



School Building Authority of West Virginia

2300 Kanawha Boulevard, East • Charleston, West Virginia 25311-2306 • Office Number (304) 558-2541 • FAX Number (304) 558-2539

MEMORANDUM

TO: Members of the School Building Authority of West Virginia

FROM: Stella Gill 
Director of Administration

SUBJECT: Purchasing Card Program

DATE: June 15, 2015

The State Auditor's Office has in place a Purchasing Card (P-Card) Program that allows state agencies to make small dollar procurements via a VISA card. This Program enables multiple purchases to be made and paid for with only one monthly payment transaction. It also makes available a wider venue from which to procure goods.

One of the requirements of the P-Card Program is for Board/Authority members to review all purchases made by staff members. As such, I have attached a list which itemizes the SBA's card usage for the period of February 1, 2015 to April 30, 2015. I have included a brief description for each purchase so that you will have enough detail to understand the transaction.

If you have any questions, please do not hesitate to call. Your attention to this matter is greatly appreciated.

SG:kc

Attachment

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VISA PURCHASE REPORT
February 1, 2015 - February 28, 2015

VENDOR	OASIS DEFINITION	ITEM DESCRIPTION	AMOUNT
Valley Gardens	Contractural/Professional	Snow Removal & Salt Application - January 13, 2015	84.00
CEFPI	Training & Development	CEFPI Webinar Registration - Raines	10.00
CEFPI	Training & Development	CEFPI Webinar Registration - VanGilder	10.00
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - First Floor - January, 2015	59.99
Suddenlink	Routine Maintenance Contracts	Internet & Cable - December, 2014 to February, 2015	1,910.21
AT&T Mobility	Cellular Charges	Cell Phones - Architectural Staff & Gill - January, 2015	325.74
Valley Gardens	Contractural/Professional	Snow Removal & Salt Application - February 5, 2015	96.00
Valley Gardens	Contractural/Professional	Snow Removal & Salt Application - February 15, 2015	80.00
		Sub-total	2,575.94

VISA PURCHASE REPORT
March 1, 2015 - March 31, 2015

VENDOR	OASIS DEFINITION	ITEM DESCRIPTION	AMOUNT
Alarm Pro	Contractural/Professional	Security and Montioring Services - SBA Office	104.97
Fred Pryor/Career Track	Training & Development/In State	Conference Registration - Brewer	199.00
Kroger	Hospitality	Quarterly Meeting - March 23, 2015	60.39
Kroger	Office Supplies/Expenses	Office Supplies	36.10
Valley Gardens	Contractural/Professional	Lawn Maintenance - Feburary, 2015	270.00
Valley Gardens	Contractural/Professional	Lawn Maintenance - March, 2015	270.00
AT&T Mobility	Cellular Charges	Cell Phones - Architectural Staff & Gill- February, 2015	325.74
Valley Gardens	Contractural/Professional	Snow Removal & Salt Application - February 17, 2015	144.85
Valley Gardens	Contractural/Professional	Snow Removal & Salt Application - February 18 & 19th, 2015	514.00
Jackpot Café	Hospitality	Quarterly Meeting - March 23, 2015	314.70
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - Second Floor - February, 2015	50.00
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - Second Floor - March, 2015	50.00
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - First Floor - February, 2015	32.87
CEFPI	Membership/Association Dues	REFP Designation Renewal - Raines	75.00
CEFPI	Membership/Association Dues	REFP Designation Renewal - Hall	75.00
CEFPI	Membership/Association Dues	REFP Designation Renewal - Sneed	75.00
CEFPI	Membership/Association Dues	CEFPI Annual Maintenance Renewal - VanGilder	150.00
Suddenlink	Professional Communication Services	Internet & Cable - March, 2015	638.49
WV Prison Industries	Office Supplies/Expenses	Paper - 40 reams	140.80
WV American Water Company	Utilities	Water Usage - January, 2015	58.36
WV American Water Company	Office Expense	VISA Processing Fee - January, 2015	1.80
		Sub-total	3,587.07

VISA PURCHASE REPORT
April 1, 2015 - April 30, 2015

VENDOR	OASIS DEFINITION	ITEM DESCRIPTION	AMOUNT
Suddenlink	Professional Communication Services	Internet & Cable - April, 2015	638.49
Valley Gardens	Contractural/Professional	Salt Application - February 23, 2015	64.00
Valley Gardens	Contractural/Professional	Salt Application - February 26, 2015	64.00
Valley Gardens	Contractural/Professional	Salt Application - February 27, 2015	32.00
Valley Gardens	Contractural/Professional	Snow Removal & Salt Application - March 5, 2015	273.45
Lowe's	Office Supplies/Expenses	Furnance/Air Filters & Toilet Seat	41.40
AT&T Mobility	Cellular Charges	Cell Phones - Architectural & Gill - March, 2015	361.17
		Sub-total	1,474.51
		Total VISA Purchases	7,637.52