



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: December 1, 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 August 1, 2016 to October 31, 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
August 1, 2016 to August 31, 2016

VENDOR	OASIS DEFINITION	ITEM DESCRIPTION	AMOUNT
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - Second Floor - July, 2016	50.00
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - Second Floor - August, 2016	50.00
Office Max	Office Supplies/Expenses	Wire Shelving (4)	729.60
Valley Gardens, Inc.	Contractual Services	Lawn Maintenance - August, 2016	275.00
AICPA	Association Dues/Professional Memberships	CGMA 2017 Designation Renewal - Stewart	170.00
AICPA	Association Dues/Professional Memberships	AICPA 2017 Membership Renewal - Stewart	255.00
AT&T Mobility	Cellular Charges	Cell Phones - Architectural Staff & Gill - July, 2016	275.40
WV Turnpike	Travel	EZ Pass Deposit Renewal	100.00
Office Max	Office Supplies/Expenses	Credit/Return - Wire Shelving (4)	-593.92
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - First Floor - July, 2016	35.09
RubberStamps.net	Office Supplies/Expenses	SBA Date Stamp Ink Refill Pads (3)	33.80
Suddenlink	Telecommunications	Internet - September, 2016	752.68
Office Max	Office Supplies/Expenses	Credit/Order - Wire Shelving (4) - Shipment Not Accepted/Damaged	-729.60
Hampton Inn - Wheeling, WV	Travel Employee	Room Reservations - (2 nights) - Womack	278.00
		Sub-total	1,681.05

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

VENDOR	OASIS DEFINITION	ITEM DESCRIPTION	AMOUNT
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - Second Floor - September, 2016	50.00
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - First Floor - August, 2016	33.91
Valley Gardens, Inc.	Contractual Services	Lawn Maintenance - September, 2016	275.00
CDW-G	Computer Equipment	HP SB USB External DVDRW Drive - VanGilder	56.70
CDW-G	Freight	Shipping/Freight	10.09
AT&T Mobility	Cellular Charges	Cell Phones - Architectural Staff & Gill - August, 2016	322.96
WV Prison Industries	Office Supplies/Expenses	Paper - 8 1/2 x 11 - White - 60 reams	207.00
Lowe's	Office Supplies/Expenses	Light Bulbs - Incandescent - 40W/120V	38.94
Suddenlink	Telecommunications	Internet - October, 2016	752.68
Office Max	Office Supplies/Expenses	Office Supplies	966.27
Office Max	Office Supplies/Expenses	HP Injet Cartridges - Gill	157.35
		Sub-total	2,870.90

VISA PURCHASE REPORT
October 1, 2016 to October 31, 2016

VENDOR	OASIS DEFINITION	ITEM DESCRIPTION	AMOUNT
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - Second Floor - October, 2016	50.00
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - First Floor - September, 2016	73.82
AT&T Mobility	Cellular Charges	Cell Phones - Architectural Staff & Gill - September, 2016	275.59
Valley Gardens, Inc.	Contractual Services	Lawn Maintenance - October, 2016	275.00
Suddenlink	Telecommunications	Internet - November, 2016	749.44
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - Second Floor - November, 2016	50.00
Office Max	Office Supplies/Expenses	Office Supplies	176.49
South Branch Inn	Travel Employee	Room Reservation - Hall	89.00
		Sub-total	1,739.34

TOTAL VISA PURCHASES 6,291.29