



## School Building Authority of West Virginia

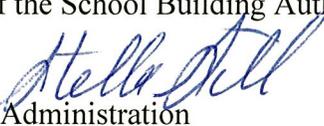
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### MEMORANDUM

TO: Members of the School Building Authority of West Virginia

FROM: Stella Gill   
Director of Administration

SUBJECT: Purchasing Card Program

DATE: June 17, 2016

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, 2016 to April 30, 2016. 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, 2016 to February 29, 2016

VENDOR	OASIS DEFINITION	ITEM DESCRIPTION	AMOUNT
Valley Gardens	Contractural/Professional	Snow Removal & Calcuim Applications	501.00
Valley Gardens	Contractural/Professional	Calcium Application	32.00
Valley Gardens	Contractural/Professional	Lawn Maintenance - February, 2016	275.00
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - First Floor - December, 2015	74.23
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - Second Floor - February, 2016	50.00
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - First Floor - January, 2016	95.14
Valley Gardens	Contractural/Professional	Calcium Applications (2)	64.00
Valley Gardens	Contractural/Professional	Calcium Applications (3)	96.00
AT&T Mobility	Cellular Charges	Cell Phones - Architectural Staff & Gill - January, 2016	326.62
A4LE (Formally CEFPI)	Association Dues/Professional Memberships	2016 Group Membership Renewal	149.00
A4LE	Association Dues/Professional Memberships	2016 REFP Renewal - Hall	75.00
A4LE	Association Dues/Professional Memberships	2016 REFP Renewal - Raines	75.00
A4LE	Association Dues/Professional Memberships	2016 REFP Renewal - Sneed	75.00
Suddenlink	Professional Communication Services	Internet - March, 2016	752.69
		Sub-total	2,640.68

VISA PURCHASE REPORT  
March 1, 2016 - March 31, 2016

VENDOR	OASIS DEFINITION	ITEM DESCRIPTION	AMOUNT
Valley Gardens	Contractural/Professional	Snow Removal & Calcuim Applications	181.50
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - Second Floor - March, 2016	50.00
Dictation Store	Dictation Machines	Voice Recorder & Transcription Kit - Brewer	749.99
Valley Gardens	Contractural/Professional	Lawn Maintenance - March, 2016	275.00
Office Depo Max	Office Supplies/Expenses	Report Covers	23.98
Kroger	Hospitality	Quarterly Meeting - March 21, 2016	23.36
Kroger	Office Supplies/Expenses	Office Supplies	45.68
Southland Trophy	Office Supplies/Expenses	Plaque - Eric Lewis and Nameplate - Willis	165.00
AT&T Mobility	Cellular Charges	Cell Phones - Architectural Staff & Gill - February, 2016	328.73
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - First Floor - February, 2016	83.77
Suddenlink	Professional Communication Services	Internet - April, 2016	752.69
Lowe's	Office Supplies/Expenses	Furnance/Air Filters	53.82
Office Depo Max	Office Supplies/Computer	USB Cables/Extension - (Bradley) & SOHC Card - (Brewer)	66.97
		Sub-Total	2,800.49

VISA PURCHASE REPORT  
April 1, 2016 to April 30, 2016

VENDOR	OASIS DEFINITION	ITEM DESCRIPTION	AMOUNT
Office Depo Max	Office Supplies/Expenses	Office Supplies	795.92
Office Depo Max	Office Supplies/Expenses	Office Supplies	382.77
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - First Floor - March, 2016	89.72
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - Second Floor - April, 2016	50.00
WV Prison Industries	Office Supplies/Expenses	Paper	140.80
Valley Gardens	Contractural/Professional	Lawn Maintenance - April, 2016	275.00
AT&T Mobility	Cellular Charges	Cell Phones - Architectural Staff & Gill - March, 2016	326.50
Suddenlink	Professional Communication Services	Internet - May, 2016	750.76
(A4LE)	Association Dues/Professional Memberships	2016 Maintenance Renewal - VanGilder	150.00
		Sub-total	2,961.47
		TOTAL VISA PURCHASES	8,402.64