

	Totals	Total Hrs	Reg Hrs	OT Hrs
Total Expenses	\$ 106,118.17			
Equipment	\$ 10,059.29			
Materials	\$ 7,391.74			
Rentals	\$ -			
Vendor Services	\$ 88,570.25			
Sick & W/C	\$ -			
Payroll Totals	\$ 96.89	0.60	0.60	-

Tracking for COVID Related Expenses - Equipment

											Total Cost	\$	10,059.29					
Department Name	Account Number	Purchase Date	Purchased Item	Vendor Name	Invoice/Order				Method of Payment					CARES				
					Date	Invoice/Order #	Qty	Unit Cost	Extended	Shipping	Total Cost	(i.e., PO/P-card)	Check/Wire #	Date Paid	Use/Reasoning	Eligibility Code		
Administration	55-5-01-5410	10/15/2020	portable printers	Office Depot	10/15/2020	20201015	2	\$339.99	\$	679.98	\$0.00	\$	679.98	check	23990	23990	protable printers for working offsite	4c
Administration	55-5-01-5410	10/15/2020	printer warranty	Office Depot	10/15/2020	20201015	1	\$59.99	\$	59.99	\$0.00	\$	59.99	Check	23990	23990	warranty for portable printer	4c
Administration	55-5-01-5410	10/15/2020	lnk cartridges	Office Depot	10/15/2020	20201015	2	\$46.99	\$	93.98	\$0.00	\$	93.98	Check	23990	23990	lnk cartridges for portable printers	4c
Administration	55-5-01-5410	9/15/2020	laptop chargers	Amazon	9/15/2020	3033816	2	\$23.99	\$	47.98	\$0.00	\$	47.98	P-Card	23977	23977	Equipment for work from home	4c
Administration	55-5-01-1092	9/15/2020	HDMI Cable Adaptor	Amazon	9/15/2020	8541815	3	\$16.47	\$	49.41	\$0.00	\$	49.41	P-Card	23977	23977	Equipment for work from home	4c
Administration	55-5-01-1092	9/15/2020	HDMI High Speed Cables	Amazon	9/15/2020	8541815	5	\$9.99	\$	49.95	-\$0.50	\$	49.45	P-Card	23977	23977	Equipment for work from home	4c
Administration	55-5-01-1092	9/15/2020	Portable Laptop Monitors	Amazon	9/15/2020	8541815	5	\$199.00	\$	995.00	\$0.00	\$	995.00	P-Card	23977	23977	Equipment for work from home	4c
Administration	55-501-5130	10/5/2020	Laptop	Amazon	10/5/2020	11234683336293813	1	\$1,427.95	\$	1,427.95	\$0.00	\$	1,427.95	P-Card	24111	24111	Equipment for work from home	4c
Administration	55-501-5130	10/21/2020	Protective guard shield	Amazon	10/21/2020	11239030930756214	2	\$182.35	\$	364.70	\$0.00	\$	364.70	P-Card	24111	24111	Protective shield for Council Chambers	2b
Administration	55-501-5130	10/21/2020	Protective sneeze guard shield	Amazon	10/21/2020	11239030930756214	6	\$82.94	\$	497.62	\$0.00	\$	497.62	P-Card	24111	24111	Protective shield for Council Chambers	2b
Parks & Recreation	55-501-5130	10/12/2020	Cordless Electrostatic Handheld Sprayer	Amazon	10/12/2020	11273234364425017	5	\$669.95	\$	3,349.75	\$0.00	\$	3,349.75	P-Card	24111	24111	Equipment for disinfection	2b
Police	55-501-5120	9/23/2020	Earphones for laptops	Amazon	9/23/2020	11405048299880224	2	\$29.99	\$	59.98	\$0.00	\$	59.98	P-Card	24111	24111	Equipment for work from home	4c
Police	55-501-5120	10/13/2020	UV Sanitizing Cabinet	Amazon	10/13/2020	11402278702245034	1	\$129.99	\$	129.99	\$0.00	\$	129.99	P-Card	24111	24111	Equipment for disinfection	2b
Administration	55-501-5410	9/29/2020	Laptop	Amazon	9/29/2020	11259626673626637	1	\$1,424.95	\$	1,424.95	\$0.00	\$	1,424.95	P-Card	24111	24111	Equipment for work from home	4c
Administration	55-501-5410	9/30/2020	Docking station	Amazon	9/30/2020	11221267993177683	1	\$136.90	\$	136.90	\$0.00	\$	136.90	P-Card	24111	24111	Equipment for work from home	4c
Administration	55-501-5410	9/28/2020	Keyboard with Mouse for Finance	Amazon	9/28/2020	11298375152036268	1	\$26.99	\$	26.99	\$0.00	\$	26.99	P-Card	24111	24111	Equipment for work from home	4c
Administration	55-501-5410	9/30/2020	Laptop bag	Amazon	9/30/2020	11267331111847464	1	\$27.98	\$	27.98	\$0.00	\$	27.98	P-Card	24111	24111	Equipment for work from home	4c
Administration	55-501-5410	9/28/2020	Laptop Charger	Amazon	9/28/2020	11200703222637817	1	\$21.80	\$	21.80	\$0.00	\$	21.80	P-Card	24111	24111	Equipment for work from home	4c
Administration	55-501-5410	9/28/2020	Laptop Mousepads	Amazon	9/28/2020	11200703222637817	1	\$9.98	\$	9.98	\$0.00	\$	9.98	P-Card	24111	24111	Equipment for work from home	4c
Administration	55-501-5410	9/30/2020	Portable Screen	Amazon	9/30/2020	11277384743495401	1	\$149.99	\$	149.99	\$0.00	\$	149.99	P-Card	24111	24111	Equipment for work from home	4c
Administration	55-501-5410	9/30/2020	Earbuds for meetings	Amazon	9/30/2020	11228181349285009	5	\$25.06	\$	125.30	\$0.00	\$	125.30	P-Card	24111	24111	Equipment for virtual meetings	4c
Administration	55-501-5410	10/7/2020	Return of docking station	Amazon	10/7/2020	11160063493457020	1	-\$122.99	\$	(122.99)	\$0.00	\$	(122.99)	P-Card	24111	24111	Returning equipment for work from home	4c
Administration	55-501-5410	10/16/2020	lnk cartridges for portable printers	Amazon	10/16/2020	113537897453044231	2	\$43.89	\$	87.78	\$0.00	\$	87.78	P-Card	24111	24111	Equipment for work from home	4c
Administration	55-501-5410	10/16/2020	Portable Printer travel case	Amazon	10/16/2020	113537897453044231	1	\$32.99	\$	32.99	\$0.00	\$	32.99	P-Card	24111	24111	Equipment for work from home	4c
Administration	55-501-5410	10/16/2020	Portable Printer travel case	Amazon	10/16/2020	113537897453044231	1	\$33.99	\$	33.99	\$0.00	\$	33.99	P-Card	24111	24111	Equipment for work from home	4c
Administration	55-501-5410	10/20/2020	Docking Station	New Egg	10/20/2020	477240232	1	\$280.99	\$	280.99	\$0.00	\$	280.99	P-Card	24111	24111	Equipment for work from home	4c
Police	55-501-5130	9/28/2020	Cleaner Basket	Amazon	9/28/2020	11450263429924244	1	\$16.86	\$	16.86	\$0.00	\$	16.86	P-Card	24111	24111	Equipment for disinfection	2b
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Supporting documentation: copies of invoices, purchase orders, checks/wire confirmations, other documents providing additional detail

Tracking for COVID Related Expenses - Materials

										Total Cost	\$ 7,391.74	Method of Payment				CARES	
Department Name	Account Number	Purchase Date	Purchased Item	Vendor Name	Invoice/Order Date	Invoice/Order #	Qty	Unit Cost	Extended	Shipping	Total Cost	(i.e., PO/P-card)	Check/Wire #	Date Paid	Use/Reasoning	Eligibility Code	
Administration	55-501-5410	10/21/2020	Cat6 materials for Council Chambers audio system	Porters	10/21/2020	2010-894199	1	\$2.99	\$2.99	\$0.00	\$2.99	P-Card	24111	11/18/2020	Cat6 materials for Council Chambers audio system	4c	
Administration	55-501-5410	10/21/2020	Cat6 materials for Council Chambers audio system	Porters	10/21/2020	2010-894199	1	\$12.99	\$12.99	\$0.00	\$12.99	P-Card	24111	11/18/2020	Cat6 materials for Council Chambers audio system	4c	
Police	55-5-03-5130	10/7/2020	Hand Sanitizer carton)	Quill	10/7/2020	11414582	1	\$89.99	\$89.99	\$0.00	\$89.99	Check	24010	10/29/2020	Hand Sanitizer carton	2b	
Administration	55-5-01-5130	10/27/2020	Disposable Face Masks (box of 50)	Pay-Less Office Products	10/27/2020	3217438-0	4	\$29.62	\$118.48	\$0.00	\$118.48	Check	24024	10/29/2020	Disposable Face Masks (box of 50)	2b	
Parks & Recreation	55-5-01-1734	9/16/2020	Soap for Touchless Dispensers	Office Supply Inc	9/16/2020	10103209	37	\$48.76	\$1,804.00	\$288.78	\$2,092.78	P-Card	23977	10/16/2020	Soap for Touchless Dispensers	2b	
Parks & Recreation	55-5-07-5130	8/26/2020	Soccer Enter/Exit Signs	VistaPrint.com	8/26/2020	V2GW3-06A58-8A2	1	\$49.08	\$49.08	\$0.00	\$49.08	P-Card	23977	10/16/2020	Soccer Enter/Exit Signs	2a	
Parks & Recreation	55-5-07-5130	9/2/2020	misc. cleaning supplies and batteries	Sam's Club	9/2/2020	5783903073	1	\$76.94	\$76.94	\$0.00	\$76.94	P-Card	23977	10/16/2020	misc. cleaning supplies and batteries	2b	
Parks & Recreation	55-5-07-5130	9/18/2020	hand soap	Walmart	9/18/2020	46026249252874	10	\$0.98	\$9.80	\$0.00	\$9.80	P-Card	23977	10/16/2020	hand soap	2b	
Police	55-5-03-5130	9/13/2020	UVC Light Sterilizer Box	Amazon	9/13/2020	11158954398273862	1	\$44.95	\$44.95	\$0.00	\$44.95	P-Card	23977	10/16/2020	UVC Light Sterilizer Box	2b	
Police	55-5-03-5130	9/13/2020	Anti Fog Treatment	Amazon	9/13/2020	11158954398273862	1	\$15.55	\$15.55	\$0.00	\$15.55	P-Card	23977	10/16/2020	Anti Fog Treatment	2b	
Police	55-5-07-5130	10/7/2020	Purell Hand Sanitizer	Quill	10/7/2020	11141939	3	\$17.49	\$52.47	\$0.00	\$52.47	Check	23982	10/22/2020	Purell Hand Sanitizer	2b	
Police	55-5-07-5130	10/7/2020	Purell Adv Gel	Quill	10/7/2020	142628568	1	\$119.99	\$119.99	\$0.00	\$119.99	Check	23982	10/22/2020	Purell Adv Gel	2b	
Police	55-5-03-5130	10/8/2020	Hand Sanitizer Wipes	Quill	10/8/2020	142703259	10	\$4.29	\$42.90	\$0.00	\$42.90	Check	23982	10/22/2020	Hand Sanitizer Wipes	2b	
Police	55-5-03-5130	10/8/2020	Disinfectant Spray Linen	Quill	10/8/2020	11178082	8	\$8.99	\$71.92	\$0.00	\$71.92	Check	23982	10/22/2020	Disinfectant Spray Linen	2b	
Parks & Recreation	55-501-5300	10/9/2020	Disinfectant and wet wipes	Cornerstone	10/9/2020	1831	2	\$49.99	\$99.98	\$0.00	\$99.98	P-Card	24111	11/18/2020	Disinfectant and wet wipes	2b	
Parks & Recreation	55-501-5300	10/9/2020	Disinfectant Spray	Cornerstone	10/9/2020	1831	2	\$78.99	\$157.98	\$0.00	\$157.98	P-Card	24111	11/18/2020	Disinfectant Spray	2b	
Parks & Recreation	55-501-5300	10/9/2020	Hand sanitizers	Cornerstone	10/9/2020	1831	1	\$ 179.99	\$179.99	\$0.00	\$179.99	P-Card	24111	11/18/2020	Hand sanitizers	2b	
Parks & Recreation	55-501-5300	10/9/2020	Face Masks	Cornerstone	10/9/2020	1831	4	\$ 24.99	\$99.96	\$0.00	\$99.96	P-Card	24111	11/18/2020	Face Masks	2b	
Parks & Recreation	55-501-5300	10/5/2020	Paper towels	Sam's Club	10/5/2020	5889529617	6	\$ 35.98	\$215.88	\$0.00	\$215.88	P-Card	24111	11/18/2020	Paper towels	2b	
Parks & Recreation	55-501-5300	10/5/2020	Bleach	Sam's Club	10/5/2020	5889529617	5	\$ 13.98	\$69.90	\$0.00	\$69.90	P-Card	24111	11/18/2020	Bleach	2b	
Parks & Recreation	55-501-5300	9/23/2020	Batteries for Soap Dispensers	Sam's Club	9/23/2020	5884906967	4	\$ 14.48	\$57.92	\$0.00	\$57.92	P-Card	24111	11/18/2020	Batteries for Soap Dispensers	2b	
Parks & Recreation	55-501-5130	10/9/2020	Individual hand sanitizer gels with set up fee	Usfastprint.com	10/9/2020	1019707	500	\$ 1.47	\$735.00	\$0.00	\$735.00	P-Card	24111	11/18/2020	Individual hand sanitizer gels with set up fee	2b	
Police	55-501-5130	10/1/2020	Facemasks for Police employees	Under Armor	10/1/2020	20201001	25	\$ 30.00	\$750.00	\$58.88	\$808.88	P-Card	24111	11/18/2020	Facemasks for Police employees	2b	
Police	55-501-5130	10/6/2020	Gloves for Police Department	Glove Saver	10/6/2020	46198	7000	\$ 0.21	\$1,435.50	\$139.44	\$1,574.94	P-Card	24111	11/18/2020	Gloves for Police Department	2b	
Police	55-501-5130	10/8/2020	Hand Sanitizer	Amazon	10/8/2020	11406230917315459	2	\$ 28.13	\$56.26	\$0.00	\$56.26	P-Card	24111	11/18/2020	Hand Sanitizer	2b	
Police	55-501-5130	10/8/2020	Face Shileds for Police Department	Amazon	10/8/2020	11406230917315459	200	\$ 1.30	\$259.31	\$0.00	\$259.31	P-Card	24111	11/18/2020	Face Shileds for Police Department	2b	
Police	55-501-5130	10/8/2020	Hand sanitizer dispenser	Amazon	10/8/2020	11406230917315459	3	\$ 34.00	\$102.00	\$0.00	\$102.00	P-Card	24111	11/18/2020	Hand sanitizer dispenser	2b	
Police	55-501-5130	10/8/2020	Safety masks	Amazon	10/8/2020	11406230917315459	10	\$ 8.99	\$89.90	\$0.00	\$89.90	P-Card	24111	11/18/2020	Safety masks	2b	
Police	55-501-5130	10/8/2020	Binding presentation covers	Amazon	10/8/2020	11406230917315459	100	\$ 0.17	\$16.97	\$0.00	\$16.97	P-Card	24111	11/18/2020	Binding presentation covers	4c	
Administration	55-501-5140	10/27/2020	Screen cleaning kit for Council Chamber AV system	Amazon	10/27/2020	11333647121205820	1	\$ 19.97	\$19.97	\$0.00	\$19.97	P-Card	24111	11/18/2020	Screen cleaning kit for Council Chamber AV system	4c	
Administration	55-501-5140	10/27/2020	Screen cleaning clothes for Council Chamber AV system	Amazon	10/27/2020	11333647121205820	1	\$ 18.89	\$18.89	\$0.00	\$18.89	P-Card	24111	11/18/2020	Screen cleaning clothes for Council Chamber AV system	4c	
Administration	55-501-5140	10/21/2020	Mouting Bracket for Council Chamber audio system	Pack's Hardware	10/21/2020	X53627	1	\$ 1.61	\$1.61	\$0.00	\$1.61	P-Card	24111	11/18/2020	Mouting Bracket for Council Chamber audio system	4c	
Administration	55-501-5140	10/22/2020	Materials for Cat6 Jacks for Council System Audio System	Home Depot	10/22/2020	3019	1	\$ 21.96	\$21.96	\$0.00	\$21.96	P-Card	24111	11/18/2020	Materials for Cat6 Jacks for Council System Audio System	4c	
Administration	55-501-5140	10/22/2020	Materials for Cat6 Jacks for Council System Audio System	Home Depot	10/22/2020	3019	1	\$ 2.73	\$2.73	\$0.00	\$2.73	P-Card	24111	11/18/2020	Materials for Cat6 Jacks for Council System Audio System	4c	
Administration	55-501-5140	10/22/2020	Materials for Cat6 Jacks for Council System Audio System	Home Depot	10/22/2020	3019	1	\$ 0.88	\$0.88	\$0.00	\$0.88	P-Card	24111	11/18/2020	Materials for Cat6 Jacks for Council System Audio System	4c	
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Tracking for COVID Related Expenses - Vendor Services

[illegible]

Supporting documentation: copies of invoices, purchase orders, checks/wire confirmations, other documents providing additional detail

Tracking for Hours and Overtime Costs Related to COVID Response		Total Reg	Total OT	Total Cost
1	2020			
2	2021			
3	2022			
4	2023			
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101	2120			

Supporting documentation: copy of timecards or similar report from payroll system

Enter period start date in yellow box to right (autofills to end of month).

	Combined Summary	0.60	-	\$ 96.89
Period #1:	9/28/2020	10/4/2020	0.60	- \$ 96.89
Period #2:	10/5/2020	10/11/2020	-	\$ -
Period #3:	#####	10/18/2020	-	\$ -
Period #4:	#####	10/25/2020	-	\$ -
Period #5:	#####	11/1/2020	-	\$ -

Department Name		Date and Hours							Period #1: 9/28/2020 10/4/2020								
Fund/Department Number		28-Sep	29-Sep	30-Sep	1-Oct	2-Oct	3-Oct	4-Oct									
Name		Reg	Reg	Reg	Reg	Reg	Reg	Reg	Total Hours	Hourly Rate	Hazard Pay Rate	Subtotal Rate	Benefits	All Inclusive Hourly Rate	Total Cost	Task Performed	Location
Title	Type	OT	OT	OT	OT	OT	OT	OT									
John Reddoch	Hourly								-	\$ 150.00		\$ 150.00	\$ 11.48	\$ 161.48	\$ -	See attached documentation	
City Attorney									-	\$ -		\$ -		\$ -	\$ -		
Scott Sullivan	Hourly				0.60				0.60	\$ 150.00		\$ 150.00	\$ 11.48	\$ 161.48	\$ 96.89		
City Attorney									-	\$ -		\$ -		\$ -	\$ -		
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