



**School Building Authority of West Virginia**

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

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MEMORANDUM

TO: Members of the School Building Authority of West Virginia

FROM: Stella Gill *Stella Gill*  
Director of Administration

SUBJECT: Purchasing Card Program

DATE: December 7, 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 August 1, 2015 to October 31, 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  
August 1, 2015 - August 31, 2015

VENDOR	OASIS DEFINITION	ITEM DESCRIPTION	AMOUNT
Office Max	Office Supplies/Expenses	Office Supplies - (\$645.16) - First Delivery	472.52
Office Max	Office Supplies/Expenses	Office Supplies - Second Delivery	106.24
Office Max	Office Supplies/Expenses	Office Supplies - Third Delivery	66.40
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - First Floor - July, 2015	54.77
Office Max	Office Supplies/Expenses	Office Supplies	893.62
Stonewall Resort	Hospitality	Hospitality/Conference Services - June 22, 2015 Meeting	1,170.00
Valley Gardens	Contractual/Professional	Lawn Maintenance - August, 2015	270.00
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - Second Floor - August, 2015	50.00
AT&T Mobility	Cellular Charges	Cell Phones - Architectural Staff & Stella Gill - July, 2015	308.24
Sub-total			3,391.79

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

VENDOR	OASIS DEFINITION	ITEM DESCRIPTION	AMOUNT
WV Prison Industries	Office Supplies/Expenses	Paper and Storage Cartons	250.20
Valley Gardens	Contractual/Professional	Lawn Maintenance - September, 2015	270.00
Suddenlink	Professional Communication Services	Internet - September, 2015	745.60
AT&T Mobility	Cellular Charges	Cell Phones - Architectural Staff & Stella Gill - August, 2015	325.96
WV Prison Industries	Printing and Binding	Business Cards - Tamela Brewer	44.62
AT&T Store	Office Supplies/Expenses	Mobile Phone Accessories - Architectural Staff	195.50
AT&T Store	Office Supplies/Expenses	Mobile Phone Accessories - Architectural Staff	5.80
Office Depo Max	Office Supplies/Expenses	Wireless Mouse (2)	59.98
Sub-total			1,897.66

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

VENDOR	OASIS DEFINITION	ITEM DESCRIPTION	AMOUNT
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - First Floor - July, 2015	41.15
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - Second Floor - September, 2015	50.00
Suddenlink	Professional Communication Services	Internet - October, 2015	745.60
AIA	Association Dues/Professional Memberships	Membership Renewal - Joyce VanGilder	485.00
Aaron's Products	Routine Maintenance Contracts	Copier Maintenance - Second Floor - October, 2015	50.00
AIA	Association Dues/Professional Memberships	Membership Renewal - David Sneed	212.00
Meticulous, Inc.	Hospitality	Hospitality/Catering Service - September 28, 2015 Meeting	780.00
AT&T Mobility	Cellular Charges	Cell Phones - Architectural Staff & Stella Gill - September, 2015	325.74
Suddenlink	Professional Communication Services	Internet - November, 2015	743.02
Sub-total			3,432.51
<b>TOTAL VISA PURCHASES</b>			<b>8,721.96</b>