000.00

This fee period
 \$4,763.00

Account transaction fees summary

<i>Service charge description</i>	<i>Units used</i>	<i>Units included</i>	<i>Excess units</i>	<i>Service charge per excess units (\$)</i>	<i>Total service charge (\$)</i>
Cash Deposited (\$)	900	20,000	0	0.0030	0.00
Transactions	12	500	0	0.50	0.00
Total service charges					\$0.00



10/1/20 - 10/31/20

Transaction History - USD

Date	Description	Name \ Email	Gross	Fee	Net
10/28/20	PayPal Here Payment ID: 042610159A327701K	[REDACTED]	40.00	-1.08	38.92
10/28/20	Express Checkout Payment ID: 4WB19429X045651TE	[REDACTED]	40.00	-1.46	38.54
10/29/20	General Withdrawal - Bank Account ID: 2L367398NX434324H	[REDACTED]	-547.91	0.00	-547.91
10/29/20	Express Checkout Payment ID: 2A45348495132304D	[REDACTED]	30.00	-1.17	28.83
10/29/20	Express Checkout Payment ID: 4LD849271S4187359	[REDACTED]	40.00	-1.46	38.54
10/29/20	Express Checkout Payment ID: 4XG96346KS1189404	[REDACTED]	40.00	-1.46	38.54
10/29/20	Express Checkout Payment ID: 7V178521F8835324E	[REDACTED]	40.00	-1.46	38.54
10/29/20	Express Checkout Payment ID: 09S65742E5624492R	[REDACTED]	40.00	-1.46	38.54
10/29/20	Express Checkout Payment ID: 9PV070003Y739284A	[REDACTED]	40.00	-1.46	38.54
10/30/20	Express Checkout Payment ID: 0JR07436FH530374E	[REDACTED]	40.00	-1.46	38.54
10/30/20	Express Checkout Payment ID: 2M22058406578874J	[REDACTED]	40.00	-1.46	38.54
10/30/20	Express Checkout Payment ID: 6A088962R26910321	[REDACTED]	40.00	-1.46	38.54
10/30/20	PayPal Here Payment ID: 4LB00858W4572953E	[REDACTED]	40.00	-1.08	38.92
10/31/20	General Withdrawal - Bank Account ID: 08G44438XB7910059	[REDACTED]	-376.07	0.00	-376.07
10/31/20	Express Checkout Payment ID: 7YN83322BA260525E	[REDACTED]	40.00	-1.46	38.54

To report an unauthorized transaction or other error NOT involving your debit card: call (402-938-3614) or write to us (Attn: Error Resolution Department, P.O. Box 45950, Omaha, NE 68145-0950).

To report an unauthorized transaction or other error concerning your debit card: call (402-938-3614), fax (303-395-2855) or write to us (PayPal Debit Card Department, P.O. Box 45950, Omaha, NE 68145-0950).

To cancel a pre-authorized or recurring payment or determine whether a pre-authorized or recurring transfer has been made: call us at 1-877-896-6383 (please note that only calls pertaining to pre-authorized or recurring payments will be accepted at this number).



11/1/20 - 11/30/20

Transaction History - USD

Date	Description	Name \ Email	Gross	Fee	Net
11/2/20	PayPal Here Payment ID: 0VW83383AL748715D	[REDACTED]	80.25	-2.96	77.29
11/2/20	General Withdrawal - Bank Account ID: 29U44248UA276530J	[REDACTED]	113.83	0.00	113.83
11/2/20	Express Checkout Payment ID: 0VV57901JL1103159	[REDACTED]	40.00	-1.46	38.54
11/5/20	Express Checkout Payment ID: 4GA62623148202228	[REDACTED]	40.00	-1.46	38.54
11/5/20	Express Checkout Payment ID: 43R48235Y9522204H	[REDACTED]	-52.23	0.00	-52.23
11/7/20	Express Checkout Payment ID: 4PG78454GB1392628	[REDACTED]	40.00	-1.46	38.54
11/7/20	Website Payment ID: 21P09898RV881651J	[REDACTED]	-1,998.00	0.00	-1,998.00
11/7/20	Bank Deposit to PP Account ID: 1RP49490CJ474251K	[REDACTED]	1,998.00	0.00	1,998.00
11/10/20	PayPal Here Payment ID: 4M693874514156229	[REDACTED]	150.00	-4.05	145.95
11/10/20	PayPal Here Payment ID: 1X12104707719153T	[REDACTED]	70.00	-1.89	68.11
11/10/20	General Withdrawal - Bank Account ID: 60S03327WP164261L	[REDACTED]	-277.45	0.00	-277.45
11/11/20	General Payment ID: 1TL49259U2669814J	[REDACTED]	22.00	-0.94	21.06
11/11/20	General Payment ID: 2934612318816023F	[REDACTED]	22.00	-0.94	21.06
11/13/20	General Payment ID: 97128856AF814615T	[REDACTED]	22.00	-0.94	21.06
11/16/20	General Withdrawal - Bank Account ID: 18P65382R9910093A	[REDACTED]	-63.18	0.00	-63.18
11/17/20	General Credit Card Deposit ID: 8U456664PP035931N	[REDACTED]	1,998.00	0.00	1,998.00
11/17/20	Reversal of ACH Deposit ID: 3VL98394AL086663C	[REDACTED]	-1,998.00	0.00	-1,998.00



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 #793770541 | Oct 30, 2020 | Paid

Description	Site	Billing Period	Quantity	Amount
Premium Plan Unlimited	Mysite 6	Monthly Oct 30, 2020 - Nov 30, 2020	1	\$23.00

Payment Method: Visa **** 0914	Subtotal	\$23.00
	Total	\$23.00

Parent website

APPROVED
 Encore First Approval - Administration
Kelsey White
 Central Bookkeeping Manager

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

001834



EXPENSE
PRE-APPROVED BY
Name: Mr. Johnny Griffin
Date: 11/08/2020

CERTIFICATION OF LOST RECEIPT
FOR REIMBURSEMENT

Name: helsey white Date: 11/2/20

Description: I lost the receipt after Mr. Griffin handed it to me.

Purpose: Bought supplies for Hallofreax

Where: Spirit Halloween

Amount: \$ 226.05

I certify that I spent this dollar amount and I have lost the receipt.

Please Print Name: helsey white

Employee Signature: [Signature]

Please attach any other information needed. Please submit to your director's box.
Please allow 2 weeks for processing.

OFFICE USE ONLY

Approved / Denied

APPROVED

Administrator Signature: Ashlin Barkdull
Encore Second Approval - Senior Manager

Ashlin Barkdull
General Executive Manager

APPROVED

Encore Final Approval - Board / CEO

Date: 11/08/2020
Denise Griffin
Chief Executive Officer

Administrator Signature: _____ Date: _____

Advertising

Fwd: Your Facebook Ads Receipt (Account ID: 69551964)

1 message

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

Mon, Nov 2, 2020 at 10:33 AM

----- Forwarded message -----

From: Facebook Ads Team <advertise-noreply@support.facebook.com>
Date: Sat, Oct 31, 2020 at 7:08 AM
Subject: Your Facebook Ads Receipt (Account ID: [REDACTED])
To: Denise Griffin <ceo@officerteam.com>

EXPENSE
PRE-APPROVED BY
Name: Denise Griffin
Date: 10/20/20

 Receipt for Denise Griffin (Account ID: [REDACTED])

Summary

AMOUNT BILLED

\$274.69 USD

DATE RANGE

Oct 15, 2020, 12:00 AM - Oct 30, 2020, 11:59 PM

PRODUCT TYPE
Facebook Ads

BILLING REASON

Remaining ad costs at the end of the month.

PAYMENT METHOD
Visa*0914

REFERENCE NUMBER ⓘ

2KQ22XJVX2

CAMPAIGN	RESULTS	AMOUNT
🖱️ [10/15/2020] Promoting www.hallofreak.com	21,676 Impressions	\$123.69
🖱️ [10/20/2020] Promoting Contact Us	12,329 Impressions	\$151.00
CAMPAIGN TOTAL		\$274.69
TOTAL		\$274.69

Transaction ID: 3343771675740444-6499741

001856

Thanks,

[Empty signature box]

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Facebook, Inc., Attention: Community Support, 1 Facebook Way, Menlo Park, CA 94025

--
- **Mrs. Denise Griffin**
Chief Executive Officer
Encore Education Corporation
www.encorehighschool.com

In case of delays, please contact
Mrs. Ashlin Barkdull
Executive Office Manager, CEO Support
abarkdull@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.

APPROVED
Encore First Approval - Administration
Kelsey White
Central Bookkeeping Manager

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

001856

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

EXPENSE
PRE-APPROVED BY
Name: Denise
Date: _____

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

User Name: ceo@officerteam.com

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

Parent communication

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

008133



Payment Receipt

EXPENSE

PRE-APPROVED BY

Name: Denise Griffin

Date: 11-1-20

Google LLC
1600 Amphitheatre Pkwy
Mountain View, CA 94043
United States

Payment date: Nov 1, 2020
Billing ID: 4285-2345-0599
Payment method: Visa ****0914



Encore Education Corporation
Denise Griffin
HESPERIA, CA 92345
United States

Description	
Payment amount	\$217.56

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull

General Executive Manager

Advertising

198100



EXPENSE
PRE-APPROVED BY
Name: Contract

INVOICE

INV08398667

PO Number:

Sold To:
dg@officerteam.com
Denise Griffin

Date: _____

Account Number: [REDACTED]
Invoice Number: INV08398667
PO Number:

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

Invoice Date: 11/02/2020
Payment Due By: 11/02/2020
Payment Terms: Due Upon Receipt
Payment Method: CreditCard

Hesperia California 92345
United States

Service	Unit Price	Quantity	Subtotal	Tax	TOTAL
Starter Licenses Service Period: 11/02/2020-12/01/2020	\$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

Cal pads

Payments and Adjustments				
Transaction Date	Transaction Number	Transaction Type	Notes	Applied Amount
11/02/2020	P-09490356	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: [REDACTED]
Invoice Date: 11/02/2020
Invoice Number: INV08398667
Payment Due Date: 11/02/2020
Total Amount Due: \$0.00
Amount Enclosed: _____

APPROVED
Encore First Approval - Administration
Kelsey White
Central Bookkeeping Manager

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

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

001858

Pre-Approval Stamp
EXPENSE
PRE-APPROVED BY
 Name: Joe T
 Date: 11/3/20

Circle One:
ASB / General Fund

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

SHOP N GO
 FG06145364001
 11254 I AVE
 HESPERIA, CA
 92345
 11/03/2020 360290397
 09:31:09 AM

XXXXXXXXXXXX0914
 Debit
 INVOICE 064715
 AUTH 460866

PUMP# 8
 Regular CR 16.5406
 PRICE/GAL \$2.970
 FUEL TOTAL \$ 50.93
 DEBIT \$ 50.93

Customer-activated Purchase/Capture
 Site #: 000000000023092
 Shift Number 1
 Sequence Number 9778
 Swiped
 APPROVED 460866

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

VENDOR:

Shop N GO

DATE OF PURCHASE:

11/03/2020

AMOUNT:

\$ 50.93

REIMBURSE TO / ACCOUNT:

Debit Account

ADMIN APPROVAL ONLY

PURPOSE:

Transportation

FIRST APPROVAL

APPROVED

Encore First Approval - Administration

Curtis Peterson
 Executive Risk Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
 Chief Operations Officer

001835

Pre-Approval Stamp
EXPENSE
PRE-APPROVED BY
 Name: Denise
 Date: 11/3/20

Circle One:
ASB / General Fund

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



19201 A Bear Valley Road
 APPLE VALLEY, CA 92308
 (760) 961-6472

QTY	SKU	PRICE
1	360 60L 21/8B STUDI	29.99
1	UTW 5FT CABLE BLAN	13.99
SUBTOTAL		43.98
Standard Tax 7.7500%		3.41
TOTAL		\$47.39

US DEBIT USD\$47.39
 Card No.: XXXXXXXXXXXX0914 [C]
 Chip Read
 Auth No.: 002816
 AID.: A0000000980840
Verified By PIN

TOTAL ITEMS 2

TRU RED
 Business essentials designed thoughtfully to work beautifully.

Shop Smarter. Get Rewarded.
 Staples Rewards members get up to 5% back in Rewards in store only. Exclusions Apply. See an associate for full program details or to enroll.

THANK YOU FOR SHOPPING AT STAPLES!

VENDOR: Staples

DATE OF PURCHASE: 11/03/2020

AMOUNT: \$47.39

REIMBURSE TO / ACCOUNT: Debit account

ADMIN APPROVAL ONLY

PURPOSE: office supplies

FIRST APPROVAL
APPROVED
 Encore First Approval - Administration
Kelsey White
 Central Bookkeeping Manager

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

ENCORE

Junior & Senior High School for the Arts

Pre-Approval Stamp

EXPENSE

PRE-APPROVED BY

Name: Denise

Date: 11/3/20

Circle One:

ASB / General Fund

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



19201 A Bear Valley Road
APPLE VALLEY, CA 92308
(760) 961-6472

SALE 1965226 3 001 89180
1426 11/03/20 11:01
QTY SKU PRICE

QTY	SKU	PRICE
1	STAPLES STD SHEET 718103009898	18.99
5	STAPLES STD SHEET 718103009898	18.990ea 94.95
1	STAPLES STD SHEET 718103009898	18.99
SUBTOTAL		132.93
Standard Tax 7.7500%		10.30
TOTAL		\$143.23

REWARDS NUMBER [REDACTED]
US DEBIT US\$143.23
Card No.: XXXXXXXXXXXX0914 [C]
Chip Read
Auth No.: 006614
ATD.: A0000000980840
Verified By PIN

TOTAL ITEMS 7

TRU RED
Business essentials designed thoughtfully to work beautifully.
Shop smarter. Get Rewarded.
Staples Rewards members get up to 5% back in Rewards in store only.
Exclusions apply. See an associate for full program details or to enroll.

THANK YOU FOR SHOPPING AT STAPLES!



VENDOR:

Staples

DATE OF PURCHASE:

11/03/2020

AMOUNT:

\$143.23

REIMBURSE TO / ACCOUNT:

Debit Account

ADMIN APPROVAL ONLY

PURPOSE:

office Supplies

FIRST APPROVAL

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Manager

Ashlin Barkdull

General Executive Manager

001837



NCR Silver

864 Spring St NW
Atlanta, GA 30308

Customer Care: 1-877-270-3475

INVOICE

Invoice Date: 11/02/2020
Invoice #: INV04761321
Payment Terms: Due Upon Receipt
Due Date: 11/02/2020

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	\$19 per Month Flat Fee Additional Device	11/02/2020-12/01/2020	1	\$19.00	\$19.00	\$0.00	\$19.00

MY DEVICES

Charge Number	Pricing	Allowance	Used	Overage

INVOICE TOTALS

Gross Amount:	\$19.00
Discount:	\$0.00
Subtotal:	\$19.00
Tax:	\$0.00
Total:	\$19.00
Invoice Balance:	\$0.00

TRANSACTIONS ASSOCIATED TO THIS INVOICE

Transaction Date	Transaction Number	Transaction Type	Description	Invoice Total	Applied Amount
11/03/2020	P-00761173	Payment		\$19.00	(\$19.00)
				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

001838

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BOOK Keeping
Service

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ENCORE

Junior & Senior High School for the Arts

Pre-Approved By
EXPENSE
PRE-APPROVED BY
 Name: Denise
 Date: 11/4/20

Circle One:
ASB / General Fund

TAPE REC



**How doers
get more done.**

0 STAPLES

STORE MANAGER ADAM H VANDEBRAKE@HOMEDEPOT
 15150 BEAR VALLEY RD VICTORVILLE CA

0665 00051 18229 11/04/20 08:21 AM
 SALE SELF CHECKOUT

030699434145 ROPE CLEAT <A> <M> 2.98
 ROPE CLEAT 4-1/2 CHROME
 MAX REFUND VALUE \$2.68

 -10% off Military Discount
 2.98 10% off Military Discount -0.30
 MUST RETURN ALL ITEMS FOR A FULL REFUND

SUBTOTAL 2.68
 SALES TAX 0.21
 TOTAL \$2.89

XXXXXXXXXXXX7120 DEBIT USD\$ 2.89

AUTH CODE 002877
 Chip Read Verified By PIN
 AID A0000000980840 US DEBIT

<M> = Military Appreciation

0665 11/04/20 08:21 AM



0665 51 18229 11/04/2020 8947

RETURN POLICY DEFINITIONS
 POLICY ID DAYS POLICY EXPIRES ON
 A 1 180 05/03/2021

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 37412 36798
 PASSWORD: 20554 36747

Entries must be completed within 14 days
 of purchase. Entrants must be 18 or
 older to enter. See complete rules on
 website. No purchase necessary

VENDOR:

The Home Depot

DATE OF PURCHASE:

11-04-20

AMOUNT:

\$ 2.89

REIMBURSE TO / ACCOUNT:

Debit Card

ADMIN APPROVAL ONLY

PURPOSE:

Maintenance

FIRST APPROVAL

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin

Chief Operations Officer

001839

Pre-Approval Stamp
EXPENSE

PRE-APPROVED BY

Name: Denise
Date: 11/4/20

Circle One:
ASB / General Fund

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



19201 A Bear Valley Road
APPLE VALLEY, CA 92308
(760) 961-6472

SALE 1965226 2 001 89387
1426 11/04/20 09:21
QTY SKU PRICE

REWARDS NUMBER [REDACTED]
1 UTW 5FT CMPCT CRDP 11.99
891449002835
SUBTOTAL 11.99
Standard Tax 7.7500% 0.93
TOTAL \$12.92

US DEBIT USD\$12.92
Card No.: XXXXXXXXXXXX0914 [C]
Chip Read
Auth No.: 001594
ATD.: A0000000980840
Verified By PIN

TOTAL ITEMS 1

(R) RLD
Business essentials designed
thoughtfully to work beautifully.

Shop Smarter. Get Rewarded.
Staples Rewards members get up to 5%
back in Reward on store only.
Exclusions Apply. See an associate for
full program details or to enroll.

THANK YOU FOR SHOPPING AT STAPLES!



142511042009210701

VENDOR:

Staples

DATE OF PURCHASE:

11/04/2020

AMOUNT:

\$ 12.92

REIMBURSE TO / ACCOUNT:

Debit Account

ADMIN APPROVAL ONLY

PURPOSE:

office supplies

FIRST APPROVAL

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull

General Executive Manager

001840

ENCORE

Junior & Senior High School for the Arts

Pre-Approval Stamp
EXPENSE

PRE-APPROVED BY

Name: Denise
Date: 11/4/20

Circle One:
ASB / General Fund

TAPE REC

NO STAPLES



19201 A Bear Valley Road
APPLE VALLEY, CA 92308
(760) 961-6472

SALE 1928368 2 001 89441
1426 11/04/20 12:12
QTY SKU PRICE

QTY	SKU	PRICE
	REWARDS NUMBER [REDACTED]	
1	HD BINDER 41K BLK 718103338257	18.99
1	HD BINDER 41K BLK 718103338257	18.99
1	STPLS HD BINDER 5T 718103338264	32.99
1	STPLS HD BINDER 5T 718103338264	32.99
1	STPLS HD BINDER 5T 718103338264	32.99
1	STPLS HD VIEW BIND 718103199131	35.99
1	STPLS HD VIEW BIND 718103199131	35.99
1	STPLS HD VIEW BIND 718103199131	35.99
1	STPLS HD VIEW BIND 718103199131	35.99
1	STPLS HD VIEW BIND 718103338615	35.99
1	STPLS HD VIEW BIND 718103338615	35.99
1	STPLS HD VIEW BIND 718103338615	35.99
SUBTOTAL		388.88
Standard fax 7.7500%		30.14
TOTAL		\$419.02

US DEBIT USD\$419.02
Card No.: XXXXXXXXXXXX0914 [C]
Chip Read
Auth No.: 000182
AID.: A000000980040
Verified By PIN

VENDOR:

Staples

DATE OF PURCHASE:

11/04/2020

AMOUNT:

\$419.02

REIMBURSE TO / ACCOUNT:

Debit Account

ADMIN APPROVAL ONLY

PURPOSE:

Office Supplies

FIRST APPROVAL

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull

General Executive Manager

001841



EXPENSE

INVOICE

PRE-APPROVED BY

Name: Denise
Date: 11/4/20

Please remit payments to:

LockSavvy L.L.C.
10459 C Ave
Hesperia, CA 92345, USA
(760) 948-1975
locksavvy@gmail.com

Invoice # **451**
Date Wed Nov 04 2020
Balance **25.00**
Due On Wed Nov 04 2020
P.O./W.O.# Verbal
P.O.C Curtis

Bill To:

Encore High School
16955 Lemon Street
Hesperia, California 92345
(760) 956-2632
cpeterson@encorehighschool.com

Service Location:

Encore High School
16955 Lemon Street
Hesperia, California 92345
(760) 956-2632
cpeterson@encorehighschool.com

Description	QTY	Price	Amount
Rekey Rekey cylinder	1.00	25.00	25.00

Sub total	25.00
Tax	0.00
Tax Rate	7.750%
Total	25.00
Balance	25.00

APPROVED
Encore First Approval - Administration
Joseph Thibodeaux
Student Services Manager

APPROVED
Encore First Approval - Administration
Curtis Peterson
Executive Risk Manager

Terms:

By paying the due balance on invoices provided, the Client hereby acknowledges that all requested service items for this date and/or any other dates listed above in the description section of the table, have been performed and have been tested showing successful satisfactory install/repair, unless otherwise stated on the invoice, in which labor service charges do not apply. Early repairs have been made. By accepting this invoice, the Client agrees to pay in full the amount listed in the total section of the invoice.

Notes:

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

Maintenance

Thank You For Your Business!

001842



Wix.com LTD
40 Narnal Tel Aviv, 6350671
Israel

EXPENSE
PRE-APPROVED
Name: Contract
Date: _____

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

Invoice #796563063 | Nov 4, 2020 | Paid

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

Payment Method: Visa **** 0914

Subtotal \$59.00

Total \$59.00

Parent website

APPROVED
Encore First Approval - Administration
Kelsey White
Central Bookkeeping Manager

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

001843

Feel free to contact us:

wix.com/support

1-415-639-9034

wix.com/contact



Order# 9823312798

Order placed: November 04, 2020

EXPENSE
PRE-APPROVED BY
Name: _____
Date: _____

EXPENSE

PRE-APPROVED BY

Name: Denise
Date: _____

Invoice # 268645806

CHARGED on November 05, 2020

Item(s) Shipped

Item#	Item Description	Price	Quantity	Discounts	Subtotal
41157	Staples Lightweight Sheet Protectors, Semi-Clear, 200/Box (10522-CC)	\$18.13	26	\$0.00	\$471.38

Method of payment
VISA ending in *7974 - \$507.91

Subtotal:	\$471.38
Discounts:	\$0.00
Shipping/Fees:	\$0.00
Tax:	\$36.53
Total:	\$507.91

AUDIT SUPPLIES

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

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

001844



Pre-Approval Stamp
EXPENSE
PRE-APPROVED BY
 Name: Joe T
 Date: 11/5/20

Circle One:
ASB / General Fund

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

NUTTY BOLTS SCREWS & FASTENERS
 11126 I AVE STE 2
 HEALERS, CA 92345
 760-948-2658

Merchant ID: 9115000045
 Term ID: 2525

Sale

Application Label: VISA DEBIT
 VISA
 XXXXXXXXXXXX7120
 AID: A0000000031010
 Entry Method: Chip Read
 Apprvd: Online Batch#: 000009
 11/05/20 13:30:34
 Inv#: 00000002 Appr Code: 096456

Total: USD\$ 17.00

Node: Issuer
 TVR: 9080000000
 IAD: 06010003600000
 ISI: 6800
 ARC: 00

I agree to pay above total amount
 according to card issuer agreement
 (Merchant agreement if credit voucher)

X _____
 THIBODEAUX JOSEPH
 Customer Copy
 THANK YOU

VENDOR:
NUTTY BOLTS SCREWS & FASTENERS

DATE OF PURCHASE:
11-05-20

AMOUNT:
\$ 17.00

REIMBURSE TO / ACCOUNT:
Debit Card

ADMIN APPROVAL ONLY

PURPOSE:
Maintenance

FIRST APPROVAL

APPROVED
 Encore First Approval - Administration
Curtis Peterson
 Executive Risk Manager

SECOND APPROVAL

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

001845

Invoice

Invoice number: 1000172333856
Total: \$70.00
Date: Nov 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: Nov 7, 2020 - Dec 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

Bookkeeping
Service

001846

19201 A Bear Valley Road
APPLE VALLEY, CA 92308
(760) 961-6472

SALE 1957572 1 001 90309
1426 11/08/20 10:32
QTY SKU PRICE

EXPENSE
PRE-APPROVED BY
Name: Denise
Date: 11/8/20

REWARDS NUMBER [REDACTED]
1 STPLS STAN VIEW BN * 4.99
718103325493
1 STPLS STAN VIEW BN * 8.99
718103325509
2 PASTELS 8.5X11 BLU 24.98
718103076296 12.490ea
SUBTOTAL 38.96
Standard Tax 7.7500% 3.02
TOTAL \$41.98
US DEBIT USD\$41.98
Card No.: XXXXXXXXXXXX0914 [C]
Chip Read
Auth No.: 000860
AID.: A0000000980840
Verified By PIN

Accounting

TOTAL ITEMS 4
*Item is currently on promotion. Some coupons are only valid on regular priced items. Please see coupon terms and conditions for details.

TRU RED
Business essentials designed thoughtfully to work beautifully.
Shop Smarter. Get Rewarded.
Staples Rewards members get up to 5% back in Rewards in store only.
Exclusions Apply. See an associate for full program details or to enroll.

THANK YOU FOR SHOPPING AT STAPLES!

14261108209030901




14261108209030901

APPROVED
Encore First Approval - Administration
Kelsey White
Central Bookkeeping Manager



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

001847

BANK CHARGE FORM

Date:	11 / 10 / 20
Bank Charge:	\$35.00
Reason:	RETURN CHECK FEE
Completed by:	

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

Scanned by:

Submission Date:




11/1/20 - 11/30/20

Transaction History - USD

Date	Description	Name \ Email	Gross	Fee	Net
11/2/20	PayPal Here Payment ID: 0VW83383AL748715D	[REDACTED]	80.25	-2.98	77.29
11/2/20	General Withdrawal - Bank Account ID: 29U44248UA27653U	[REDACTED]	-115.83	0.00	-115.83
11/2/20	Express Checkout Payment ID: 0VV57901JL1103159	[REDACTED]	40.00	-1.46	38.54
11/5/20	Express Checkout Payment ID: 4GA62623148202228	[REDACTED]	40.00	-1.46	38.54
11/5/20	Express Checkout Payment ID: 43R48235Y9522204H	[REDACTED]	-52.23	0.00	-52.23
11/7/20	Express Checkout Payment ID: 4PG78454GB1392828	[REDACTED]	40.00	-1.46	38.54
11/7/20	Website Payment ID: 21P09898RV881651J	[REDACTED]	-1,998.00	0.00	-1,998.00
11/7/20	Bank Deposit to PP Account ID: 1RP49490CJ474251K	[REDACTED]	1,998.00	0.00	1,998.00
11/10/20	PayPal Here Payment ID: 4M693874514156229	[REDACTED]	150.00	-4.05	145.95
11/10/20	PayPal Here Payment ID: 1X12104707719153T	[REDACTED]	70.00	-1.89	68.11
11/10/20	General Withdrawal - Bank Account ID: 60S03327WP164261L	[REDACTED]	-277.45	0.00	-277.45
11/11/20	General Payment ID: 1TL49259U2669814J	[REDACTED]	22.00	-0.94	21.06
11/11/20	General Payment ID: 2934612318818023F	[REDACTED]	22.00	-0.94	21.06
11/13/20	General Payment ID: 97128856AF814615T	[REDACTED]	22.00	-0.94	21.06
11/16/20	General Withdrawal - Bank Account ID: 1BP65382R9910093A	[REDACTED]	-63.18	0.00	-63.18
11/17/20	General Credit Card Deposit ID: 8U456664PP035931N	[REDACTED]	1,998.00	0.00	1,998.00
11/17/20	Reversal of ACH Deposit ID: 3VL98394AL088663C	[REDACTED]	-1,998.00	0.00	-1,998.00

EXPENSE

PRE-APPROVED BY

Name: Denise
Date: _____

 **text-em-all** November 7, 2020
10:02 PM

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

Denise Griffin
Company Name: Encore Education
Corporation
Cardholder Name: Ashlin Barkdull
●●●● ●●●● ●●●● 7974
Confirmation #: 8D8837999B5E127

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.

*Parent Communication
- Mass calls Service*

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

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

001848

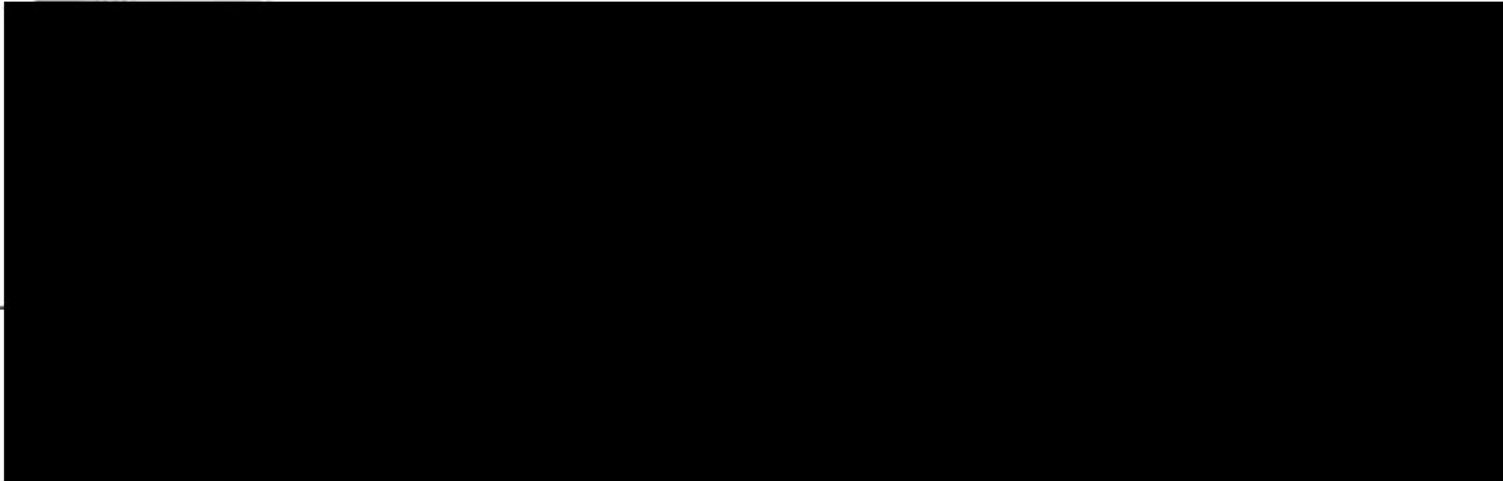


LAFENSE

PRE-APPROVED BY

Name: Contract

Date: _____



Payment success

Denise Griffin, thank you for your payment.

Book keeping services

Invoice number: 1000172628021
Invoice date: 11/09/2020
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.

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

[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

001862

(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.



Questions or concerns?

Visit customer support.



[View on web.](#)

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[Security - Privacy statement - Terms of Service](#)

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

ETC_oBill_Notify_100_QuickBooks Online_en_US_US_USD_Charge
eda4c853-fb53-4ad0-b17e-dd82e5dc5e1b

SMALL_BUSINESS

--
- Mrs. Denise Griffin
Chief Executive Officer
Encore Education Corporation
www.encorehighschool.com

In case of delays, please contact
Mrs. Ashlin Barkdull
Executive Office Manager, CEO Support
abarkdull@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.

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

Tue, Jan 5, 2021 at 3:42 PM

[Quoted text hidden]

BANK CHARGE FORM

Date:	11 / 12 / 20
Bank Charge:	\$ 20.00 = \$ 20.00
Reason:	BANKCARD FEE
Completed by:	

Reviewed by:	
<p>FIRST APPROVAL:</p> <p style="text-align: center;">APPROVED</p> <p style="text-align: center;">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>SECOND APPROVAL:</p> <p style="text-align: center;">APPROVED</p> <p style="text-align: center;">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:	
------------------	---

U-HAUL EQUIPMENT CONTRACT

In-Town Return (IN)

Monday 11/9/2020 12:04 PM

Mariposa Tire & Auto (047208)

12011 Mariposa Rd Ste A HESPERIA, CA. 92345

(760)951-4668

Customer Name: JOSEPH THIBODEAUX 16955 lemon HESPERIA, CA 92345

Cust Ph - Email: [REDACTED] jthibodeaux@encorahighschool.com

EXPENSE

PRE-APPROVED BY

Name: Denise Date: 11/9/20

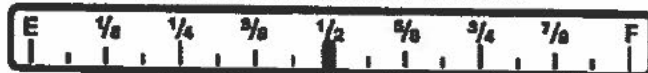
Rental Date/Time: 10/26/2020 1:23 PM

Return Date/Time: 11/9/2020 12:01 PM

Chargeable Rental Periods: 14

Table with columns: Equipment, MI Out, MI In, MI Rate, MI Charge, Coverage, Missing or Damage Charge, Rental Rate, Rental Charge, Actual Charges. Row 1: JH - 26' Truck, 159611.0, 159627.0, \$0.89 X 16.0, \$14.24, \$0.00, \$0.00, \$39.95, \$559.30, \$573.54

FUEL TANK CAPACITY: 57 GALLONS



Environmental Fee: \$5.00 SubTotal: \$578.54 Rental Tax: \$44.84 Rental Charges: \$623.38 Previous Paid: \$627.22

Card Type: Visa Account: XXXXXXXXXXXXXXXXXXXX 120 Type: REFUND Ref No: Approved: Credit Card Payment: -\$3.84 Net Refunded Today: -\$3.84

- U-Haul immediately issues and processes debit and credit card refunds. Federal regulations allow banks up to five days to process refund requests. I confirm that during the term of my rental there was not an accident involving the rented U-Haul equipment and no incidence where this equipment struck or otherwise caused damage to any person or property either while on a public road or private property.

X Customer Signature - (JOSEPH THIBODEAUX)

TEMP AGENT U-Haul Signature - (TEMP AGENT)

For hotel discounts, please visit www.uhaul.com/discounts

How are we doing? Please go to uhaul.com/review and let us know if you received the level of quality and service you expect from this U-Haul location.

Contract Close

AMOUNT REFUNDED AFTER THE UHAUL WAS RETURNED.

[Signature] 11-9-20

APPROVED Encore First Approval - Administration Joseph Thibodeaux Student Services Manager

RECEIVED 11-9-20 [Signature]

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

001849



11/1/20 - 11/30/20

Transaction History - USD

Date	Description	Name \ Email	Gross	Fee	Net
11/2/20	PayPal Here Payment ID: 0VW83383AL748716D	[REDACTED]	80.25	-2.98	77.29
11/2/20	General Withdrawal - Bank Account ID: 28U44248UA278530J	[REDACTED]	-115.83	0.00	-115.83
11/2/20	Express Checkout Payment ID: 0VV57901JL1103159	[REDACTED]	40.00	-1.46	38.54
11/5/20	Express Checkout Payment ID: 4GA82823148202228	[REDACTED]	40.00	-1.46	38.54
11/5/20	Express Checkout Payment ID: 43R48295Y9822204H	[REDACTED]	-52.23	0.00	-52.23
11/7/20	Express Checkout Payment ID: 4PG78454GB1392828	[REDACTED]	40.00	-1.46	38.54
11/7/20	Website Payment ID: 21P09898RV881651J	[REDACTED]	-1,998.00	0.00	-1,998.00
11/7/20	Bank Deposit to PP Account ID: 1RP49490CJ474251K	[REDACTED]	1,998.00	0.00	1,998.00
11/10/20	PayPal Here Payment ID: 4M893874514156229	[REDACTED]	150.00	-4.05	145.95
11/10/20	PayPal Here Payment ID: 1X12104707719163T	[REDACTED]	70.00	-1.89	68.11
11/10/20	General Withdrawal - Bank Account ID: 60S03327WP164281L	[REDACTED]	-277.45	0.00	-277.45
11/11/20	General Payment ID: 1TL48259U2688814J	[REDACTED]	22.00	-0.94	21.06
11/11/20	General Payment ID: 2934812318816023F	[REDACTED]	22.00	-0.94	21.06
11/13/20	General Payment ID: 97128856AF814816T	[REDACTED]	22.00	-0.94	21.06
11/18/20	General Withdrawal - Bank Account ID: 1BP85382R9810093A	[REDACTED]	-83.18	0.00	-83.18
11/17/20	General Credit Card Deposit ID: 8U456884PP035931N	[REDACTED]	1,998.00	0.00	1,998.00
11/17/20	Reversal of ACH Deposit ID: 3VL98394AL088883C	[REDACTED]	-1,998.00	0.00	-1,998.00

ENCORE

Junior & Senior High School for the Arts

CERTIFICATION OF LOST RECEIPT FOR REIMBURSEMENT

Name: Ashlin Barkdull Date: 11/16/2020

Description: Gas Mart - \$18.39
McDonalds - \$5.08

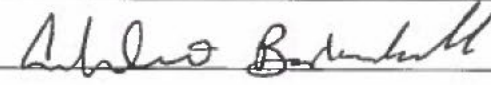
Purpose: I used the wrong card in the dark on a trip to tend to my father.
Because I thought it was my own personal card I did not get the receipt.
Attached to the receipt form is a receipt paying Encore for the purchases I made.

Where: Gas Mart and McDonalds

Amount: \$ 23.47

I certify that I spent this dollar amount and I have lost the receipt.

Please Print Name: Ashlin Barkdull

Employee Signature: 

**Please attach any other information needed. Please submit to your director's box.
Please allow 2 weeks for processing.**

OFFICE USE ONLY

.....
Approved / Denied

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

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

Administrator Signature: _____ Date: _____



EXPENSE
PRE-APPROVED BY
 Name: Denise Griffin
 Date: 11/19/20

Circle One:
ASB / General Fund

PLACE RECEIPTS HERE
 TAPE RECEIPTS FLAT - NO STAPLES

Encore High School

16955 Lemon St.
 Hesperia, CA 92345
 (760) 956-2632

Ticket #10125557 User: Ms. Kelsey
 Sales: Ms. Kelsey

11/19/20, 10:54 AM

Customer Name: Ashlin Barkdull

Item Description	Qty	Price	Total
Misc Checks Miscellaneous	1	23.47	23.47
Subtotal			23.47
Tax			0.00
Total			23.47
Tender: CASH			23.47

Number of line items purchased: 1

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*****



VENDOR:

Repayment

DATE OF PURCHASE:

11/19/2020

AMOUNT:

\$23.47

REIMBURSE TO / ACCOUNT:

ASB General

ADMIN APPROVAL ONLY

PURPOSE:

Repayment on a Mistakin Purchase

FIRST APPROVAL

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
 Chief Operations Officer

SECOND APPROVAL

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
 Chief Executive Officer

ENCORE ASB

JUNIOR | SENIOR
HIGH SCHOOL ARTS

EXPENSE

PRE-APPROVED BY

Name: Denise Griffin

Date: 8/13/20

Student/Parent Requesting Reimbursement: _____ Date: 3/13/2020

Name (make check payable to): _____

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

City, State, Zip: _____

Date	Description	Total Amount
3/13/20	CSUSB (Theater Troupe Competition)	\$ 5
		\$ 5.00

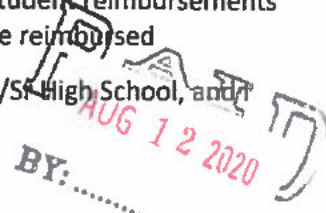
Student/Parent reimbursements will be reimbursed by check on the name listed above and mailed to the address listed above.

Reason: Competition cancelled due to Corona Virus

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: _____

Student Signature: _____ Date: 3/13/2020

OFFICE USE ONLY

Approval <input type="checkbox"/> YES / <input type="checkbox"/> NO	APPROVED	APPROVED
Administrative Signature: _____	Encore First Approval - Administration Kelsey White Central Bookkeeping Manager	Encore Second Approval - Senior Management Ashlie Barkdull General Executive Manager
ASB Signature: _____	Date: _____	Date: <u>8/13/20</u>
Check # <u>6817</u>	Amount: <u>500</u>	Date: <u>8/13/20</u>

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

6817

08/13/2020

PAY TO THE
ORDER OF



\$ **5.00

Five and 00/100*****

DOLLARS



ENCORE
HIGH SCHOOL



MEMO



Encore Education Corporation
08/13/2020



6817

Date	Type	Reference	Original Amount	Balance Due	Payment
08/12/2020	Bill		5.00	5.00	5.00
			Check Amount		5.00

ENCORE
HIGH SCHOOL

Platinum Business C

5.00

Encore Education Corporation
08/13/2020



6817

Date	Type	Reference	Original Amount	Balance Due	Payment
08/12/2020	Bill		5.00	5.00	5.00
			Check Amount		5.00

Platinum Business C

5.00



11/1/20 - 11/30/20

Transaction History - USD

Date	Description	Name \ Email	Gross	Fee	Net
11/18/20	PayPal Here Payment ID: 7U985630CW0899111	[REDACTED]	150.00	-4.05	145.95
11/18/20	Mobile Payment ID: 7FS86236E07700515	[REDACTED]	22.00	0.00	22.00
11/21/20	Payment Refund ID: 3MT49925PL595450J	[REDACTED]	-40.00	0.00	-40.00
11/21/20	Bank Deposit to PP Account ID: 33295699KU832272M	[REDACTED]	40.00	0.00	40.00

To report an unauthorized transaction or other error NOT involving your debit card: call (402-938-3614) or write to us (Attn: Error Resolution Department, P.O. Box 45950, Omaha, NE 68145-0950).

To report an unauthorized transaction or other error concerning your debit card: call (402-938-3614), fax (303-395-2855) or write to us (PayPal Debit Card Department, P.O. Box 45950, Omaha, NE 68145-0950).

To cancel a pre-authorized or recurring payment or determine whether a pre-authorized or recurring transfer has been made: call us at 1-877-896-6383 (please note that only calls pertaining to pre-authorized or recurring payments will be accepted at this number).

DEPOSIT TICKET

11-4288/1210 6499

DATE 11/17/2017

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	960	00
COINS		
CHECKS LIST EACH SEPARATELY		
1 69081	8000	00
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
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32		
33		
34		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	TOTAL	8960 00
USE OTHER SIDE FOR ADDITIONAL LISTING. PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.		

USE FRONT NUMBER FROM YOUR CHECKS FOR AUTOMATIC DEPOSIT. IF CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE CHECKS COLLECTION AGREEMENT.



WELLS FARGO

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

\$

8960.00

WELLS FARGO

Investigation has been completed

ATM/Debit/Prepaid Card Claim Reference Number [REDACTED]

RE: Business Debit Card XXXX-XXXX-XXXX-3686

Thank you for your patience in the time required to review your claim. We have completed our investigation of this claim and determined that an error did occur. We have sent a letter by mail with the details of our investigation.

Please refer to the letter for the final amount credited to your Wells Fargo account XXXXXX1118.

If you have further questions after receiving the letter, please call us at 1-800-548-9554. Our hours are:

Monday - Friday, 7:00 am to 12:00 am or Saturday, 8:00 am to 8:00 pm Eastern Time.

Thank you for bringing this matter to our attention. We appreciate the opportunity to assist you with resolving this claim.

Sincerely,

Wells Fargo Claims Assistance Center

[wellsfargo.com](https://www.wellsfargo.com) | [Security Center](#)

You received this notification because you are a cardholder, account owner, or an authorized representative for this account.

Please do not reply to this email directly.

F6A

e2f155d8-6a60-482b-a121-1bd397d0c802

WELLS FARGO**Account temporarily credited**

ATM/Debit/Prepaid Card Claim Reference Number [REDACTED]

RE: Business Debit Card XXXX-XXXX-XXXX-3686

We are processing a temporary credit to your Wells Fargo account XXXXXX1118. This credit is provisional until our investigation is complete.

We have sent a detailed letter by mail. Please refer to the letter for the credit amount.

To view the credit amount online, allow one business day for processing and then [sign on](#) and go to **Account Activity**.

Once the investigation is complete, we will notify you of the final outcome.

If you have questions, please call us at 1-800-548-9554. Our hours are:
Monday – Friday, 7:00 am to 12:00 am or Saturday, 8:00 am to 8:00 pm Eastern Time.

For more information regarding the claims process, visit wellsfargo.com/claimstips.

Thank you for your patience in this matter.

Sincerely,

Wells Fargo Claims Assistance Center

wellsfargo.com | [Security Center](#)

You received this notification because you are a cardholder, account owner, or an authorized representative for this account.

Please do not reply to this email directly.

F4A

e870d7ac-00bd-4a3f-8c51-d1ad6dcfefe7

11/10/20 2 Transactions in Claim \$28.00 21110207385
Status: **Closed**

Transactions

04/01/20 RECURRING PAYMENT \$14.00
AUTHORIZED ON 03/31
Amazon Prime*N01P0
Amzn.com/bill WA
S460091620127418
CARD 3686
Status: **Closed**

03/02/20 RECURRING PAYMENT \$14.00
AUTHORIZED ON 02/29
Amazon Prime*W2004
Amzn.com/bill WA
S580060611273209
CARD 3686
Status: **Closed**

Details

Updated: **11/17/20**

Dispute **Don't remember this transaction**
reason:

Submitted: **11/10/20**

EXPENSE
PRE-APPROVED BY
Name: Denise
Date: 11/16/20



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: Kiara Sampson

(Circle One): Student **Staff** Parent Other

Requested Expense: Gift cards from Stater Bros

Reason for Expense: Talent show prizes

Estimated Amount: \$325.75

Is this an ASB Expense? Yes No

What account should this expense be debited from? ASB General

Date of Expense: 11/17/20

If an ASB team expense, current fund balance? _____

How much of the current balance is restricted funds? _____

Will this expense use restricted funds? no

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

Approval: [Signature]

APPROVED
Encore Second Approval - Senior Management
Ashlin Barkdull
General Executive Manager
Date: 11/19/2020



Pre-Approval Stamp
EXPENSE
PRE-APPROVED BY
 Name: Denise
 Date: 11/16/20

Circle One:
ASB / General Fund

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



11/17/20 14:07:23
 100.00
 Allow up to 24 hrs for activation
 T: 6039539111508360713 S
 CARD TRANS FEE 5.95
 GIFT CARD 50.00
 Allow up to 24 hrs for activation
 T: 6039539111356034816 S
 CARD TRANS FEE 4.95
 GIFT CARD 50.00
 Allow up to 24 hrs for activation
 T: 6039539111984685136 S
 CARD TRANS FEE 4.95
 VISA GIFT CARD 50.00
 Allow up to 24 hrs for activation
 Act: 603953911118377744 S
 CARD TRANS FEE 4.95
 VISA GIFT CARD 50.00
 Allow up to 24 hrs for activation
 Act: 6039539111928296642 S
 CARD TRANS FEE 4.95
 NO BAGS .00
 SUBTOTAL 325.75
 TOTAL TAX .00
 TOTAL DUE 325.75
 TENDER 325.75
 CASH CHANGE .00
 Number OF ITEMS 11

VENDOR:
Stater Bros
 DATE OF PURCHASE:
11/17/20
 AMOUNT:
\$325.75
 REIMBURSE TO / ACCOUNT:
 —

ADMIN APPROVAL ONLY

PURPOSE:
Talent Show Prizes
 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

ENCORE



June High School for the Arts

Pre-Approval Stamp

EXPENSE

PRE-APPROVED BY

Name: Denise

Date: 11/16/20

Circle One:
ASB / General Fund

VENDOR:

Stater bros

DATE OF PURCHASE:

11/17/20

AMOUNT:

\$ 325.75

REIMBURSE TO / ACCOUNT:

—

ADMIN APPROVAL ONLY

PURPOSE:

Talent show Prizes

FIRST APPROVAL

APPROVED

Encore Second Approval - Senior Management

Denise Barkdull
General Executive Manager

SECOND APPROVAL

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

Card Acct #6039539111356034816
Amount 50.00
Card Activation: APPROVED
AA

Card Acct #6039539111984685336
Amount 50.00
Card Activation: APPROVED
AA

Card Acct #603953911118377744
Amount 50.00
Card Activation: APPROVED
AA

Card Acct #6039539111928236642
Amount 50.00
Card Activation: APPROVED

PT(S) AND NO STAPLES

Stater Bros. Markets
Store # 122
*** Electronic Payment Activity ***
SALE

LK388654
388854
11/17/2020 14:08:55
Payment Method: Chip
Card # 603967
Approval Code: 044745

CH11
Card # XXXXXXXXXXXX9569
ATM A0000000980840
TVR: 8000048000
FAD: 06061203A03000
ISS: 6206 ARC: 044745
IC: E7AF3819576F7459
IRN: 034957

Total USD\$ 325.75

APPROVED BY ISSUER

VERIFIED BY PIN

11/17/20 Oper # 1174698 Trx # 162
14:09:27 Term # 3 Store #122

PLEASE RETAIN RECEIPT FOR ALL REFUNDS

YOU CAN ACCESS YOUR WEEKLY AD ANYTIME AT
STATERBROS.COM

Gift Cards may take up to 24 hrs to activate
All Gift Cards are Final Sale *****



INVOICE

Paid

EXPENSE
PRE-APPROVED BY

Name: Denise
Date: _____

For Movie Rentals



Invoice #: FMR - 102025
Invoice Date: Oct 22, 2020
Reference: Encore HS -
Ambulance and
Cop Car Rental
Due date: Oct 22, 2020

Phone: 323-919-6544
formovierentals@gmail.com
www.facebook.com/formovierentals

Amount due:
\$0.00

Bill To:

jayleen@encorehighschool.com

Description	Quantity	Price	Amount
Ambulance Rental @ \$122/day (9 days Oct. 26-30 and Nov. 4-7) Monday October 26, 2020	9	\$122.00	\$1,098.00
Police Car Rental @ \$100/day (9 days Oct. 26-30 and Nov. 4-7) Monday October 26, 2020	9	\$100.00	\$900.00
		Subtotal	\$1,998.00
		Total	\$1,998.00
		Amount paid	-\$1,998.00
		Amount due	\$0.00 USD

Hallo freak

Attachments 2020 W-9 For Movie Rentals.jpeg

Notes

W-9 Attached
APPROVED
Second Approval - Senior Management
Ashlin Barkdull
General Executive Manager

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

DEPOSIT TICKET

14288/1210 6490

DATE: 11/17/2020

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY		
COINS		
CHECKS LIST EACH SEPARATELY		
1	99	00
2 107	77	30
3 103	150	00
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	TOTAL	326 30

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

Wells Fargo Bank
Transaction Receipt

Branch #0000945 21 Deposit

Account Number XXXXXX1118
CHK 00114
Serial #

Number of Checks 3
Check Listing

\$99.00
\$77.30
\$150.00

Total Checks Amount \$326.30
Total Deposit \$326.30

Deposit Availability
The full amount of your deposit is included in your available balance.

Transaction # 140 0152
03:40PM 11/19/20
Deposit Credit Date: 11/19/20

Thank you, JESSICA

USE BOTTOM PORTION FROM YOUR CHECKS FOR DEPOSIT

USE BOTTOM PORTION FOR ADDITIONAL LISTING AND ANY APPROPRIATE COLLECTION AGREEMENT



\$ 326.30

11/19/20

DATE

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	12	00
COINS		58
CHECKS <small>LIST EACH SEPARATELY</small>		
1 114	23	47
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
32		
33		
34		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	TOTAL 36	05

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

Wells Fargo Bank Transaction Receipt

Branch #0000945 21 Deposit

Account Number XXXXXX1118
CHK 00114
Serial #

Cash In \$12.58
Number of Checks 1
Check Listing \$23.47

Total Checks Amount \$23.47
Total Deposit \$36.05

Deposit Availability
The full amount of your deposit is included in your available balance.

Transaction # 141 0153
03:41PM 11/19/20
Deposit Credit Date: 11/19/20

Thank you, JESSICA

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

11/19

\$

36.05



Thanks for signing up for Instacart Express!

PAYMENT RECEIPT

Payment Date: 11/19/2020

Billed To: jayleen@encorehighschool.com

Amount Received: \$9.99

Credit Card: Ending in 0914

If you have any questions, please visit our help center at <https://www.instacart.com/help>

- The Instacart Team

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull

General Executive Manager

* Accidental Purchase - will be refunded.



Final Details for Order #112-4210047-0568231

EXPENSE

PRE-APPROVED BY

Name: Denise
Date: 11/18/20

Order Placed: November 18, 2020
PO number : COVID PREPARATION
Amazon.com order number: 112-4210047-0568231
Order Total: \$105.60

Shipped on November 18, 2020

Items Ordered	Price
2 of: WYB Wall-Mounted Forehead Temperature, Non-Contact 0.1S Real-Time Reading Abnormality Automatic Hands-Free Alarm Temperature Scanner, Used for Rapid Detection in Public Places Sold by: Dino Koda (seller profile) Business Price Condition: New	\$49.00
Shipping Address: Denise Griffin [Redacted] United States	Item(s) Subtotal: \$98.00 Shipping & Handling: \$0.00 Total before tax: \$98.00 Sales Tax: \$7.60
Shipping Speed: Standard Shipping	Total for This Shipment: \$105.60

Payment information

Payment Method: Visa Last digits: 0914	Item(s) Subtotal: \$98.00 Shipping & Handling: \$0.00
Billing address Encore Education Corporation 16955 LEMON ST HESPERIA, CA 92345 United States	Total before tax: \$98.00 Estimated Tax: \$7.60
	Grand Total: \$105.60

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

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

APPROVED
Encore First Approval - Administration
Curtis Peterson
Executive Risk Manager

001850



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

EXPENSE
PRE-APPROVED BY
 Name: Denise
 Date: 11/19/20

INVOICE

Invoice # 3001-22487
 Invoice Date Nov 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 Nov 19 to Dec 19, 2020
 Next Billing Date Dec 19, 2020
 School URL <https://www.encorestudent.com>

DESCRIPTION	AMOUNT (USD)
Enterprise Plan	\$999.00
Total	\$999.00
Payments	(\$999.00)
Amount Due (USD)	\$0.00

PAYMENTS

\$999.00 was paid on 19 Nov, 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 Second Approval - Senior Management
Ashlin Barkdull
 General Executive Manager

APPROVED
 Encore First Approval - Administration
Julia Dolf
 Dean of Academics

Covid Curriculum

001857



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

EXPENSE

PRE-APPROVED BY

Name: Contract
 Date: _____

Invoice

DATE 11/1/2020

INVOICE # 20-43623

PAID
 11/19/2020

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

Advertising

APPROVED
 Encore First Approval - Administration
Kelsey White
 Central Bookkeeping Manager

APPROVED
 Encore Second Approval - Social Management
Ashlin Bark
 General Executive 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

001851

ENCORE

Junior & Senior High School for the Arts

Pre-Approval Stamp
EXPENSE
PRE-APPROVED BY
 Name: Denise
 Date: 11/20/20

Circle One:
ASB / General Fund

TAPE REC



**How doers
get more done.**

STORE MANAGER ADAM.H.VANDEBRAKE@HOMEDEPO
 15150 BEAR VALLEY RD VICTORVILLE CA

0665 00053 46994 11/20/20 08:05 AM
 SALE CASHIER ELIZA

021709023107 CONC DEGREAS <A> <M> 10.48
 ZEP IND PURPLE DEGREASER CONC 1280Z
 MAX REFUND VALUE \$9.43
 -----10% off Military Discount-----
 10.48 10% off Military Discount -1.05
 MUST RETURN ALL ITEMS FOR A FULL REFUND

SUBTOTAL 9.43
 SALES TAX 0.73
 TOTAL 10.16

XXXXXXXXXXXX7120 DEBIT USD\$ 10.16
 AUTH CODE 001027
 Chip Read Verified By PIN
 AID A0000000980840 US DEBIT

<M> = Military Appreciation

0665 11/20/20 08:05 AM



RETURN POLICY DEFINITIONS
 POLICY ID DAYS POLICY EXPIRES ON
 A 1 180 05/19/2021

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 94942 94330
 PASSWORD: 20570 94277

Entries must be completed within 14 days
 of purchase. Entrants must be 18 or
 older to enter. See complete rules on
 website. No purchase necessary

VENDOR:

The Home Depot

DATE OF PURCHASE:

11-20-20

AMOUNT:

\$ 10.16

REIMBURSE TO / ACCOUNT:

Debit Card

ADMIN APPROVAL ONLY

PURPOSE:

Maintenance

FIRST APPROVAL

APPROVED

Encore First Approval - Administration

Curtis Peterson
 Executive Risk Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Manager

Johnny Griffin
 Chief Operations Officer

001852

ENCORE

Junior & Senior High School for the Arts

Pre-Approval Status
EXPENSE

PRE-APPROVED BY

Name: Joe T.
Date: 11/20/20

Circle One:
ASB / General Fund

ARCO GASOLINE

TAPE RI

ARCO AM M 1244
14920 MAIN ST.
HESPERIA, CA
ARCO42883001
VeriFone Gold Disk

D NO STAPLES

TAX 1 Reg#
PRE-AUTHORIZED RECEIPT

Description	Qty	Amount
FOUNT LARGE-NT:TPR	1	0.77
DOG BEEF JMB:TPR	1	1.79
PREPAY CA #04		40.00
debitfee	1	0.35
Subtotal		42.91
Amount TAX 1	Taxable	1.79
	7.750% Tax	0.14
TOTAL		43.05
PREAUTH \$		43.05

Tax Type	Purchase	Rebate	Taxable	Tax
(7.750%)	1.79	0.00	1.79	0.14

Prepay Receipt
DEBIT \$43.05
Acct/Card #: XXXXXXXX7120
Auth #: 015028
Resp Code: 000
Stan: 07473252839
Reference:84673

APPLABEL : US DEBIT
AID : A0000000980840
APP CRYPTOGRAM : TC 3527816E5DAD593A
ENTRY METHOD : Chip

SITE ID: ARCO42883001
MERCHANT COPY

PIN USED
NO SIGNATURE NEEDED

THANK YOU
FOR CHOOSING ARCO
COMMENTS?

CALL 1 800 322-2726

ST# 42883 THE ARCO PREPAID TRANS RECEIPT
LST# 6 11/20/20 11:30:08

VENDOR:

ARCO Gasoline

DATE OF PURCHASE:

11-20-20

AMOUNT:

\$ 43.05

REIMBURSE TO / ACCOUNT:

DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:

Transportation

FIRST APPROVAL

APPROVED

Encore First Approval - Administration

Curtis Peterson
Executive Risk Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
Chief Operations Officer

001853

Wix Deposit

Main Menu

Finances

Payments

Price Quotes

Invoices

Financial Integrations

Wix Payments

Payouts

Settlement Report

November 20, 2020 Payout

SENT

\$4,518.88

Funds estimated to arrive in your bank account on November 25, 2020. [Learn more](#)

Summary

	Amount	Fees	Net
Credits	\$5,870.00	\$360.18	\$5,509.82
Refunds	-\$520.00	-\$31.15	-\$488.85
Adjustments ⓘ			
Reserve Held	-\$502.09	\$0.00	-\$502.09
Total			\$4,518.88

Transactions

[Download detailed table](#)

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Nov 20, 2020	Reserve Hold	fc32c19d-f2f7-49e8-8826-30b7e838f3ff	-\$502.09	\$0.00	-\$502.09

Upgrade

[Edit Site](#)

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Nov 6, 2020	Refund	1052f23e-d49a-4668-a7ad-da684487ebd8	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	1052f23e-d49a-4668-a7ad-da684487ebd8	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	becd3d5f-ed59-43a0-99d8-1822710c6727	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Refund	efbfa72a-c88b-4f52-91b9-7641256f1525	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Refund	efbfa72a-c88b-4f52-91b9-7641256f1525	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Refund	b61373f3-b840-41ab-a4b4-a155293cd279	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	b61373f3-b840-41ab-a4b4-a155293cd279	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Refund	9fb68a6e-b3ac-45b5-b0e8-936986c1d86c	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	9fb68a6e-b3ac-45b5-b0e8-936986c1d86c	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	19974150-bebb-4a51-8228-ed37e7f7803b	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	f7542111-9a0a-453c-a4f2-cd52417d90f5	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	241ac2a6-4430-4cd6-babc-22880d9ba616	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	592ee6a8-0439-4143-80e5-f21a596d7f80	\$20.00	\$1.38	\$18.62
Nov 5, 2020	Credit	79263501-d04d-4049-a55b-a176481e4f43	\$40.00	\$2.46	\$37.54
Nov 5, 2020	Credit	0ca1d2f2-997e-4f89-a3b5-650dba03a6ed	\$40.00	\$2.46	\$37.54
Nov 5, 2020	Credit	b0104f58-9f61-458c-9edb-babdff495afc	\$40.00	\$2.46	\$37.54

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Nov 5, 2020	Credit	081d7752-fe7a-48df-bbf3-6676ab97c00a	\$40.00	\$2.46	\$37.54
Nov 5, 2020	Credit	2dec2166-028a-418e-a38b-215d3e66e598	\$40.00	\$2.46	\$37.54
Nov 5, 2020	Credit	40324c5f-9732-4385-9d52-dc7e9f952410	\$40.00	\$2.46	\$37.54

0-20 of 156 payables

Office
Supplies



EXPENSE

PRE-APPROVED BY

Name: Denise

Date: _____



Thank you for your order, Ashlin

A confirmation email will be sent to you at abarkdull@encorehighschool.com with your complete order details.

Order Number: 9904319435

Total: \$70.03

Shipping address

Ashlin Barkdull
Encore Education Corp.
16955 Lemon St
Hesperia, CA 92345

Payment methods

Visa card ending in 7974 - \$70.03 charged.
Ashlin Barkdull
16955 Lemon St
Hesperia, CA 92345

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull

General Executive Manager

Items (1):

Coupons :

Subtotal:

Staples rewards:

Shipping:

Estimated Tax:

Total:

\$189.99

-\$0.00

\$189.99

-\$125.00

FREE

\$5.04

\$70.03

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin

Chief Executive Officer

1 item

Expected delivery by Friday, Nov 20

16955 Lemon St, Hesperia, CA



Staples Hyken Mesh Computer and Desk Chair, Red (50218)

Qty. 1

\$189.99

Reg. \$219.99

001854

Pre-Approval Stamp
EXPENSE

PRE-APPROVED BY

Name: Joe Y

Date: 11-24-20

Circle One:
ASB / General Fund

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



Costco #1010
14555 Valley Center Dr
Victorville, CA 92392

Member# [REDACTED]
Invoice# 94301
Date: 11/24/20
Time: 14:03
Auth# 120070

DB Acct #
*****7120

Pump	Gallons	Price
6	8.931	\$ 2.799

Product	Amount
Regular	\$ 25.00

Total Sale \$ 25.00

SALE- Chip Read
Approved
TranID# 032906094301

US DEBIT
Payment Network 48
A0000000980840
Verified by PIN
Mode: ISSUER

Thank you
your purchase of
and signature

VENDOR:
COSTCO Wholesale

DATE OF PURCHASE:
11-24-20

AMOUNT:
\$ 25.00

REIMBURSE TO / ACCOUNT:
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:
Transportation

FIRST APPROVAL

APPROVED

Encore First Approval - Administration

Curtis Peterson
Executive Risk Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
Chief Operations Officer

EXPENSE

PRE-APPROVED BY

Name: Denise
Date: 11-20-20



Student/Parent Requesting Reimbursement: _____ Date: 13/13/2020

Name (make check payable to): _____

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

City, State, Zip: _____

Date	Description	Total Amount
10/2020	Grad Bash/ Universal	120
		\$ 120

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

Reason:

Universal Studios is closed and we might be moving

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: 10/13/2020

Student Signature: _____ Date: 10/13/2020

OFFICE USE ONLY

Approval YES / NO

Administrative Signature: _____ Date: _____

ASB Signature: **APPROVED** Encore Second Approval - Senior Management Date: _____

Encore First Approval - Administration **Ashlin Barkdull** Date: 11/20/20

Check # 6862 **Kelsey White** Amount: \$ 120.00 General Executive Manager

Central Bookkeeping Manager

Date/Time	Ticket Number	Operator Name	Station	Item Name	Description	Qty	Sold by	Line Type	Final Sales Price
5/20/2020 12:04	20202154	Ashlin Barkdull	Riverside	Grad Bash 2020 R		1	Each	Sale	100.00
2/7/2020 10:56	20201817	Shelly Bernal	Riverside	Grad Bash 2020 R		1	Each	Sale	20.00

Date/Time	Ticket Number	Transaction Type	Customer Name	Customer Number	Operator Name	Station	Location	Gross SubTotal	Total	Tendered	Change	MOP
5/20/2020 12:04	20202154	Sale	[REDACTED]	20200027	Ashlin Barkdull	Riverside	Default	100.00	\$	\$ 100.00	\$ -	Credit Card
2/7/2020 10:56	20201817	Sale	[REDACTED]	20200027	Shelly Bernal	Riverside	Default	20.00	\$	\$ 20.00	\$ -	Cash

Selling

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

6862

11/20/2020

PAY TO THE
ORDER OF



\$ **120.00

One hundred twenty and 00/100

ENCORE
JUNIOR SENIOR
HIGH SCHOOL

MEMO



Encore Education Corporation
11/20/2020

6862

Date
11/20/2020

Type
Bill

Reference

Original Amount
120.00

Balance Due
120.00

Payment
120.00
120.00

Check Amount

ENCORE
HIGH SCHOOL ARTS

Platinum Business C

120.00

Encore Education Corporation
11/20/2020

6862

Date
11/20/2020

Type
Bill

Reference

Original Amount
120.00

Balance Due
120.00

Payment
120.00
120.00

Check Amount

PAYMENT
RECORD

Platinum Business C

120.00



Final Details for Order #112-2804421-0097016

EXPENSE

PRE-APPROVED BY

Order Placed: November 20, 2020
PO number : COVID
Amazon.com order number: 112-2804421-0097016
Order Total: \$193.92

Name: Denise
Date: 11/20/20

Shipped on November 25, 2020	
Items Ordered	Price
1 Of: IESTARING Table Light☂Desk Lamp with Timer Setting for Bedroom Living Room Household Kitchen Sold by: IESTARING (seller profile) Product question? (Ask Seller) Business Price Condition: New	\$59.99
Shipping Address: Denise Griffin 16955 LEMON ST HESPERIA, CA 92345-5139 United States	Item(s) Subtotal: \$59.99 Shipping & Handling: \$0.00 Total before tax: \$59.99 Sales Tax: \$4.65
Shipping Speed: Amazon Day Delivery	Total for This Shipment: \$64.64

Shipped on November 25, 2020	
Items Ordered	Price
2 Of: IESTARING Table Light☂Desk Lamp with Timer Setting for Bedroom Living Room Household Kitchen Sold by: IESTARING (seller profile) Product question? (Ask Seller) Business Price Condition: New	\$59.99
Shipping Address: Denise Griffin 16955 LEMON ST HESPERIA, CA 92345-5139 United States	Item(s) Subtotal: \$119.98 Shipping & Handling: \$0.00 Total before tax: \$119.98 Sales Tax: \$9.30
Shipping Speed: Amazon Day Delivery	Total for This Shipment: \$129.28

APPROVED
Encore First Approval - Administration
Kelsey White
Central Bookkeeping Manager

Payment information	
Payment Method: Visa Last digits: 0914	Item(s) Subtotal: \$179.97 Shipping & Handling: \$0.00
Billing address Encore Education Corporation 16955 LEMON ST HESPERIA, CA 92345	Total before tax: \$179.97 Estimated Tax: \$13.95

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

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

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APPROVED
Encore First Approval - Administration
Kelsey White
Central Bookkeeping Manager

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

001859

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: JOSEPH THIBODEAUX		Credit Card: 7120	
Reconciliation Month: November 2020			
Date	Vendor	Purpose	Amount
11/4/2020	The Home Depot	FLAG POLE REPAIR	2.89
11/5/2020	Locksavvy	DOOR LOCK REPAIR	25.00
11/9/2020	Nutty Bolts Screws	OUTDOOR POSTER DISPLAY	17.00
11/20/2020	The Home Depot	DEGREASER TO WASH OIL LEAK FROM AUTO PROPS HALL O FREAKS	10.16
11/20/2020	Arco	FUEL	43.05
11/24/2020	Costco Gas	FUEL	25.00

ENCORE

Junior & Senior High School for the Arts

~~Pre-Approved Card~~
EXPENSE
PRE-APPROVED BY
 Name: Denise
 Date: 11/4/20

Circle One:
ASB / General Fund

TAPE REC



**How doers
get more done.**

O STAPLES

STORE MANAGER ADAM H. VANDEBRAKE@HOMEDEPO
 15150 BEAR VALLEY RD VICTORVILLE CA

0665 00051 18229 11/04/20 08:21 AM
 SALE SELF CHECKOUT

030699434145 ROPE CLEAT <A> <M> 2.98
 ROPE CLEAT 4-1/2 CHROME
 MAX REFUND VALUE \$2.68

 10% off Military Discount
 2.98 10% off Military Discount -0.30
 MUST RETURN ALL ITEMS FOR A FULL REFUND

SUBTOTAL 2.68
 SALES TAX 0.21
 TOTAL \$2.89

XXXXXXXXXXXX7120 DEBIT USD\$ 2.89

AUTH CODE 002877
 Chip Read Verified By PIN
 AID A0000000980840 US DEBIT

<M> = Military Appreciation

0665 11/04/20 08:21 AM



0665 51 18229 11/04/2020 8947

RETURN POLICY DEFINITIONS
 POLICY ID DAYS POLICY EXPIRES ON
 A 1 180 05/03/2021

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 37412 36798
 PASSWORD: 20554 36747

Entries must be completed within 14 days
 of purchase. Entrants must be 18 or
 older to enter. See complete rules on
 website. No purchase necessary.

VENDOR:

THE HOME DEPOT

DATE OF PURCHASE:

11-04-20

AMOUNT:

\$ 2.89

REIMBURSE TO / ACCOUNT:

Debit Card

ADMIN APPROVAL ONLY

PURPOSE:

Maintenance

FIRST APPROVAL

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin

Chief Operations Officer

001839



EXPENSE

INVOICE

PRE-APPROVED BY

Name: Denise
Date: 11/4/20

Please remit payments to:

LockSavvy L.L.C.
10459 C Ave
Hesperia, CA 92345, USA
(760) 948-1975
locksavvy@gmail.com

Invoice # **451**
Date Wed Nov 04 2020
Balance **25.00**
Due On Wed Nov 04 2020
P.O./W.O.# Verbal
P.O.C Curtis

Bill To:

Encore High School
16955 Lemon Street
Hesperia, California 92345
(760) 956-2632
cpeterson@encorehighschool.com

Service Location:

Encore High School
16955 Lemon Street
Hesperia, California 92345
(760) 956-2632
cpeterson@encorehighschool.com

Description	QTY	Price	Amount
Rekey Rekey cylinder	1.00	25.00	25.00
		Sub total	25.00
		Tax	0.00
		Tax Rate	7.750%
		Total	25.00
		Balance	25.00

Joseph Thibodeaux
Encore First Approval - Administration
Student Services Manager

APPROVED
Encore First Approval - Administration
Curtis Peterson
Executive Risk Manager

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

Terms:

By paying the due balance on Invoices provided, the Client hereby acknowledges that all requested service items for this date and/or any other dates listed above in the description section of the table, have been performed and have been tested showing successful satisfactory install/repair, unless otherwise stated on the invoice, in which labor service charges will apply. If any repairs have been made. By accepting this invoice, the Client agrees to pay in full the amount listed in the total section of the invoice.

Notes:

Maintenance

Thank You For Your Business!

001842



Pre-Approval Stamp
EXPENSE
PRE-APPROVED BY
 Name: Joe T
 Date: 11/5/20

Circle One:
ASB / General Fund

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

NUTTY BOLTS SCREWS & FASTENERS
 11126 I AVE STE 2
 HEALDEN, CA 92345
 760 948-2658

Merchant ID: 9115000945
 Term ID: 2525

Sale

Application Label: VISA DEBIT

VISA

XXXXXXXXXXXX7120

ATD: A0000000031010

Entry Method: Chip Read

Apprvd: Online

Batch#: 000009

11/05/20

13:30:34

Inv#: 00000002

Appr Code: 096456

Total: USD\$ 17.00

Node: Issuer
 TVR: 0000000000
 IAD: 06010A03600000
 ISI: 6900
 ARC: 00

I agree to pay above total amount
 according to card issuer agreement
 (Merchant agreement if credit voucher)

X _____

THIBODEAUX, JOSEPH

Customer Copy

THANK YOU

VENDOR:

NUTTY BOLTS SCREWS & FASTENERS

DATE OF PURCHASE:

11-05-20

AMOUNT:

\$ 17.00

REIMBURSE TO / ACCOUNT:

Debit Card

ADMIN APPROVAL ONLY

PURPOSE:

Maintenance

FIRST APPROVAL

APPROVED

Encore First Approval - Administration

Curtis Peterson

Executive Risk Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin

Chief Operations Officer

001845

ENCORE

Junior & Senior High School for the Arts

Pre-Approval Stamp
EXPENSE
PRE-APPROVED BY
 Name: Denise
 Date: 11/20/20

Circle One:
ASB / General Fund

TAPE RECI



**How doers
get more done.**

3 STAPLES

STORE MANAGER ADAM H VANDEBRAKE@HOMEDEPOT
 15150 BEAR VALLEY RD VICTORVILLE CA

0665 00053 46994 11/20/20 08:05 AM
 SALE CASHIER ELIZA

021709023107 CONC DEGREAS <A> <M> 10.48
 ZEP IND PURPLE DEGREASER CONC 1280Z
 MAX REFUND VALUE \$9.43

-----10% off Military Discount-----
 10.48 10% off Military Discount -1.05
 MUST RETURN ALL ITEMS FOR A FULL REFUND

SUBTOTAL 9.43
 SALES TAX 0.73
 TOTAL 10.16

XXXXXXXXXXXX7120 DEBIT USD\$ 10.16

AUTH CODE 001027
 Chip Read Verified By PIN
 AED A0000000980840 US DEBIT

<M> = Military Appreciation

0665 11/20/20 08:05 AM



0665 53 46994 11/20/2020 0323

RETURN POLICY DEFINITIONS
 POLICY ID DAYS POLICY EXPIRES ON
 A 1 180 05/19/2021

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 on español

www.homedepot.com/survey

User ID: H88 94942 94330
 PASSWORD: 20570 94277

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

VENDOR:

The Home Depot

DATE OF PURCHASE:

11-20-20

AMOUNT:

\$ 10.16

REIMBURSE TO / ACCOUNT:

Debit Card

ADMIN APPROVAL ONLY

PURPOSE:

Maintenance

FIRST APPROVAL

APPROVED

Encore First Approval - Administration

Curtis Peterson
 Executive Risk Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Manager

Johnny Griffin
 Chief Operations Officer

001852

ENCORE

Junior & Senior High School for the Arts

Pre-Approval Status
EXPENSE
PRE-APPROVED BY
 Name: Joe T.
 Date: 11/20/20

Circle One:
ASB / General Fund

TAPE R/

14920 MAIN ST.
 HESPERIA, CA
 ARCO42883001
 VeriFone Gold Disk

NO STAPLES

VENDOR:

ARCO Gasoline

DATE OF PURCHASE:

11-20-20

AMOUNT:

\$ 43.05

REIMBURSE TO / ACCOUNT:

DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:

Transportation

FIRST APPROVAL

APPROVED

Encore First Approval - Administration

Curtis Peterson
 Executive Risk Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
 Chief Operations Officer

TAX 1 Reg#
 PRE-AUTHORIZED RECEIPT

Description	Qty	Amount
FOUNT LARGE-NT:TPR	1	0.77
DOG BEEF JMR:TPR	1	1.79
PREPAY CA #04		40.00
debitfee	1	0.31
Subtotal		42.9
amt TAX 1	Taxable	1.7
	7.750% Tax	0.1
TOTAL		43.0
	PREAUTH \$	43.0

Type	Purchase	Rebate	Taxable	Ta
(50%)	1.79	0.00	1.79	0.1

Receipt
 \$43.05
 Card #: XXXXXXXX7120
 #: 015028
 Code: 000
 : 07473252839
 : 84673

APPLABEL : US DEBIT
 AID : A0000000980840
 APP CRYPTOGRAM : TC 3527816ESDAD593A
 ENTRY METHOD : Chip

SITE ID: ARCO42883001
 MERCHANT COPY

PIN USED
 NO SIGNATURE NEEDED

THANK YOU
 FOR CHOOSING ARCO

001853

Pre-Approval Stamp
EXPENSE
PRE-APPROVED BY
 Name: Joe Y
 Date: 11-24-20

Circle One:
ASB / General Fund

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



Costco #1010
 14555 Valley Center Dr
 Victorville, CA 92392

Member# [REDACTED]
 Invoice# 94301
 Date: 11/24/20
 Time: 14:03
 Auth# 120070

DB Acct #
 *****7120

Pump	Gallons	Price
0	8.931	\$ 2.799

Product	Amount
Regular	\$ 25.00

Total Sale \$ 25.00

SALE- Chip Read
 Approved
 TranID# 032906094301

US DEBIT
 Payment Network 48
 A0000000980040
 Verified by PIN
 Mode: ISSUER

Thank you
 for your purchase of
 [REDACTED]

VENDOR:
COSTCO Wholesale

DATE OF PURCHASE:
11-24-20

AMOUNT:
\$ 25.00

REIMBURSE TO / ACCOUNT:
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:
Transportation

FIRST APPROVAL

APPROVED

Encore First Approval - Administration
Curtis Peterson
 Executive Risk Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Management
Johnny Griffin
 Chief Operations Officer

Name: Ashlin Barkdull		Credit Card: 7974	
Reconciliation Month: November 2020			
Date	Vendor	Purpose	Amount
11/2/2020	Constant Contact	Parent Communication	125.00
11/4/2020	NCR	Accounting	19.00
11/6/2020	Staples	Audit/Accounting Supplies	507.91
11/9/2020	QuickBooks	Accounting	70.00
11/10/2020	Call-Em-All (Text-Em-All)	Parent Communication	450.00
11/16/2020	Gasmart	Mistaken Purchase (Repayment)	18.39
11/16/2020	McDonalds	Mistaken Purchase (Repayment)	5.08
11/18/2020	For Movie Rentals	Prop Rentals Hall-O-Freak	1,998.00
11/23/2020	Staples	Office Supplies	70.03

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

EXPENSE
PRE-APPROVED BY
Name: Denise
Date: _____

Today's Date: November 1, 2020
Payment Date: November 1, 2020
Payment Method: Visa (last 4 digits: 7974)
User Name: ceo@officerteam.com

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

001863



SILVER

NCR Silver

864 Spring St NW
Atlanta, GA 30308

Customer Care: 1-877-270-3475

INVOICE

Invoice Date: 11/02/2020
Invoice #: INV04761321
Payment Terms: Due Upon Receipt
Due Date: 11/02/2020

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	\$19 per Month Flat Fee Additional Device	11/02/2020-12/01/2020	1	\$19.00	\$19.00	\$0.00	\$19.00

MY DEVICES				
Charge Number	Pricing	Allowance	Used	Overage

INVOICE TOTALS

Gross Amount:	\$19.00
Discount:	\$0.00
Subtotal:	\$19.00
Tax:	\$0.00
Total:	\$19.00
Invoice Balance:	\$0.00

TRANSACTIONS ASSOCIATED TO THIS INVOICE

Transaction Date	Transaction Number	Transaction Type	Description	Invoice Total	Applied Amount
11/03/2020	P-00761173	Payment		\$19.00	(\$19.00)
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

001864

Powered by **zuora**

*Book Keeping
Service*



Order# 9823312798

Order placed: November 04, 2020

EXPENSE

PRE-APPROVED BY

Name: _____
Date: _____

EXPENSE

PRE-APPROVED BY

Name: Denise
Date: _____

Invoice # 268645806

CHARGED on November 05, 2020

Item(s) Shipped

Item#	Item Description	Price	Quantity	Discounts	Subtotal
41157	Staples Lightweight Sheet Protectors, Semi-Clear, 200/Box (10522-CC)	\$18.13	26	\$0.00	\$471.38

Method of payment

VISA ending in 7974 - \$507.91

Subtotal:	\$471.38
Discounts:	\$0.00
Shipping/Fees:	\$0.00
Tax:	\$36.53
Total:	\$507.91

AUDIT SUPPLIES

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull

General Executive Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin

Chief Executive Officer

001865

Invoice

Invoice number: 1000172333856

Total: \$70.00

Date: Nov 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:

Nov 7, 2020 - Dec 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

Bookkeeping Service

001866

EXPENSE

PRE-APPROVED BY

Name: Denise

Date: _____



text-em-all

November 7, 2020

10:02 PM

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

Denise Griffin
Company Name: Encore Education
Corporation
Cardholder Name: Ashlin Barkdull
●●●● ●●●● ●●●● 7974
Confirmation #: 8D8837999B5E127

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.

*Parent
communication
- Mass calls service*

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull

General Executive Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin

Chief Executive Officer

001867

ENCORE

Junior & Senior High School for the Arts

CERTIFICATION OF LOST RECEIPT FOR REIMBURSEMENT

Name: Ashlin Barkdull

Date: 11/16/2020

Description: Gas Mart - \$18.39
McDonalds - \$5.08

Purpose: I used the wrong card in the dark on a trip to tend to my father.
Because I thought it was my own personal card I did not get the receipt.
Attached to the receipt form is a receipt paying Encore for the purchases I made.

Where: Gas Mart and McDonalds

Amount: \$ 23.47

I certify that I spent this dollar amount and I have lost the receipt.

Please Print Name: Ashlin Barkdull

Employee Signature: *Ashlin Barkdull*

Please attach any other information needed. Please submit to your director's box.
Please allow 2 weeks for processing.

OFFICE USE ONLY

Approved / Denied

APPROVED

Encore Second Approval - Senior Management
Administrator Signature:

Johnny Griffin
Chief Operations Officer

Administrator Signature: _____

APPROVED

Encore Final Approval - Board / CEO
Date: _____

Denise Griffin
Chief Executive Officer

Date: _____

ENCORE

Junior & Senior High School for the Arts



Pre-Approval Stamp
EXPENSE
PRE-APPROVED BY
 Name: Denise
 Date: 11/19/20

Circle One:
ASB / General Fund

PLACE RECEIPTS HERE
 TAPE RECEIPTS FLAT TO RECEIPTS AND NO STAPLES

Encore High School

16955 Lemon St.
 Hesperia, CA 92345
 (760) 956-2632

Ticket #10125557 User: Ms. Kelsey
 Sales: Ms. Kelsey

11/19/20, 10:54 AM

Customer Name: Ashlin Barkdull

Item Description	Qty	Price	Total
Misc Checks Miscellaneous	1	23.47	23.47
Subtotal			23.47
Tax			0.00
Total			23.47
Tender: CHECK			23.47

Number of line items purchased: 1

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*****



VENDOR: Repayment

DATE OF PURCHASE: 11/19/2020

AMOUNT: 23.47

REIMBURSE TO / ACCOUNT: ASB General

ADMIN APPROVAL ONLY

PURPOSE: Repayment on a Mistake Purchase

FIRST APPROVAL

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

SECOND APPROVAL

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



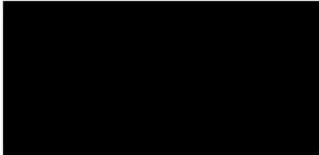
INVOICE

Paid

EXPENSE
PRE-APPROVED BY

Name: Denise
Date: _____

For Movie Rentals



Phone: 323-919-6544
formovierentals@gmail.com
www.facebook.com/formovierentals

Invoice #: FMR - 102025
Invoice Date: Oct 22, 2020
Reference: Encore HS -
Ambulance and
Cop Car Rental
Due date: Oct 22, 2020

Amount due:
\$0.00

Bill To:

jayleen@encorehighschool.com

Description	Quantity	Price	Amount
Ambulance Rental @ \$122/day (9 days Oct. 26-30 and Nov. 4-7) Monday October 26, 2020	9	\$122.00	\$1,098.00
Police Car Rental @ \$100/day (9 days Oct. 26-30 and Nov. 4-7) Monday October 26, 2020	9	\$100.00	\$900.00
		Subtotal	\$1,998.00
		Total	\$1,998.00
		Amount paid	-\$1,998.00
		Amount due	\$0.00 USD

Hallofreak

Attachments 2020 W-9 For Movie Rentals.jpeg

Notes

W-9 Attached
Second Approval - Senior Management

APPROVED
Ashlin Barkdull
General Executive Manager

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

 **EXPENSE**
PRE-APPROVED BY

Name: Denise
Date: _____

 **Thank you for your order, Ashlin**

A confirmation email will be sent to you at abarkdull@encorehighschool.com with your complete order details.

Order Number: 9904319435

Total: \$70.03

Shipping address

Ashlin Barkdull
Encore Education Corp.
16955 Lemon St
Hesperia, CA 92345

Payment methods

Visa card ending in 7974 - \$70.03 charged.
Ashlin Barkdull
16955 Lemon St
Hesperia, CA 92345

Items (1):

Coupons :

Subtotal:

Staples rewards:

Shipping:

Estimated Tax:

Total:

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

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

\$189.99
-\$0.00
\$189.99
-\$125.00
FREE
\$5.04
\$70.03

1 item

Expected delivery by Friday, Nov 20
16955 Lemon St, Hesperia, CA



Staples Hyken Mesh Computer and Desk Chair, Red (50218)

Qty. 1

\$189.99

Reg. \$219.99

001868



Name: Kiara Sampson		Credit Card: 9569	
Reconciliation Month: November 2020			
Date	Vendor	Purpose	Amount
11/17/2020	Stater Brothers	Talent show Prizes	325.75
11/20/2020	Motor Vehicle	School Advertisement	750.00

EXPENSE
PRE-APPROVED BY
Name: Denise
Date: 11/16/20



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: Kiara Sampson

(Circle One): Student **Staff** Parent Other

Requested Expense: Gift cards from Stater Bros

Reason for Expense: Talent show prizes

Estimated Amount: \$325.75

Is this an ASB Expense? Yes No

What account should this expense be debited from? ASB General

Date of Expense: 11/17/20

If an ASB team expense, current fund balance? Encore Final Approval - Board / CEO

How much of the current balance is restricted funds? Denise Griffin
Chief Executive Officer

Will this expense use restricted funds? NO

Approval: Ashlin Barkdull
APPROVED
Encore Second Approval - Senior Management
Ashlin Barkdull
General Executive Manager
Date: 11/19/2020

1 of 2



Pre-Approval Stamp
EXPENSE
PRE-APPROVED BY
 Name: Denise
 Date: 11/16/20

Circle One:
ASB / General Fund

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



Main Maple
(760) 244-2299
***** MANAGER *****
Diana Caffee
Store # 122

11/17/20 14:07:21

V GIFT CARD 100.00
 Allow up to 24 hrs for activation
 Card # 6019539111908360711 5
 CARD TRANS FEE 5.95
 GIFT CARD 50.00
 Allow up to 24 hrs for activation
 Card # 6019539111908360711 5
 CARD TRANS FEE 4.95
 GIFT CARD 50.00
 Allow up to 24 hrs for activation
 Card # 6019539111908360711 5
 CARD TRANS FEE 4.95
 VISA GIFT CARD 50.00
 Allow up to 24 hrs for activation
 Card # 60195391118377744 5
 CARD TRANS FEE 4.95
 VISA GIFT CARD 50.00
 Allow up to 24 hrs for activation
 Card # 6019539111928206642 5
 CARD TRANS FEE 4.95
 NO BAGS .00
 SUBTOTAL 325.75
 TOTAL TAX .00
 TOTAL DUE 325.75
 TENDER 325.75
 CASH CHANGE .00
 NUMBER OF ITEMS 11

VENDOR:
Stater Bros

DATE OF PURCHASE:
11/17/20

AMOUNT:
\$325.75

REIMBURSE TO / ACCOUNT:
—

ADMIN APPROVAL ONLY

PURPOSE:
Talent Show Prizes

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



Jun High School for the Arts

Pre-Approval Stamp
EXPENSE

PRE-APPROVED BY

Name: Denise

Date: 11/16/20

Circle One:
ASB / General Fund

VENDOR:

Stater bros

DATE OF PURCHASE:

11/17/20

AMOUNT:

\$ 325.75

REIMBURSE TO / ACCOUNT:

—

ADMIN APPROVAL ONLY

PURPOSE:

Talent show Prize

FIRST APPROVAL

APPROVED

Encore Second Approval - Senior Management

Denise Barkdull
General Executive Manager

SECOND APPROVAL

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

Card Acct #6039539111356034816
Amount 50.00
Card Activation: APPROVED
AA

Card Acct #6039539111904685336
Amount 50.00
Card Activation: APPROVED
AA

Card Acct #60395391118377774
Amount 50.00
Card Activation: APPROVED
AA

Card Acct #603953911190236642
Amount 50.00
Card Activation: APPROVED
AA

PT(S) AND NO STAPLES

Stater Bros. Markets
Store # 122
*** Electronic Payment Activity ***
SALE

LK38854
38854

11/17/2020 14:08:55
Payment Method: Chip
Approval Code: 044745

Card # XXXXXXXXXXXX9559
Exp. Date 00/00/0980840
Card Type 8000048000
BIN 06061203A03000
IC ARC: 044745
E7AF0819576F7459
034957

Total USD\$ 325.75

APPROVED BY ISSUER

VERIFIED BY PHU

11/17/20 Oper # 1174698 Trx # 162
14:09:27 Term # 3 Store #122

PLEASE RETAIN RECEIPT FOR ALL REFUNDS

YOU CAN ACCESS YOUR WEEKLY AD ANYTIME AT
STATERBROS.COM

Gift Cards may take up to 24 hrs to activate



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

EXPENSE

PRE-APPROVED BY

Name: Contract
 Date: _____

Invoice

DATE 11/1/2020

INVOICE # 20-43623

PAID
 11/19/2020

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

Advertising

APPROVED
 Encore First Approval - Administration
Kelsey White
 Central Bookkeeping Manager

APPROVED
 Encore Second Approval - Spend Management
Ashlin Bark
 General Executive 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

001851

Name: Denise Griffin			Credit Card: 0914
Reconciliation Month: November 2020			
Date	Vendor	Purpose	Amount
11/2/2020	Wix.com	Parent Communication	23.00
11/2/2020	Spirit Halloween	Hallofreak	226.05
11/2/2020	Facebook	Advertising	274.69
11/2/2020	Google Ads	Advertising	217.56
11/3/2020	Box Inc.	CalPads	15.00
11/3/2020	Shop N Go	Fuel - Transportation	50.93
11/3/2020	Staples	Office Supplies	47.39
11/3/2020	Staples	Office Supplies	143.23
11/4/2020	Staples	Office Supplies	12.92
11/4/2020	Staples	Office Supplies	419.02
11/6/2020	Wix.com	Parent Communication	59.00
11/9/2020	Staples	Accounting	41.98
11/10/2020	Quickbooks	Accounting	25.00
11/19/20	Instacart Subscription	Mistake Purchase	9.99
11/19/2020	Amazon Marketplace	Covid Prep	105.60
11/20/2020	Learnworlds	Covid Curriculum	999.00
11/27/2020	Amazon Marketplace	Covid Prep	193.92



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 #793770541 | Oct 30, 2020 | Paid

Description	Site	Billing Period	Quantity	Amount
Premium Plan Unlimited	Mysite 6	Monthly Oct 30, 2020 - Nov 30, 2020	1	\$23.00

Payment Method: Visa **** 0914

Subtotal \$23.00

Total \$23.00

*Parent
 Website*

APPROVED

Encore First Approval - Administration
Kelsey White
 Central Bookkeeping Manager

APPROVED

Encore Second Approval - Senior Management
Ashlin Barkdull
 General Executive Manager

001834

Feel free to contact us:

wix.com/support

1-415-639-9034

wix.com/contact



EXPENSE
PRE-APPROVED BY
Name: Mr. Johnny Griffin
Date: 11/02/2020

CERTIFICATION OF LOST RECEIPT
FOR REIMBURSEMENT

Name: Helsey White Date: 11/2/20

Description: I lost the receipt after Mr. Griffin handed it to me.

Purpose: Bought supplies for Hallofreak

Where: Spirit Halloween

Amount: \$ 226.05

I certify that I spent this dollar amount and I have lost the receipt.

Please Print Name: Helsey White

Employee Signature: [Signature]

Please attach any other information needed. Please submit to your director's box.

Please allow 2 weeks for processing.

OFFICE USE ONLY

Approved / Denied

APPROVED

Administrator Signature: Ashlin Barkdull
Encore Second Approval - Senior Management

Ashlin Barkdull
General Executive Manager

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin
Chief Executive Officer

Administrator Signature: _____ Date: _____

Advertising

Fwd: Your Facebook Ads Receipt (Account ID: 69551964)

1 message

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

Mon, Nov 2, 2020 at 10:33 AM

----- Forwarded message -----

From: Facebook Ads Team <advertise-noreply@support.facebook.com>
Date: Sat, Oct 31, 2020 at 7:08 AM
Subject: Your Facebook Ads Receipt (Account ID: [REDACTED])
To: Denise Griffin <ceo@officerteam.com>

EXPENSE

PRE-APPROVED BY

Name: Denise Griffin
Date: 10/20/20



Receipt for Denise Griffin (Account ID: [REDACTED])

Summary

AMOUNT BILLED

\$274.69 USD

DATE RANGE

Oct 15, 2020, 12:00 AM - Oct 30, 2020, 11:59 PM

PRODUCT TYPE
Facebook Ads

BILLING REASON

Remaining ad costs at the end of the month.

PAYMENT METHOD
Visa*0914

REFERENCE NUMBER ⓘ

2KQ22XJVX2

CAMPAIGN	RESULTS	AMOUNT
🖱 [10/15/2020] Promoting www.hallofreak.com	21,676 Impressions	\$123.69
🖱 [10/20/2020] Promoting Contact Us	12,329 Impressions	\$151.00
CAMPAIGN TOTAL		\$274.69
TOTAL		\$274.69

Transaction ID: 3343771675740444-6499741

001856

Thanks,

This is an automated message. Please do not reply. If you have questions about ads, you can get help. You can also manage your email notification settings for this ad account.
Facebook, Inc., Attention: Community Support, 1 Facebook Way, Menlo Park, CA 94025

--
- Mrs. Denise Griffin
Chief Executive Officer
Encore Education Corporation
www.encorehighschool.com

In case of delays, please contact
Mrs. Ashlin Barkdull
Executive Office Manager, CEO Support
abarkdull@encorehighschool.com

"Where academics and arts grow together."

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APPROVED
Encore First Approval - Administration
Kelsey White
Central Bookkeeping Manager

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

001856



Payment Receipt

EXPENSE

PRE-APPROVED BY

Name: Denise Griffin

Date: 11-1-20

Google LLC
1600 Amphitheatre Pkwy
Mountain View, CA 94043
United States

Payment date: Nov 1, 2020
Billing ID: 4285-2345-0599
Payment method: Visa ****0914



Encore Education Corporation
Denise Griffin
HESPERIA, CA 92345
United States

Description	
Payment amount	\$217.56

APPROVED

Encore First Approval - Administration

Kelsey White
Central Bookkeeping Manager

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull
General Executive Manager

Advertising

198100



EXPENSE
PRE-APPROVED BY
Name: Contract

INVOICE

INV08398667

PO Number:

Sold To:
dg@officerteam.com
Denise Griffin

Date: _____

Account Number: [REDACTED]
Invoice Number: INV08398667
PO Number:

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

Invoice Date: 11/02/2020
Payment Due By: 11/02/2020
Payment Terms: Due Upon Receipt
Payment Method: CreditCard

Hesperia California 92345
United States

Service	Unit Price	Quantity	Subtotal	Tax	TOTAL
Starter Licenses Service Period: 11/02/2020-12/01/2020	\$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

Cal Pads

Payments and Adjustments				
Transaction Date	Transaction Number	Transaction Type	Notes	Applied Amount
11/02/2020	P-09490356	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: [REDACTED]
Invoice Date: 11/02/2020
Invoice Number: INV08398667
Payment Due Date: 11/02/2020
Total Amount Due: \$0.00
Amount Enclosed: _____

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull

General Executive Manager

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

001858



Junior & Senior High School for the Arts

Pre-Approval Stamp
EXPENSE

PRE-APPROVED BY

Name: Joe T

Date: 11/3/20

Circle One:
ASB / General Fund

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

SHOP N GO
FG06145364001
11254 I AVE
HESPERIA , CA
92345
11/03/2020 360290397
09:31:09 AM

XXXXXXXXXXXX0914
Debit
INVOICE 064715
AUTH 460866

PUMP# 8
Regular CR 16.540G
PRICE/GAL \$2.970

FUEL TOTAL \$ 50.93

DEBIT \$ 50.93

Customer-activated Purchase/Capture
Site #: 00000000202020
Shift Number 1
Sequence Number 57773
Signed
APPROVED 488266

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

VENDOR:

Shop N Go

DATE OF PURCHASE:

11/03/2020

AMOUNT:

\$ 50.93

REIMBURSE TO / ACCOUNT:

Debit Account

ADMIN APPROVAL ONLY

PURPOSE:

Transportation

FIRST APPROVAL

APPROVED

Encore First Approval - Administration

Curtis Peterson
Executive Risk Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin
Chief Operations Officer

001835

ENCORE

Junior & Senior High School for the Arts

Pre-Approval Stamp

EXPENSE

PRE-APPROVED BY

Name: Denise
Date: 11/3/20

Circle One:
ASB / General Fund

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

NOT VALID FOR THE NEW STORES IN THE PROGRAM AREA.
PLEASE DO NOT RETURN TO THE STORE FOR ANY REASON.
CASH ON HAND AND CREDIT CARD SALES ARE NOT VALID.



19201 A Bear Valley Road
APPLE VALLEY, CA 92308
(760) 961-6472

SALE	1965226 2 003 11585	
	1426 11/03/20 09:53	
QTY	SKU	PRICE
1	360 60L 2USB STUDI 819124011768	29.99
1	UTW 5FT CABLE BLAN 052418006361	13.99
SUBTOTAL		43.98
Standard Tax 7.7500%		3.41
TOTAL		\$47.39

US DEBIT USD\$47.39
Card No.: XXXXXXXXXXXX0914 [C]
Chip Read
Auth No.: 002816
AID.: A0000000980840
Verified By PIN

TOTAL ITEMS 2

TRU RED
Business essentials designed
thoughtfully to work beautifully.

Shop Smarter. Get Rewarded.
Staples Rewards members get up to 5%
back in Rewards in store only.
Exclusions Apply. See an associate for
full program details or to enroll.

THANK YOU FOR SHOPPING AT STAPLES!

VENDOR:

Staples

DATE OF PURCHASE:

11/03/2020

AMOUNT:

\$47.39

REIMBURSE TO / ACCOUNT:

Debit account

ADMIN APPROVAL ONLY

PURPOSE:

office supplies

FIRST APPROVAL

APPROVED

Encore First Approval - Administration
Kelsey White
Central Bookkeeping Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Management
Ashlin Barkdull
General Executive Manager

001836

Pre-Approval Stamp

EXPENSE

PRE-APPROVED BY

Name: Denise

Date: 11/3/20

Circle One:

ASB / General Fund

PLACE RECEIPTS HERE

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



19201 A Bear Valley Road
 APPLE VALLEY, CA 92308
 (760) 961-6472

SALE 1965226 3 001 89180
 1426 11/03/20 11:01

QTY	SKU	PRICE
-----	-----	-------

QTY	SKU	PRICE	REWARDS NUMBER
1	STAPLES STD SHEET	18.99	718103009898
5	STAPLES STD SHEET	18.990ea 94.95	718103009898
1	STAPLES STD SHEET	18.99	718103009898
SUBTOTAL		132.93	
Standard Tax 7.7500%		10.30	
TOTAL		\$143.23	

US DEBIT USD\$143.23
 Card No.: XXXXXXXXXXXX0914 [C]
 Chip Read
 Auth No.: 000614
 AID.: A00000C0980B40
Verified By PIN

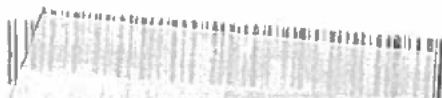
TOTAL ITEMS 7

TRU RED

thoughtfully to work beautifully.

Shop smarter. Get Rewarded.
 Staples Rewards members get up to 5%
 back! Rewards in store only.
 Exclusions apply. See an associate for
 full program details or to enroll.

THANK YOU FOR SHOPPING AT STAPLES!



VENDOR: Staples

DATE OF PURCHASE: 11/03/2020

AMOUNT: \$143.23

REIMBURSE TO / ACCOUNT: Debit Account

ADMIN APPROVAL ONLY

PURPOSE: office supplies

FIRST APPROVAL

APPROVED

Encore First Approval - Administration
Kelsey White
 Central Bookkeeping Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Management
Ashlin Barkdull
 General Executive Manager

001837

Pre-Approval Stamp

EXPENSE

PRE-APPROVED BY

Name: Denise

Date: 11/4/20

Circle One:
ASB / General Fund

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

VENDOR:

Staples

DATE OF PURCHASE:

11/04/2020

AMOUNT:

\$ 12.92

REIMBURSE TO / ACCOUNT:

Debit Account

ADMIN APPROVAL ONLY

PURPOSE:

office supplies

FIRST APPROVAL

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Manager

Ashlin Barkdull

General Executive Manager

Staples

19201 A Bear Valley Road
APPLE VALLEY, CA 92308
(760) 961-6472

SALE 1965226 2 001 89387

1426 11/04/20 09:21

QTY	SKU	PRICE
-----	-----	-------

REWARDS NUMBER

1	UTW 5FT CMPCT CRDP	
	891449002835	11.99

SUBTOTAL	11.99
----------	-------

Standard Tax 7.7500%	0.93
----------------------	------

TOTAL	\$12.92
-------	---------

US DEBIT USD\$12.92

Card No.: XXXXXX XXXX0914 [C]

Chip Read

Auth No.: 001594

AID: A0000000990040

Verified By PIN

TOTAL ITEMS 1

Business essentials designed thoughtfully to work beautifully.

Shop Smarter. Get Rewards.
Staples Rewards members get up to 5% back in Rewards in store only.
Exclusions Apply. See an associate for full program details or to enroll.

THANK YOU FOR SHOPPING AT STAPLES!



001840

ENCORE

Junior & Senior High School for the Arts

Pre-Approval Stamp
EXPENSE

PRE-APPROVED BY

Name: Denise

Date: 11/4/20

Circle One:
ASB / General Fund

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



19201 A Bear Valley Road
APPLE VALLEY, CA 92308
(760) 961-6472

SALE 1928360 2 001 89441
1426 11/04/20 12:12
QTY SKU PRICE

QTY	SKU	PRICE
1	HD BINDER 4IN BLK 718103338257	32.99
1	HD BINDER 4IN BLK 718103338257	32.99
1	STPLS HD BINDER 5T 718103338264	32.99
1	STPLS HD BINDER 5T 718103338264	32.99
1	STPLS HD BINDER 5T 718103338264	32.99
1	STPLS HD VIEW BIND 718103199131	35.99
1	STPLS HD VIEW BIND 718103199131	35.99
1	STPLS HD VIEW BIND 718103199131	35.99
1	STPLS HD VIEW BIND 718103336615	35.99
1	STPLS HD VIEW BIND 718103336615	35.99
1	STPLS HD VIEW BIND 718103336615	35.99
SUBTOTAL		388.88
Standard Tax 7.7500%		30.14
TOTAL		\$419.02

US DEBIT USD \$419.02
Card No.: XXXXXXXXXX0914 [1]
Chip Read
Auth No.: 000182
AID.: A0000000980040
Verified By PIN

VENDOR: Staples

DATE OF PURCHASE: 11/04/2020

AMOUNT: \$419.02

REIMBURSE TO / ACCOUNT: Debit Account

ADMIN APPROVAL ONLY

PURPOSE: Office Supplies

FIRST APPROVAL

APPROVED

Encore First Approval - Administration
Kelsey White
Central Bookkeeping Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Manager
Ashlin Barkdull
General Executive Manager

001841



Wix.com LTD
40 Namal Tel Aviv, 6350671
Israel

EXPENSE

PRE-APPROVED

Name: Contract
Date: _____

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

Invoice #796563063 | Nov 4, 2020 | Paid

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

Payment Method: Visa **** 0914

Subtotal \$59.00

Total \$59.00

Parent website

APPROVED

Encore First Approval - Administration
Kelsey White
Central Bookkeeping Manager

APPROVED

Encore Second Approval - Senior Management
Ashlin Barkdull
General Executive Manager

001843

Feel free to contact us:

wix.com/support

1-415-639-9034

wix.com/contact

19201 A Bear Valley Road
APPLE VALLEY, CA 92308
(760) 961-6472

SALE 1957572 1 001 90309
1426 11/08/20 10:32
QTY SKU PRICE

EXPENSE

PRE-APPROVED BY

Name: Denise
Date: 11/8/20

REWARDS NUMBER [REDACTED]
1 STPLS STAN VIEW BN * 4.99
718103325493
1 STPLS STAN VIEW BN * 8.99
718103325509
2 PASTELS 8.5X11 BLU 24.98
718103076296 12.490ea
SUBTOTAL 38.96
Standard Tax 7.7500% 3.02
TOTAL \$41.98
US DEBIT USD\$41.98
Card No.: XXXXXXXXXXXX0914 [C]
Chip Read
Auth No.: 000860
AID.: A0000000980840
Verified By PIN

Accounting

TOTAL ITEMS 4

*Item is currently on promotion. Some coupons are only valid on regular priced items. Please see coupon terms and conditions for details.

TRU RED

Business essentials designed thoughtfully to work beautifully.

Shop Smarter. Get Rewarded.
Staples Rewards members get up to 5% back in Rewards in store only.
Exclusions Apply. See an associate for full program details or to enroll.

THANK YOU FOR SHOPPING AT STAPLES!

14261108209030901



14261108209030901

APPROVED

Encore First Approval - Administration

Kelsey White
Central Bookkeeping Manager

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkouli
General Executive Manager

001847



PRE-APPROVED BY

Name: Contract

Date: _____



Payment success

Denise Griffin, thank you for your payment.

Bookkeeping Service

Invoice number: 1000172628021
Invoice date: 11/09/2020
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.

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

[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

(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.



Questions or concerns?

Visit customer support.

intuit.  **turbotax**  **quickbooks**  **mint**

[View on web.](#)

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

ETC_oBill_Notify_100_QuickBooks Online_en_US_US_USD_Charge

eda4c853-fb53-4ad0-b17e-dd82e5dc5e1b

SMALL_BUSINESS

--
- Mrs. Denise Griffin
Chief Executive Officer
Encore Education Corporation
www.encorehighschool.com

In case of delays, please contact
Mrs. Ashlin Barkdull
Executive Office Manager, CEO Support
abarkdull@encorehighschool.com

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

Tue, Jan 5, 2021 at 3:42 PM

[Quoted text hidden]



Thanks for signing up for Instacart Express!

PAYMENT RECEIPT

Payment Date: 11/19/2020

Billed To: jayleen@encorehighschool.com

Amount Received: \$9.99

Credit Card: Ending in 0914

If you have any questions, please visit our help center at <https://www.instacart.com/help>

- The Instacart Team

APPROVED

Encore First Approval - Administration

Kelsey White

Central Bookkeeping Manager

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull

General Executive Manager

* Accidental Purchase - will be refunded.



Final Details for Order #112-4210047-0568231

Order Placed: November 18, 2020
PO number : COVID PREPARATION
Amazon.com order number: 112-4210047-0568231
Order Total: \$105.60

EXPENSE

PRE-APPROVED BY

Name: Denise
Date: 11/18/20

Shipped on November 18, 2020

Items Ordered	Price
2 of: WYB Wall-Mounted Forehead Temperature, Non-Contact 0.1S Real-Time Reading Abnormality Automatic Hands-Free Alarm <i>Temperature Scanner, Used for Rapid Detection in Public Places</i> Sold by: Dino Koda (seller profile) Business Price Condition: New	\$49.00

Shipping Address: Denise Griffin [Redacted] United States	Item(s) Subtotal: \$98.00 Shipping & Handling: \$0.00 ----- Total before tax: \$98.00 Sales Tax: \$7.60 -----
Shipping Speed: Standard Shipping	Total for This Shipment: \$105.60 -----

Payment information

Payment Method: Visa Last digits: 0914	Item(s) Subtotal: \$98.00 Shipping & Handling: \$0.00 -----
Billing address Encore Education Corporation 16955 LEMON ST HESPERIA, CA 92345 United States	Total before tax: \$98.00 Estimated Tax: \$7.60 ----- Grand Total: \$105.60

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

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

APPROVED
Encore First Approval - Administration
Curtis Peterson
Executive Risk Manager

001850



INVOICE

LearnWorlds (CY) Ltd
Gladstonos 120
Foloune Building,
2nd Floor, 81
Limassol 3032
Cyprus

EXPENSE
PRE-APPROVED BY
Name: Denise
Date: 11/19/20

Invoice # 3001-22487
Invoice Date Nov 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 Nov 19 to Dec 19, 2020
Next Billing Date Dec 19, 2020
School URL <https://www.encorestudent.com>

DESCRIPTION	AMOUNT (USD)
Enterprise Plan	\$999.00
Total	\$999.00
Payments	(\$999.00)
Amount Due (USD)	\$0.00

PAYMENTS

\$999.00 was paid on 19 Nov, 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 Second Approval - Senior Management
Ashlin Barkdull
General Executive Manager

APPROVED
Encore First Approval - Administration
Julia Dolf
Dean of Academics

Covid Curriculum

001857



Final Details for Order #112-2804421-0097016

EXPENSE

PRE-APPROVED BY

Name: Denise
Date: 11/20/20

Order Placed: November 20, 2020
PO number : COVID
Amazon.com order number: 112-2804421-0097016
Order Total: \$193.92

Shipped on November 25, 2020

Items Ordered	Price
1 Of: IESTARING Table Light，Desk Lamp with Timer Setting for Bedroom Living Room Household Kitchen Sold by: IESTARING (seller profile) Product question? (Ask Seller) Business Price Condition: New	\$59.99
Shipping Address: Denise Griffin 16955 LEMON ST HESPERIA, CA 92345-5139 United States	Item(s) Subtotal: \$59.99 Shipping & Handling: \$0.00 Total before tax: \$59.99 Sales Tax: \$4.65
Shipping Speed: Amazon Day Delivery	Total for This Shipment: \$64.64

Shipped on November 25, 2020

Items Ordered	Price
2 Of: IESTARING Table Light，Desk Lamp with Timer Setting for Bedroom Living Room Household Kitchen Sold by: IESTARING (seller profile) Product question? (Ask Seller) Business Price Condition: New	\$59.99
Shipping Address: Denise Griffin 16955 LEMON ST HESPERIA, CA 92345-5139 United States	Item(s) Subtotal: \$119.98 Shipping & Handling: \$0.00 Total before tax: \$119.98 Sales Tax: \$9.30
Shipping Speed: Amazon Day Delivery	Total for This Shipment: \$129.28

APPROVED
Encore First Approval - Administration
Kelsey White
Central-Bookkeeping-Manager

Payment information

Payment Method: Visa Last digits: 0914	Item(s) Subtotal: \$179.97 Shipping & Handling: \$0.00 Total before tax: \$179.97 Estimated Tax: \$13.95
Billing address Encore Education Corporation 16955 LEMON ST HESPERIA, CA 92345	APPROVED Encore Second Approval - Senior Management Ashlin Barkdull General Executive Manager

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

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APPROVED
Encore First Approval - Administration
Kelsey White
Central Bookkeeping Manager

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

001859

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.

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Transaction Date	Type	Transaction ID	Amount	Fee	Net
Nov 20, 2020	Reserve Release	fc32c19d-f2f7-49e8-8826-30b7e838f3ff	\$502.09	\$0.00	\$502.09
Nov 20, 2020	Reserve Hold	fc32c19d-f2f7-49e8-8826-30b7e838f3ff	-\$502.09	\$0.00	-\$502.09
Nov 6, 2020	Refund	1052f23e-d49a-4668-a7ad-da684487ebd8	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	1052f23e-d49a-4668-a7ad-da684487ebd8	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	becd3d5f-ed59-43a0-99d8-1822710c6727	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Refund	efbfa72a-c88b-4f52-91b9-7641256f1525	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	efbfa72a-c88b-4f52-91b9-7641256f1525	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Refund	b61373f3-b840-41ab-a4b4-a155293cd279	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	b61373f3-b840-41ab-a4b4-a155293cd279	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Refund	9fb68a6e-b3ac-45b5-b0e8-936986c1d86c	-\$40.00	-\$2.46	-\$37.54
Nov 6, 2020	Credit	9fb68a6e-b3ac-45b5-b0e8-936986c1d86c	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	19974150-bebb-4a51-8228-ed37e7f7803b	\$40.00	\$2.46	\$37.54

Upgrade

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Transaction Date	Type	Transaction ID	Amount	Fee	Net
Nov 6, 2020	Credit	f7542111-9a0a-453c-a4f2-cd52417d90f5	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	241ac2a6-4430-4cd6-babc-22880d9ba616	\$40.00	\$2.46	\$37.54
Nov 6, 2020	Credit	592ee6a8-0439-4143-80e5-f2fa596d7f80	\$20.00	\$1.38	\$18.62
Nov 5, 2020	Credit	79263501-d04d-4049-a55b-a176481e4f43	\$40.00	\$2.46	\$37.54
Nov 5, 2020	Credit	0ca1d2f2-997e-4f89-a3b5-650dba03a6ed	\$40.00	\$2.46	\$37.54
Nov 5, 2020	Credit	b0104f58-9f61-458c-9edb-babdf495afc	\$40.00	\$2.46	\$37.54
Nov 5, 2020	Credit	081d7752-fe7a-48df-bbf3-6676ab97c00a	\$40.00	\$2.46	\$37.54
Nov 5, 2020	Credit	2dec2166-028a-418e-a38b-215d3e66e598	\$40.00	\$2.46	\$37.54

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encorehighscho...

Role: Owner

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Nov 5, 2020	Credit	40324c5f-9732-4385-9d52-dc7eff952410	\$40.00	\$2.46	\$37.54
Nov 3, 2020	Refund	a81422c3-7304-4736-b678-5ec87c529909	-\$40.00	-\$2.46	-\$37.54
Nov 3, 2020	Credit	a81422c3-7304-4736-b678-5ec87c529909	\$40.00	\$2.46	\$37.54
Nov 3, 2020	Credit	1ac23004-980f-4935-9ba4-0fd1b87f8f5b	\$40.00	\$2.46	\$37.54
Nov 2, 2020	Credit	87476c73-7cc9-4527-867f-d0b9e81450ae	\$40.00	\$2.46	\$37.54
Nov 2, 2020	Credit	e4f8797c-ceb4-454f-b56b-0e77b44ffbeb	\$40.00	\$2.46	\$37.54
Nov 1, 2020	Credit	4303b587-1602-4676-92b3-cca4d4c6401a	\$40.00	\$2.46	\$37.54
Oct 31, 2020	Refund	9765491a-bdac-4b3c-bcae-b7d10e9cb7fa	-\$40.00	-\$2.46	-\$37.54
Oct 31, 2020	Credit	9765491a-bdac-4b3c-bcae-b7d10e9cb7fa	\$40.00	\$2.46	\$37.54
Oct 31, 2020	Refund	bd3f79fe-64c3-4498-bc9a-158c75dcdacf	-\$40.00	-\$2.46	-\$37.54
Oct 31, 2020	Credit	bd3f79fe-64c3-4498-bc9a-158c75dcdacf	\$40.00	\$2.46	\$37.54
Oct 31, 2020	Credit	9619738b-80d6-4402-b284-ff4965921dab	\$40.00	\$2.46	\$37.54

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 31, 2020	Refund	bb39f42c-6d4a-4a77-b638-d0745b56fc2a	-\$40.00	-\$2.46	-\$37.54
Oct 31, 2020	Credit	bb39f42c-6d4a-4a77-b638-d0745b56fc2a	\$40.00	\$2.46	\$37.54
Oct 31, 2020	Credit	e19e02ec-b695-4f06-bdcb-26bd4d09d5ee	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	35a38a0c-d503-410a-9385-3db6ab658ed1	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	4d681ea7-ad67-47c6-8f8a-31b4e49e4e4a	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	c7adb5ff-0d24-446a-a626-df3d1e27e9f3	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	eb446cf1-599b-4882-b76b-eabae8bb187a	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	78c364a4-de5b-4fbd-8d79-df2bdee4b7e3	\$40.00	\$2.46	\$37.54

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Understand how funds move in and out of your Wix Payments account.



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Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 30, 2020	Credit	4e57aa9e-49f9-45cf-8a68-5cacaee405f42	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	ca02547e-3bde-4955-93b0-686192cd146a	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	ff4319d7-f25e-4751-b0f1-1a3d68cb72a9	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	1b141c91-10ac-4dbf-bb67-faae82bae1a7	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	aa40bfd9-d32f-4f84-abf4-50568f7e66ab	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	a765d2bf-c53e-48ba-a326-e9f4f81d9d58	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	633f9f18-37d4-4a21-aa6c-1da02d5649b9	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	c5fbbbca-e069-4ec6-a84d-1915c4ac8692	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	b32c1437-2b16-4546-912e-7044d92371ed	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	8aff25f2-fd46-4fe0-bf6b-439fbf26c07b	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	8a569fd9-1fc0-4954-850b-a4ed9fd7349e	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	fcd8d6d9-6e6e-460a-9dc7-ccec75be9863	\$40.00	\$2.46	\$37.54

Upgrade

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Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 30, 2020	Credit	d8e940ae-d750-4b2c-be1b-c33675fa8746	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	c0a7cb3a-581a-47e1-bd84-cffcfd69cb0	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	80132ee2-21c3-4017-972c-417e6c66f2f4	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	a7781522-d181-4f09-a073-09d350b9e552	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	29551eee-ef9a-4833-9a92-a0cbbaccb217	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	962b2c7f-f304-4be7-b8db-1a3fc58c67a6	\$40.00	\$2.46	\$37.54
Oct 30, 2020	Credit	eadbc2d9-3a0e-49e6-bb88-4c7222db95b3	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	71ff3de2-3bd8-4919-a781-7d3d94d869c7	\$40.00	\$2.46	\$37.54

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Oct 29, 2020	Credit	5e0c3509-9008-497a-8892-328b09aa86e9	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	2b2f44f9-4677-4c72-86bc-275f4d913d85	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	1cf141a2-6c64-4ba6-8c64-acc68744e235	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	f7c94a8e-2ab2-4d97-a0a7-9f43006726c3	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	bcf0b579-02db-40b5-b676-d7864ad3d9f5	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	e0ecd28d-42b0-4a78-a4fa-938295b3adf1	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	c207dde1-bdf6-4e25-bc56-b3991d11e0b0	\$40.00	\$2.46	\$37.54

Transaction Date	Type	Transaction ID	Amount	Fee	Net
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Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 27, 2020	Credit	880217ad-564c-4a77-b80b-4c6e46ad142f	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	918af3a-aa41-41be-800b-0c2330e5773d	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	a9c7cd6b-c698-433f-b576-632d3236be04	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	b6b9400d-d83c-4c2d-ae6a-435245d19e0e	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	3237a10c-b048-42f2-8c11-16e4eeb24fd6	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Refund	7c250b98-645a-4dee-b3ff-3cc8a1ab9152	-\$40.00	-\$2.31	-\$37.69
Oct 27, 2020	Credit	7c250b98-645a-4dee-b3ff-3cc8a1ab9152	\$80.00	\$4.62	\$75.38
Oct 27, 2020	Credit	8ce9da04-6a27-4490-a4fb-ec4809c8f6da	\$40.00	\$2.46	\$37.54

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Oct 29, 2020	Credit	7563f105-879c-4a9c-85dd-64b3e2d530a6	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	712f4403-25dd-4010-a59c-7d8340190cc8	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	8fef6a20-ee7a-44c8-9698-38e472675a93	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	3249478c-e48b-4003-af36-2f3c4c57afb0	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	12b6c080-7d39-430d-ae68-444aa2173ec9	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	490e08f5-bb5c-4d06-8479-fc9ba6c6a551	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	c985c7f5-8b23-4231-a625-96a710d61a7f	\$40.00	\$2.46	\$37.54

Transaction Date	Type	Transaction ID	Amount	Fee	Net
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Oct 29, 2020	Credit	792fb2a4-af0b-4d10-8304-945eff23adbb	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	2c96bf7d-1677-4396-8ed5-2266da30c147	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	aff9fcdb-4f46-410a-a533-61b4a96e2e56	\$40.00	\$2.46	\$37.54
Oct 29, 2020	Credit	9be28110-93e0-4ee6-a427-70ebe6b08d51	\$40.00	\$2.46	\$37.54

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Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 27, 2020	Credit	3fcb8c05-f817-4f91-926e-82b99c03f994	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	f5650c9e-bea8-4325-961b-3317b17249ce	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	729296d2-11db-46f2-a615-dac1f90161af	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	274f0b57-8908-47d9-8c99-1c941cd1f6b2	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	a969d05c-fe23-4ac3-9b7a-6f148009c750	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	d9a65001-1f53-4e38-b704-dea37f0da49e	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	8ed5876e-2ded-459b-8b25-d8a8bd654fb8	\$40.00	\$2.46	\$37.54
Oct 26, 2020	Credit	889140f9-5a07-4331-bafb-be385003c80d	\$40.00	\$2.46	\$37.54
Oct 26, 2020	Credit	37970c5e-08b5-49a9-957c-77516b31b37e	\$40.00	\$2.46	\$37.54
Oct 26, 2020	Credit	51703c96-13fc-419b-9531-0b3f42044bb2	\$40.00	\$2.46	\$37.54
Oct 26, 2020	Credit	c37a0512-1ab5-4d85-a405-9880ccca606f	\$40.00	\$2.46	\$37.54
Oct 26, 2020	Credit	79e00716-66e1-4427-98eb-0db994916ad0	\$40.00	\$2.46	\$37.54

Upgrade

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Understand how funds move in and out of your Wix Payments account.



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Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 28, 2020	Credit	3667a2c8-d646-4d54-b754-056ab7d36ea5	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	90f8d0cb-4b12-4357-b02b-49c6bcf5606e	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	9ee82715-108a-4e42-a323-f0ebdde77292	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	c4cc2e17-bc50-4b87-a3a7-6c4721fe60fd	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	964f1318-a134-462a-8233-cba3289a7b91	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	15e1e7b1-abff-4b71-af6f-7042ee980301	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	ef8be488-9588-45b8-9416-3e7d61466907	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	e3af244f-a727-4d8a-ae14-6660dcf25ec7	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	4f1d9dae-9dcc-4e96-babb-f335a5fa120b	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	755ba699-f7f2-4274-a927-c83543e7689e	\$40.00	\$2.46	\$37.54
Oct 28, 2020	Credit	3d8dd1aa-5d54-4a26-b9db-dc201981f4dc	\$40.00	\$2.46	\$37.54
Oct 27, 2020	Credit	c81e6e72-b47a-4907-bef1-d4d2fd38ce70	\$40.00	\$2.46	\$37.54

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Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 25, 2020	Credit	236dc6b6-f180-4d7c-8bd0-0c3a9bd209b1	\$40.00	\$2.46	\$37.54
Oct 25, 2020	Credit	39d7de09-d0cf-42ee-ae48-b5dbc9c4ed60	\$40.00	\$2.46	\$37.54
Oct 25, 2020	Credit	b716f814-1063-43bc-bfac-51ac5367aca5	\$40.00	\$2.46	\$37.54
Oct 25, 2020	Credit	a520466b-31d3-43c8-ab10-19ba48c638ef	\$40.00	\$2.46	\$37.54
Oct 25, 2020	Refund	a638f33b-e660-4b1e-9609-792b9da8d259	-\$40.00	-\$2.46	-\$37.54
Oct 25, 2020	Credit	a638f33b-e660-4b1e-9609-792b9da8d259	\$40.00	\$2.46	\$37.54
Oct 25, 2020	Credit	22fac65e-cbf4-4a60-91e5-bfa203e43e21	\$40.00	\$2.46	\$37.54
Oct 24, 2020	Credit	e16dfd0a-39ac-4329-8fcd-b8b47c9552b8	\$40.00	\$2.46	\$37.54

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Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 24, 2020	Credit	7c51f800-0b60-48bc-9fbd-fe724e5f4ad2	\$40.00	\$2.46	\$37.54
Oct 24, 2020	Credit	ecbd95c1-4d00-46f7-8c7f-9d82a69059fb	\$40.00	\$2.46	\$37.54
Oct 24, 2020	Credit	6a0a28f3-8029-4cd3-90db-773de7e3f5c5	\$40.00	\$2.46	\$37.54
Oct 24, 2020	Credit	87daee3a-9de5-44c4-9e49-6bad9b46f435	\$40.00	\$2.46	\$37.54
Oct 23, 2020	Credit	3377822c-2110-4bde-9e3c-2b4909ffe46	\$40.00	\$2.46	\$37.54
Oct 23, 2020	Credit	1e7ee301-0920-48f9-b689-2444b830bdbe	\$40.00	\$2.46	\$37.54
Oct 23, 2020	Credit	253263ab-a492-4baa-b4b9-644a7b1a2955	\$40.00	\$2.46	\$37.54
Oct 22, 2020	Credit	1bbab348-5e0b-43ad-85bf-50dd6125ef72	\$40.00	\$2.46	\$37.54
Oct 22, 2020	Credit	52b0b9cf-c14f-4a28-afc1-56c41697bd8e	\$40.00	\$2.46	\$37.54
Oct 22, 2020	Credit	564e8690-8adc-4fd1-bb47-0860914b5357	\$40.00	\$2.46	\$37.54
Oct 21, 2020	Credit	00caa423-acf9-4fe4-a396-5f6a977e8674	\$40.00	\$2.46	\$37.54
Oct 21, 2020	Credit	237ae785-b181-4a93-8abe-b6fae3196443	\$40.00	\$2.46	\$37.54

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 21, 2020	Credit	aab29d68-5043-4059-af6c-7960053f8277	\$40.00	\$2.46	\$37.54
Oct 20, 2020	Credit	c6949677-a594-4537-a4fc-2455a816c5e6	\$40.00	\$2.46	\$37.54
Oct 19, 2020	Credit	aceea211-91b5-4618-a003-6ef27dcb1b4	\$40.00	\$2.46	\$37.54
Oct 19, 2020	Credit	ce67a7a2-d657-4f1f-83ff-5d6a194152ab	\$40.00	\$2.46	\$37.54
Oct 19, 2020	Credit	76f385f9-b8bd-47d7-8cd9-951af52d063b	\$40.00	\$2.46	\$37.54
Oct 16, 2020	Credit	402aa312-71fe-49e2-b26a-178bcce39b25	\$40.00	\$2.46	\$37.54
Oct 15, 2020	Credit	cc0646d5-090a-4e5a-bdd7-f19a99e9a615	\$40.00	\$2.46	\$37.54
Oct 14, 2020	Credit	08f3f971-ebd3-4c01-9b5d-78c15890476c	\$40.00	\$2.46	\$37.54

120-140 of 157 payables

Settlement Report

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From

To

Transaction Id

Oct 10, 2020	Refund	f323df16-19ee-41c5-aa6e-efdbb129c447	-\$120.00	-\$6.70	-\$113.30
Oct 10, 2020	Credit	f323df16-19ee-41c5-aa6e-efdbb129c447	\$160.00	\$8.94	\$151.06
Oct 10, 2020	Credit	4aa4c0d1-15ea-48a4-8032-38d42178bb64	\$30.00	\$1.92	\$28.08
Oct 9, 2020	Credit	d6fe3d6a-dcb4-48e5-8169-e2896cc77b0d	\$40.00	\$2.46	\$37.54

Transaction Date	Type	Transaction ID	Amount	Fee	Net
Oct 6, 2020	Credit	9fde9b5b-0f53-4c03-9f13-258cfa5440d	\$40.00	\$2.46	\$37.54
Oct 6, 2020	Credit	ad13c100-a4c7-4468-a96e-cb60e586ce67	\$30.00	\$1.92	\$28.08
Oct 5, 2020	Credit	5d169bc1-109d-4f16-b53a-6c96ff4898d7	\$40.00	\$2.46	\$37.54
Oct 4, 2020	Credit	674ed9e7-9b11-403a-a603-1165cf0ec33e	\$40.00	\$2.46	\$37.54
Oct 3, 2020	Credit	81f39638-48bf-4fa1-98ea-3e8360d7f1c7	\$40.00	\$2.46	\$37.54
Oct 2, 2020	Credit	f412d117-8a13-45ba-9b2c-66652ad46549	\$40.00	\$2.46	\$37.54
Oct 1, 2020	Credit	0d9899daa-d79d-4312-856a-a99ccac87011	\$40.00	\$2.46	\$37.54

Upgrade

Edit Site

Sep 28, 2020	Credit	966bfc84-a20c-45cf-8e7d-35456f1b5c46	\$40.00	\$2.46	\$37.54
Sep 26, 2020	Credit	8f0c5f69-2e62-4b9a-bcfc-871052ba574e	\$40.00	\$2.46	\$37.54
Sep 26, 2020	Credit	76d86a29-ead6-4f18-abad-46fba1a76e51	\$40.00	\$2.46	\$37.54
Sep 26, 2020	Credit	30138d87-93b1-4444-bf5e-06099d2a826c	\$40.00	\$2.46	\$37.54

Transaction Date	Type	Transaction ID	Amount	Fee	Net
------------------	------	----------------	--------	-----	-----

140-157 of 157 payables

Overview of Today

GROSS VOLUME 1 **NET VOLUME** 1 **SUCCESSFUL PAYMENTS** 1
\$0.00 **\$0.00** **0**

All Payments



Oct 6, 12:50 PM	Anthony Rivera	WEDS. Hall-O-Freak Drive Thru E...	Credit/Debit Cards	SUCCESSFUL	\$30.00
Oct 5, 09:35 PM	Cassie Bartlett	TUES. Hall-O-Freak Drive Thru Ex...	Credit/Debit Cards	SUCCESSFUL	\$40.00
Oct 4, 12:41 PM	Victoria Garcia	FRI. Hall-O-Freak Drive Thru Exp...	Credit/Debit Cards	SUCCESSFUL	\$40.00
Oct 3, 06:46 PM	Damaris Mercado	FRI. Hall-O-Freak Drive Thru Exp...	Credit/Debit Cards	SUCCESSFUL	\$40.00
Oct 2, 12:13 PM	Sonja Scott	FRI. Hall-O-Freak Drive Thru Exp...	Credit/Debit Cards	SUCCESSFUL	\$40.00
Oct 1, 08:03 PM	Eileen Radzik	FRI. Hall-O-Freak Drive Thru Exp...	Credit/Debit Cards	SUCCESSFUL	\$40.00
Sep 28, 06:34 PM	Betsy Otte	FRI. Hall-O-Freak Drive Thru Exp...	Credit/Debit Cards	SUCCESSFUL	\$40.00
Sep 28, 08:40 AM	Carrine Bell	WEDS. Hall-O-Freak Drive Thru E...	PayPal	SUCCESSFUL	\$40.00
Date	Customer	Product/Service	Payments Method	Status	Amount

Sep 26, 03:29 PM	Mari Miller	FRI. Hall-O-Freak Drive Thru Exp...	PayPal	SUCCESSFUL	\$40.00
Sep 26, 11:54 AM	Rebecca Sutterfield	FRI. Hall-O-Freak Drive Thru Exp...	PayPal	SUCCESSFUL	\$40.00
Sep 26, 11:09 AM	Kelly Feldman	FRI. Hall-O-Freak Drive Thru Exp...	Credit/Debit Cards	SUCCESSFUL	\$40.00
Sep 26, 10:54 AM	Amanda Morris	FRI. Hall-O-Freak Drive Thru Exp...	PayPal	SUCCESSFUL	\$40.00
Sep 26, 10:41 AM	Amanda Finley	TUES. Hall-O-Freak Drive Thru Ex...	Credit/Debit Cards	SUCCESSFUL	\$40.00
Sep 26, 10:30 AM	jaqueline kline	THURS. Hall-O-Freak Drive Thru ...	Credit/Debit Cards	SUCCESSFUL	\$40.00
Sep 26, 09:07 AM	Amanda Morris	FRI. Hall-O-Freak Drive Thru Exp...	PayPal	SUCCESSFUL	\$30.00
Sep 26, 07:49 AM	Sandra Griffin	TUES. Hall-O-Freak Drive Thru Ex...	PayPal	SUCCESSFUL	\$30.00
Date †	Customer	Product/Service	Payments Method	Status	Amount
Sep 26, 07:17 AM	ana serrano	THURS. Hall-O-Freak Drive Thru ...	PayPal	SUCCESSFUL	\$30.00
Sep 26, 07:08 AM	Nicole Randall	FRI. Hall-O-Freak Drive Thru Exp...	Credit/Debit Cards	SUCCESSFUL	\$30.00

160-178 of 178 payments

Rate Order

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\$30.00 **SUCCESSFUL**

DATE	PAYMENT METHOD	CUSTOMER	ORDER TYPE
Oct 14, 2020 01:57 PM	PayPal PayPal		Wix Event: 1 x FRI, Hall-

Payment Details

Amount	\$30.00
Wix Events Fee	\$0.75
Status	Successful
Payment Type	Single Payment

Payment Method

Payment Provider	PayPal
Your Merchant Account	
Method	PayPal
PayPal Payment ID	

BILLING DETAILS

Billing Name	
Billing Address	
Email	

Order #a43a0cb7-f635-4e1c-a7b6-1456839a7cd9 Details

SHIPPING DETAILS

Email	
Phone	

Upgrade

Edit Site

PRODUCTS OR SERVICES

FRI, Hall-O-Freak Drive Thru Experience-Hall-O-Freak Kids Tour

Total Amount

Payment History

De

October 14, 2020, 01:57 PM

SUCCESSFUL

Payment successful

Main Menu

\$40.00 REFUNDED

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DATE	PAYMENT METHOD	CUSTOMER	ORDER TYPE
Nov 6, 2020 05:04 PM	Credit/Debit Cards Wix Payments	[REDACTED]	Wix Event: 1 - SAT. Hall

Payment Details

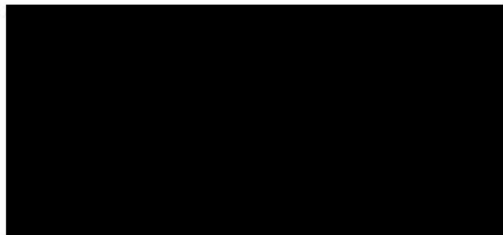
Amount	\$40.00
Processing Fee	\$1.46
Wix Events Fee	\$1.00
Net	\$37.54
Status	Refunded
Payment Type	Single Payment

REFUND

Refunded Amount	\$40.00
Refund Note	Event canceled

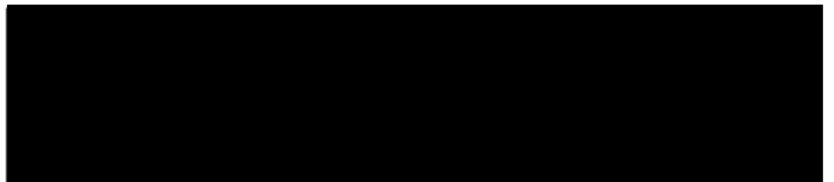
Payment Method

Payment Provider
 Your Merchant Account
 Method
 Wix Payments Payment ID



BILLING DETAILS

Billing Name
 Billing Address
 Email



Upgrade

Edit Site

PRODUCTS OR SERVICES

SAT. Hall-O-Freak Drive Thru Experience - CLOSING NIGHT-Hall-O-Freak Carload Mid Eve

C

Total Amount

Payment History

De

November 16, 2020, 12:12 PM

REFUNDED

\$40.00 of payment amount refunded to customer
Event canceled



November 6, 2020, 05:04 PM

SUCCESSFUL

Payment successful

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\$20.00 SUCCESSFUL

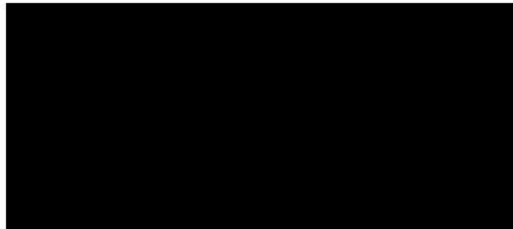
DATE	PAYMENT METHOD	CUSTOMER	ORDER TYPE
Nov 6, 2020 09:49 AM	Credit/Debit Cards Wix Payments	[REDACTED]	Wix Event: 1 x FRI. Hall-

Payment Details

Amount	\$20.00
Processing Fee	\$0.88
Wix Events Fee	\$0.50
Net	\$18.62
Status	Successful
Payment Type	Single Payment

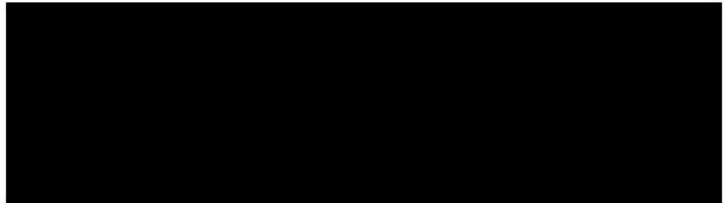
Payment Method

Payment Provider
 Your Merchant Account
 Method
 Wix Payments Payment ID



BILLING DETAILS

Billing Name
 Billing Address
 Email



Order #392bb4e5-c6ed-46dd-b388-1dbd3cbb7173 Details

PRODUCTS OR SERVICES

FRI. Hall-O-Freak Drive Thru Experience - WEEK 2-Hall-O-Freak Carload Last Call

Upgrade

Edit Site

Discount

21

Total Amount

Payment History

De

November 6, 2020, 09:49 AM

SUCCESSFUL

Payment successful

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	Current Price	Net Sales					
				Avg. Price	Sold Qty.	Weight Qty.	Amt.	Cost	Margin
ASB-H	Hallofreak Drive Through Ticket		\$0.00	\$220.00	2.00		\$440.00	\$0.00	100.00 %
	Letermans		\$150.00	\$150.00	3.00		\$450.00	\$0.00	100.00 %
	Total				5.00		\$890.00	\$0.00	
MAIN ACCT.	CHILD LUNCH-MAIN		\$0.00	\$80.25	1.00		\$80.25	\$0.00	100.00 %
	IT FEE-MAIN		\$0.00	\$55.00	2.00		\$109.99	\$0.00	100.00 %
	Total				3.00		\$190.24	\$0.00	
Returns	Misc Checks		\$0.00	\$66.59	3.00		\$199.77	\$0.00	100.00 %
	Preimbursement Change		\$0.00	\$12.58	1.00		\$12.58	\$0.00	100.00 %
	Total				4.00		\$212.35	\$0.00	
Total					12.00		\$1,292.59	\$0.00	





STUDENT SERVICES DAILY 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.

RECONCILIATION FOR (DATE): 11-17-2020

For this first part, take the actual cash amount of the drop (cash in hand), actual checks (checks on hand), and credit card deposit from the credit amount from the "Closed Shift Summary." Add the first three totals together to get the recap total.

CASH DEPOSIT	960.00
CHECK DEPOSIT	326.30
NCR CREDIT AMOUNT	388.75
RECAP TOTAL	1675.05

For the next part, use the Item Sales page from NCR for the recap and the recap total from above. Add the first two totals to get the overage or shortage.

NCR NET SALES TOTAL	1695.04
RECAP TOTAL	1675.05
OVER / SHORT	(19.99)

To find out how much the bank deposit should be, add the cash deposit and the check deposit from the Closed Shift Summary on NCR. Once you have added these, complete the bank deposit.

NCR CASH	979.99
NCR CHECK	326.30
NCR DEPOSIT TOTAL	1306.29

After completing the bank deposit, complete the next section. You will add the two totals together to find the final over/short.

ACTUAL BANK DEPOSIT	1286.30
NCR DEPOSIT TOTAL	1306.29
ACTUAL OVER / SHORT	(19.99)

IS THERE A REASON FOR THE BANK DEPOSIT TO NOT BE THE SAME AS THE RECONCILIATION?

REMARKS: Pre-reimbursement of \$20.00 to Mr. Thibodeaux for gas.

PREPARED BY: X. Ramirez VIEWED BY (ASB TREASURER): _____
DATE: 11-17-2020 DATE: _____

Encore High School

16955 Lemon St.
Hesperia, CA 92345
(760) 956-2632

Closed Shift Summary Shift #1 - Hesperia

Opened 10/28/20, 2:51 PM by Kelsey White
Closed 11/17/20, 11:20 AM by Kathy Cumming

	Qty	Total	Average
Gross Sales	13	\$1695.04	\$130.39
Gross Returns	0	\$0.00	\$0.00
Discounts	0	\$0.00	\$0.00
Overrides	0	\$0.00	\$0.00
Net Sales	13	\$1695.04	\$130.39
Taxes		\$0.00	
Tips	0	\$0.00	\$0.00
Gift Cards Sol	0	\$0.00	\$0.00
Gift Card Disc	0	\$0.00	\$0.00
Non-Rev Items	0	\$0.00	\$0.00
Non-Rev Disc	0	\$0.00	\$0.00
Ticket Total	13	\$1,695.04	\$130.39

PAY OUT

Pay Out #10125555 User: Ms. Kathy
Sales: Ms. Kathy

11/17/20, 11:20 AM

CASH -960.00

Reason:
SAFEDROP - Safe Drop

Payment Types	Qty	Total
CASH	4	\$979.99
Over/Short		-\$19.99
CHECK	3	\$326.30
CREDIT	6	\$388.75
Sales		\$388.75
Tip amount		\$0.00

	Qty	Total
Payins	0	\$0.00
Payouts	0	\$0.00
Cash Deposits	1	\$960.00

Tax Categories	Rate %	
No Tax	0.000	
Taxable Subtotal		\$1695.04
Amount		\$0.00

No Sales Qty 7

Discount Names Qty Amount

Price Overrides Qty Amount

Clears Qty Amount
Cleared Tickets 0 \$0.00
Cleared Items 2 \$0.00

Printed 11/17/20, 11:22 AM



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): 11-17-2020

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	500
50s	100
20s	360
10s	0
5s	0
1s	0
Total Cash	960
Total Coin	0
Total Checks	326.30
Total Amount	1286.30

REMARKS: _____

PREPARED BY: Kathy Cummings

DATE: 11-17-2020

Category	Item Name	Vendor	Current Price	Net Sales					
				Avg. Price	Sold Qty.	Weight Qty.	Amt.	Cost	Margin
2021-H	Donation-2021		\$0.00	\$250.00	1.00		\$250.00	\$0.00	100.00 %
	Total				1.00		\$250.00	\$0.00	
ASB-H	Donations H		\$0.00	\$250.00	1.00		\$250.00	\$0.00	100.00 %
	Hallofreak Drive Through Ticket		\$0.00	\$130.00	4.00		\$520.00	\$0.00	100.00 %
	Letermans		\$150.00	\$150.00	2.00		\$300.00	\$0.00	100.00 %
	Total				7.00		\$1,070.00	\$0.00	
MAIN ACCT.	CHILD LUNCH-MAIN		\$0.00	\$44.38	2.00		\$88.75	\$0.00	100.00 %
	IT FEE-MAIN		\$0.00	\$55.00	2.00		\$109.99	\$0.00	100.00 %
	Total				4.00		\$198.74	\$0.00	
Returns	Misc Checks		\$0.00	\$88.15	2.00		\$176.30	\$0.00	100.00 %
	Total				2.00		\$176.30	\$0.00	
Total					14.00		\$1,695.04	\$0.00	





STUDENT SERVICES BOOKKEEPING DAILY PAID OUT 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): 11/16/2020

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?
Joseph Thibodeaux	General Fund Fuel	20.00	YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
			YES / NO
		\$ 20.00	

PREPARED BY: Ashlin Berkelund

DATE: 11/17/2020



ASB PRE REIMBURSEMENT FORM

Team/Class Advisor/Employee Name: Joseph Thibodeaux

Team/Class Requesting Reimbursement: _____

Location: HESPERIA / RIVERSIDE

Date	Description	Total Amount
11/16	Fuel-tech van	\$20.00
Grand Total		\$ 20.00

Check Number: ~~_____~~

I hereby certify that the above pre reimbursement's change (if any) will be attached with copies of receipts and/or proof of payment and I will fill out a separate "Expense Form" and "Receipt Form" and turn in later the same day or next business day.

Employee's Signature: [Signature] Date: 11-16-20

OFFICE USE ONLY

APPROVED

Approval: Yes / No

Administrator Signature: [Signature] Encore Second Approval - Senior Management
Ashlin Barkdull
General Executive Manager Date: 11/16/2020

Administrator Signature: [Signature] Date: 11/16/20

APPROVED



Pre-Approval Stamp
EXPENSE

PRE-APPROVED BY

Name: Denice

Date: 11/16/2020

Circle One:
ASB / General Fund

VENDOR:
Circle K

DATE OF PURCHASE:
11-16-20

AMOUNT:
\$20.00

REIMBURSE TO / ACCOUNT:
CASH

ADMIN APPROVAL ONLY

PURPOSE:
Fuel/Transportation

FIRST APPROVAL

APPROVED

Encore Second Approval - Senior Management
Ashlin Barkdull
General Executive Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Management
Johnny Griffin
Chief Operations Officer

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

11/16/2020 10:48:08 AM

Order Number: 2488576

Circle K 2706059

15289 Nisqually Rd

Victorville, CA 92395

(760) 843-5910

Register:2	Lea}, Lis
Prepay Pump # 8	\$20.00
Sub. Total:	\$20.00
Tax:	\$0.00
Total:	\$20.00
Discount Total:	\$0.00
Cash	\$20.00
Change	\$0.00

Thank You
Come Again

PAYEE: Encore ASB Hesperia

VENDOR ID: ENCO000

ACCOUNT #:

Invoice	Description	Discount	Amount
Mar 2020 ASB	ASB Reim Mar 2020 Misc	\$0.00	\$4,454.89
May 2020 ASB	ASB Reim May 2020 Misc	\$0.00	\$3,545.11
Total :		\$0.00	\$8,000.00

DEPOSIT TICKET

11-1288/1210 6499

DATE 11/17/2020

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL		
	DOLLARS	CENTS
CURRENCY		
COINS		
CHECKS <small>LIST EACH SEPARATELY</small>		
1	99	00
2	107	77 30
3	103	150 00
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
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26		
27		
28		
29		
30		
31		
32		
33		
34		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	TOTAL	326 30
USE OTHER SIDE FOR ADDITIONAL LISTING PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED		

Wells Fargo Bank
Transaction Receipt

Branch #0000945 21 Deposit

Account Number XXXXXX1118
CHK 00114
Serial #

Number of Checks 3
Check Listing

\$99.00
\$77.30
\$150.00

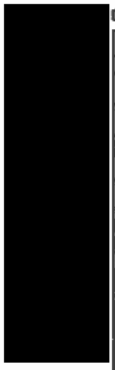
Total Checks Amount \$326.30
Total Deposit \$326.30

Deposit Availability
The full amount of your deposit is included in your available balance.

Transaction # 140 0152
03:40PM 11/19/20
Deposit Credit Date: 11/19/20

Thank you, JESSICA

USE FRONTING NUMBER FROM YOUR CHECKS FOR AUTOMATIC PAYMENTS. CHECKS ALSO OBTAINED ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE PERSONAL CHECKS ACT AND APPLICABLE COLLECTION AGREEMENT.



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

\$

326.30

[Redacted]

Pay to the
Order of

Encore High School

11/17/2020
Date

113

16-24/1220 4570
6099923538

Ninety Nine 00

\$ 99.00

WELLS
FARGO

Wells Fargo Bank, N.A.
California

[Redacted]

[Redacted]

11/04/2020

107
90-8200/3222
01
CHECK RESERVE
TRADE - 10/11/21/24

PAY TO THE ORDER OF

Encore High School

\$ 77.30

Seventy Seven 30/100

DOLLARS



SCHOOLSFIRST
FEDERAL CREDIT UNION

FD-104 (Rev. 10-23-10) State Form 100-CA (10/2010)

MEMO Instant
Repayment - Mistake Acct.

[Redacted]

[Redacted]

0103

90-8123/3222

11-4-2020

Date

Pay to the Order of

Encore Junior Senior High School

\$ 150.00

one hundred fifty and 00/100

DOLLARS



Altura
CREDIT UNION

For L. Jacket

[Redacted]

Member Since

BLUE SHEFFIELD™

DEPOSIT TICKET

11-4288/1210 6499

DATE 11/17/2017

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	9100	00
COINS		
CHECKS LIST EACH SEPARATELY		
1 69081	8000	00
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34		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	TOTAL	896000

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



WESTERN
FUND
WESTERN FUND BANK, N.A.
www.westernfund.com

\$ 8960.00

USE ADDITIONAL SLIPS FROM YOUR CHECKS FOR AUTO DEPOSIT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL. CHECK AND ANY APPLICABLE COLLECTION AGREEMENT.

DEPOSIT TICKET

11-4288/1210 6488

DATE 11/17/2017

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	960	00
COINS		
CHECKS LIST EACH SEPARATELY		
1 69081	8,000	00
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34		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE TOTAL	8960	00

\$ 8960.00



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

Encore Education Corporation dba Encore Jr/Sr High School
16955 Lemon Street
Hesperia, CA 92345



WELLS FARGO BANK
WELLS FARGO BANK

11-4288/1210

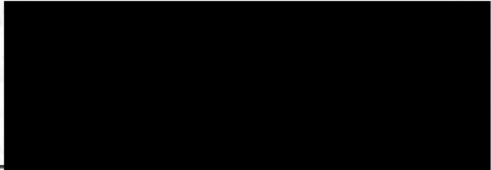
69081

DATE
11/16/2020
AMOUNT
\$ 8,000.00

PAY: ****Eight Thousand and 00/100 Dollars

TO THE ORDER OF:

Encore ASB Hesperia
16955 Lemon St
Hesperia, CA 92345-5139



MEMO:



Encore Education Corporation dba Encore Jr/Sr High School

CHECK NO.: 69081

PAYEE: Encore ASB Hesperia
VENDOR ID: ENCO000

CHECK DATE: 11/16/2020

ACCOUNT #:

Invoice	Description	Discount	Amount
Mar 2020 ASB	ASB Reim Mar 2020 Misc	\$0.00	\$4,454.89
May 2020 ASB	ASB Reim May 2020 Misc	\$0.00	\$3,545.11

Total : \$0.00 \$8,000.00

Wells Fargo Bank
Transaction Receipt

Branch #0000945 03 Deposit

Account Number XXXXXX1118
CHK 00114
Serial #

Cash In \$960.00

Loose Currency

\$100 \$900.00

\$50 \$50.00

\$10 \$10.00

Sub total \$960.00

Number of Checks 1

Check Listing

\$8,000.00

Total Checks Amount \$8,000.00

Total Deposit \$8,960.00

Deposit Availability

\$3,460.00 of your deposit is
included in your available balance.

\$5,500.00 will be available on
Wednesday, 11/18/20

Transaction # 081 0084

01:28PM 11/17/20

Deposit Credit Date: 11/17/20

Thank you, VALERIE

ENCORE

**JUNIOR | SENIOR
HIGH SCHOOL ARTS**

STUDENT SERVICES DAILY 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.

RECONCILIATION FOR (DATE): 11-18-2020

For this first part, take the actual cash amount of the drop (cash in hand), actual checks (checks on hand), and credit card deposit from the credit amount from the "Closed Shift Summary." Add the first three totals together to get the recap total.

CASH DEPOSIT	0
CHECK DEPOSIT	0
NCR CREDIT AMOUNT	150.00
RECAP TOTAL	150.00

For the next part, use the Item Sales page from NCR for the recap and the recap total from above. Add the first two totals to get the overage or shortage.

NCR NET SALES TOTAL	150.00 0
RECAP TOTAL	150.00
OVER / SHORT	0

To find out how much the bank deposit should be, add the cash deposit and the check deposit from the Closed Shift Summary on NCR. Once you have added these, complete the bank deposit.

NCR CASH	
NCR CHECK	
NCR DEPOSIT TOTAL	

After completing the bank deposit, complete the next section. You will add the two totals together to find the final over/short.

ACTUAL BANK DEPOSIT	
NCR DEPOSIT TOTAL	
ACTUAL OVER / SHORT	

IS THERE A REASON FOR THE BANK DEPOSIT TO NOT BE THE SAME AS THE RECONCILIATION?

REMARKS:

PREPARED BY: Kathy Cummings REVIEWED BY (ASB TREASURER): _____
DATE: 11-18-2020 DATE: _____

Encore High School

16955 Lemon St.
Hesperia, CA 92345
(760) 956-2632

Closed Shift Summary

Shift #1 - Hesperia

Opened 11/17/20, 2:13 PM by Kathy Cummings
Closed 11/18/20, 3:56 PM by Kathy Cummings

	Qty	Total	Average
Gross Sales	1	\$150.00	\$150.00
Gross Returns	0	\$0.00	\$0.00
Discounts	0	\$0.00	\$0.00
Overrides	0	\$0.00	\$0.00
Net Sales	1	\$150.00	\$150.00
Taxes		\$0.00	
Tips	0	\$0.00	\$0.00
Gift Cards Sol	0	\$0.00	\$0.00
Gift Card Disc	0	\$0.00	\$0.00
Non-Rev Items	0	\$0.00	\$0.00
Non-Rev Disc	0	\$0.00	\$0.00
Ticket Total	1	\$150.00	\$150.00

Payment Types	Qty	Total
CASH	0	\$0.00
Over/Short		\$0.00
CREDIT	1	\$150.00
Sales		\$150.00
Tip amount		\$0.00

	Qty	Total
Payins	0	\$0.00
Payouts	0	\$0.00
Cash Deposits	0	\$0.00

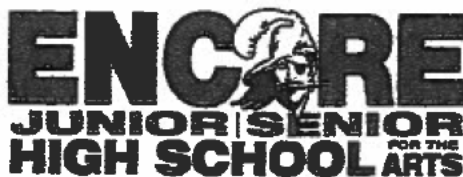
Tax Categories	Rate %
No Tax	0.000
Taxable Subtotal	\$150.00
Amount	\$0.00

No Sales	Qty
	0

Discount Names	Qty	Amount
----------------	-----	--------

Price Overrides	Qty	Amount
-----------------	-----	--------

Clears	Qty	Amount
Cleared Tickets	0	\$0.00
Cleared Items	0	\$0.00



STUDENT SERVICES DAILY 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.

RECONCILIATION FOR (DATE): November 11 2020

For this first part, take the actual cash amount of the drop (cash in hand), actual checks (checks on hand), and credit card deposit from the credit amount from the "Closed Shift Summary." Add the first three totals together to get the recap total.

CASH DEPOSIT	12.58
CHECK DEPOSIT	23.47
NCR CREDIT AMOUNT	0
RECAP TOTAL	36.05

For the next part, use the Item Sales page from NCR for the recap and the recap total from above. Add the first two totals to get the overage or shortage.

NCR NET SALES TOTAL	36.05
RECAP TOTAL	36.05
OVER / SHORT	0

To find out how much the bank deposit should be, add the cash deposit and the check deposit from the Closed Shift Summary on NCR. Once you have added these, complete the bank deposit.

NCR CASH	12.58
NCR CHECK	23.47
NCR DEPOSIT TOTAL	36.05

After completing the bank deposit, complete the next section. You will add the two totals together to find the final over/short.

ACTUAL BANK DEPOSIT	36.05
NCR DEPOSIT TOTAL	36.05
ACTUAL OVER / SHORT	

IS THERE A REASON FOR THE BANK DEPOSIT TO NOT BE THE SAME AS THE RECONCILIATION?

REMARKS:

PREPARED BY: Kelsey White VIEWED BY (ASB TREASURER): _____
DATE: 11/19/20 DATE: _____

PAY OUT

Pay Out #10125559

User: Ms. Kathy

Sales: Ms. Kathy

11/19/20, 3:12 PM

CASH

-12.58

Reason:

LAFFEDROP - Safe Drop

Encore High School

16955 Lemon St.

Hesperia, CA 92345

(760) 956-2632

Closed Shift Summary

Shift #1 - Hesperia

Opened 11/19/20, 10:53 AM by Kelsey White
Closed 11/19/20, 3:12 PM by Kathy Cummings

	Qty	Total	Average
Gross Sales	2	\$36.05	\$18.02
Gross Returns	0	\$0.00	\$0.00
Discounts	0	\$0.00	\$0.00
Overrides	0	\$0.00	\$0.00
Net Sales	2	\$36.05	\$18.02
Taxes		\$0.00	
Tips	0	\$0.00	\$0.00
Gift Cards Sol	0	\$0.00	\$0.00
Gift Card Disc	0	\$0.00	\$0.00
Non-Rev Items	0	\$0.00	\$0.00
Non-Rev Disc	0	\$0.00	\$0.00
Ticket Total	2	\$36.05	\$18.02

Payment Types	Qty	Total
CASH	1	\$12.58
Over/Short		\$0.00
CHECK	1	\$23.47

	Qty	Total
Payins	0	\$0.00
Payouts	0	\$0.00
Cash Deposits	1	\$12.58

Tax Categories	Rate %	
No Tax	0.000	
Taxable Subtotal		\$36.05
Amount		\$0.00

No Sales	Qty
	1

Discount Names	Qty	Amount
----------------	-----	--------

Price Overrides	Qty	Amount
-----------------	-----	--------

Clears	Qty	Amount
Cleared Tickets	0	\$0.00
Cleared Items	0	\$0.00

Printed 11/19/20, 3:13 PM



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): 11-19-20

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	
10s	
5s	10
1s	2
Total Cash	12
Total Coin	.58
Total Checks	23.47
Total Amount	36.05

Q - 50
 N - 5
 P - ~~3~~

 .58

12.58
 23.47

 36.05

REMARKS:

PREPARED BY: Kathy Cummings

DATE: 11-19-20

114

18-24/1220 4570
6098823536

11/17/2020 Date

Pay to the
Order of

Encore High School

\$ 23.47

Twenty three 47/100

Dollars



Security
Features
Details on
Back.



Wells Fargo Bank N.A.
California
wellsfargo.com



For Gas / McDonalds repayment



BOOKEND

Category	Item Name	Vendor	Current Price	Net Sales					
				Avg. Price	Sold Qty.	Weight Qty.	Amt.	Cost	Margin
Returns	Misc Checks		\$0.00	\$23.47	1.00		\$23.47	\$0.00	100.00 %
	Prelimbursment Change		\$0.00	\$12.58	1.00		\$12.58	\$0.00	100.00 %
	Total				2.00		\$36.05	\$0.00	
Total					2.00		\$36.05	\$0.00	



DEPOSIT TICKET

11-4288/1210 6499

DATE

11/19/20

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL		
	DOLLARS	CENTS
CURRENCY	12	00
COINS		55
CHECKS <small>LIST EACH SEPARATELY</small>		
1 114	23	47
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34		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	TOTAL 36	05
USE OTHER SIDE FOR ADDITIONAL LISTING. PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED		

WELLS FARGO BANK, N.A.
California
wellsfargo.com

11/19

\$

36.05

Wells Fargo Bank
Transaction Receipt

Branch #0000945 21 Deposit

Account Number XXXXXX1118
CHK 00114
Serial #

Cash In \$12.58
Number of Checks 1
Check Listing \$23.47

Total Checks Amount \$23.47
Total Deposit \$36.05

Deposit Availability
The full amount of your deposit is included in your available balance.

Transaction # 141 0153
03:41PM 11/19/20
Deposit Credit Date: 11/19/20

Thank you, JESSICA

Department	Gross Sales	Gross Refunds (-)	Discounts (-)	Net Sales (=)	% of net sales
Unassigned	\$212.35	\$0.00	\$0.00	\$212.35	16.43 %
ASB-H	\$890.00	\$0.00	\$0.00	\$890.00	68.85 %
Encore Main Account	\$190.24	\$0.00	\$0.00	\$190.24	14.72 %
Total	\$1,292.59	\$0.00	\$0.00	\$1,292.59	100.00 %



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	November	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	
ART	\$ 5,000.00	
ART CREW	\$ 735.07	
ASB	\$ (3,134.91)	\$ (337.18)
BAND	\$ 600.00	
BASKETBALL	\$ 1,200.00	
BENEFIT/FUNDRAISING BALL	\$ -	
CHEER	\$ (451.00)	
CHOIR	\$ -	
CIRCUS ELITE	\$ -	
CIRQUE	\$ 250.00	
COOKING	\$ 900.00	
COSPLAY	\$ 925.32	
COSTUME DESIGN	\$ 500.00	
COSTUME FEES	\$ -	
CSF	\$ 111.26	
DANCE PRO	\$ -	
DIRECTOR GRIFFIN	\$ -	
DIRECTOR RAE	\$ -	
DRAMA PRO	\$ 500.00	
EP	\$ -	
FOUNDER	\$ -	
GEN THEATER	\$ -	
HIP HOP	\$ 874.50	
ITS	\$ 1,000.00	
JHASB	\$ 795.08	
JR DANCE	\$ 942.13	
JV DANCE	\$ -	
LEGACY BALL BENEFIT	\$ -	

MEDIA TEAM	\$	2,489.40	
MOCKTRIAL	\$	75.00	
MUSIC	\$	500.00	
MUSICAL PRO	\$	(528.75)	
NHD	\$	-	
NHS	\$	-	
PAC	\$	-	
PHOTO	\$	1,500.00	
PLAYHOUSE	\$	-	
PROD X	\$	-	
SNOW	\$	-	
SR. PROD	\$	387.93	\$
STAR QUEST	\$	5.00	
STREET BAND	\$	-	
TROUPE	\$	769.65	\$ (5.00)
VDANCE	\$	-	
WORLD	\$	6,960.00	
YEARBOOK - H	\$	5,975.80	
Gen Fund	\$	(8,210.39)	\$ (4,743.28)