	Totals	Total Hrs	Reg Hrs	OT Hrs
Total Expenses	**$ 117,797.82**			
Equipment	$ 2,995.28			
Materials	$ 1,524.93			
Rentals	$ -			
Vendor Services	$ 112,389.50			
Sick & W/C	$ -			
Payroll Totals	$ 888.11	5.50	5.50	-

Tracking for COVID Related Expenses - Equipment

											Total Cost	$ 2,995.28				
Department Name	**Account Number**	**Purchase Date**	**Purchased Item**	**Vendor Name**	**Invoice/Order Date**	**Invoice/Order #**	**Qty**	**Unit Cost**	**Extended**	**Shipping**	**Total Cost**	**Method of Payment (i.e., PO/P-card)**	**Check/Wire #**	**Date Paid**	**Use/Reasoning**	**CARES Eligibility Code**
Police	55-5-01-5120	5/27/2020	HP 17 Notebook	Newegg	5/27/2020	475289934	1	$ 998.99	$ 998.99	$ -	$ 998.99	P-Card	23475	7/30/2020	New laptop for Police Clerk to work from home	4c
Police	55-5-01-5120	5/29/2020	Dell Inspiron Laptop	Newegg	5/29/2020	475515994	1	$ 1,099.00	$ 1,099.00	$ -	$ 1,099.00	P-Card	23475	7/30/2020	New laptop for Police Captain to work from home	4c
Public Works	55-5-01-5410	6/16/2020	HP Pavilion 17.3 Inch Laptop	Amazon	6/16/2020	2171420	1	$ 897.29	$ 897.29	$ -	$ 897.29	P-Card	23475	7/30/2020	New laptop for Utilities Inspector to work from home	4c
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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 $ 1,524.93

Department Name	Account Number	Purchase Date	Purchased Item	Vendor Name	Invoice/Order Date	Invoice/Order #	Qty	Unit Cost	Extended	Shipping	Total Cost	Method of Payment (i.e., PO/P-card)	Check/Wire #	Date Paid	Use/Reasoning	CARES Eligibility Code
Police	01-5-03-5130	5/8/2020	Disposable wipes 160/pkg	Quill	5/8/2020	7967432	5	$ 11.99	$ 59.95	$ -	$ 59.95	Check	23359	7/16/2020	Cleaning supplies for Police Department	2c
Police	55-5-01-5130	5/18/2020	Disinfectant wipes 75/pkg	Amazon	5/18/2020	3880246	4	$ 22.00	$ 88.00	$ 19.96	$ 107.96	P-Card	23475	7/30/2020	Cleaning supplies for the Police Department	2c
Police	01-5-01-5410	5/20/2020	Dial liquid soap 7.5oz/ea	Quill	5/20/2020	8160113	10	$ 2.79	$ 27.90	$ -	$ 27.90	Check	23359	7/16/2020	Cleaning supplies for Police Department	2c
Police	55-5-01-5130	5/26/2020	Touchless hand sanitizer/soap dispensers	Newegg	5/26/2020	475191234	5	$ 13.79	$ 68.95	$ -	$ 68.95	P-Card	23475	7/30/2020	PPE for Police employees	2b
Police	55-5-01-5120	5/27/2020	Charging cable	Quill	5/27/2020	4738639	1	$ 11.99	$ 11.99	$ -	$ 11.99	P-Card	23475	7/30/2020	Fast charging cable for laptop	4c
Police	55-5-01-5120	5/27/2020	Kroser laptop bags	Quill	5/27/2020	4738639	2	$ 30.99	$ 61.98	$ -	$ 61.98	P-Card	23475	7/30/2020	Laptop bags for essential personnel to work from home	4c
Police	55-5-01-5130	5/27/2020	Disinfecting wipes 60/pkg 10/box	Newegg	5/27/2020	475289934	2	$ 62.99	$ 125.98	$ -	$ 125.98	P-Card	23475	7/30/2020	Cleaning supplies for the Police Department	2c
Development	55-5-01-5130	5/31/2020	32" x 44" plexiglass	Lowe's	5/31/2020	054472	1	$ 32.48	$ 32.48	$ -	$ 32.48	P-Card	23475	7/30/2020	Materials to construct plexiglass shield for receptionist	2b
Development	55-5-01-5130	5/31/2020	Speed nut 4/pkg	Lowe's	5/31/2020	054472	1	$ 1.54	$ 1.54	$ -	$ 1.54	P-Card	23475	7/30/2020	Materials to construct plexiglass shield for receptionist	2b
Development	55-5-01-5130	5/31/2020	3/4" pine wood	Lowe's	5/31/2020	054472	2	$ 6.56	$ 13.12	$ -	$ 13.12	P-Card	23475	7/30/2020	Materials to construct plexiglass shield for receptionist	2b
Police	55-5-01-5130	6/3/2020	Germacidal cleaner wipes 160/pkg	Amazon	6/3/2020	6602637	1	$ 32.99	$ 32.99	$ 7.50	$ 40.49	P-Card	23475	7/30/2020	Cleaning supplies for the Police Department	2c
Police	01-5-03-5130	6/3/2020	17 Inch laptop sleeve	Quill	6/3/2020	7476546	1	$ 28.99	$ 28.99	$ -	$ 28.99	P-Card	23475	7/30/2020	Laptop bag for essential personnel to work from home	4c
Police	55-5-01-5130	6/5/2020	Logitech M510 wireless mouse	Amazon	6/5/2020	4074605	1	$ 24.99	$ 24.99	$ -	$ 24.99	P-Card	23475	7/30/2020	New mouse for Police Clerk	4c
Police	55-5-01-5130	6/5/2020	HP docking station	Amazon	6/5/2020	4074605	1	$ 187.49	$ 187.49	$ -	$ 187.49	P-Card	23475	7/30/2020	New docking station for Police Clerk	4c
Administration	55-5-01-5410	6/15/2020	USB computer microphone	Amazon	6/15/2020	1769837	1	$ 26.89	$ 26.89	$ -	$ 26.89	P-Card	23475	7/30/2020	Microphone for Ring camera	2a
Public Works	55-5-01-5410	6/16/2020	HDMI Cable 2/pkg	Amazon	6/16/2020	5113007	1	$ 19.99	$ 19.99	$ -	$ 19.99	P-Card	23475	7/30/2020	New cables for Utilities Inspector	4c
Public Works	55-5-01-5410	6/16/2020	Acer SB220Q 21.5 Inch Monitor	Amazon	6/16/2020	5113007	1	$ 89.99	$ 89.99	$ -	$ 89.99	P-Card	23475	7/30/2020	New screen for Utilities Inspector	4c
Public Works	55-5-01-5410	6/16/2020	Logitech MK270 wireless keyboard and mouse	Amazon	6/16/2020	5113007	1	$ 22.99	$ 22.99	$ -	$ 22.99	P-Card	23475	7/30/2020	New keyboard and mouse for Utilities Inspector	4c
Police	55-5-01-5120	6/19/2020	Oakley laptop bag	Dvor	6/19/2020	15493039	1	$ 20.50	$ 20.50	$ 9.99	$ 30.49	P-Card	23475	7/30/2020	New laptop bag for Police Clerk to work from home	4c
Administration	55-5-01-5410	6/23/2020	Clorox wipes 75/pkg	Quill	6/23/2020	8572193	3	$ 5.79	$ 17.37	$ -	$ 17.37	Check	23425	7/23/2020	Cleaning supplies for City Hall	2c
Administration	02-5-10-5200	7/7/2020	Utility bill inserts	Pergrine Corporation	7/7/2020	401452	1	$ 347.00	$ 347.00	$ -	$ 347.00	Check	23387	7/16/2020	COVID informational flyers included in utlity bill mailing	2a
Administration	01-5-01-5410	7/8/2020	Disposable face masks	Quill	7/8/2020	8415713	2	$ 29.99	$ 59.98	$ -	$ 59.98	Check	23359	7/16/2020	PPE for City Hall employees	2b
Administration	55-5-01-5130	7/10/2020	3-ply antimicrobial face masks	Quill	7/10/2020	8493894	4	$ 14.99	$ 59.96	$ -	$ 59.96	Check	23425	7/23/2020	PPE for City Hall employees	2b
Administration	01-5-01-5410	7/13/2020	Face masks 50/box	Pay-less Office Products	7/13/2020	3189622	1	$ 36.69	$ 36.69	$ -	$ 36.69	Check	23375	7/16/2020	PPE for City Hall employees	2b
Administration	01-5-01-5410	7/13/2020	Clorox wipes	Pay-less Office Products	7/13/2020	3189816	3	$ 6.59	$ 19.77	$ -	$ 19.77	Check	23375	7/16/2020	Cleaning supplies for City Hall	2c
									$ -		$ -					
									$ -		$ -					

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

Tracking for COVID Related Expenses - Vendor Services

Total Cost	$ 112,389.50

Department Name	Account Number	Services Date	Vendor Services	Vendor	Invoice/Order Date	Invoice/Order #	Cost	Method of Payment (i.e., PO/P-card)	Check/Wire #	Date Paid	Use/Reasoning	CARES Eligibility Code
Administration	55-5-01-5200	4/8/2020	COVID-19 Test	Saint Luke's Hospital	4/8/2020	012838	$ 42.00	P-Card	23475	7/30/2020	COVID testing for possible employee exposure	1c
Finance	55-5-01-5200	6/1/2020	Architect Fees	A3G	6/1/2020	20.083	$ 1,050.00	Check	23444	7/23/2020	Review of City Hall for COVID-mitigation possibilities	2d
Finance	55-5-01-5200	6/1/2020	Architect Fees	A3G	6/1/2020	20.083	$ 260.00	Check	23444	7/23/2020	Review of City Hall for COVID-mitigation possibilities	2d
Finance	55-5-01-5200	7/1/2020	Architect Fees	A3G	7/1/2020	20.094	$ 375.00	Check	23444	7/23/2020	Review of City Hall for COVID-mitigation possibilities	2d
Finance	55-5-01-5200	7/1/2020	Architect Fees	A3G	7/1/2020	20.094	$ 120.00	Check	23444	7/23/2020	Review of City Hall for COVID-mitigation possibilities	2d
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Pizza Shoppe	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Big Guys Auto	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Flaunt It Hair Salon	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	MM Health and Wellness	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Meg Development LLC	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Lane Accounting Solution	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Children's First Montesso	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Cornerstone Coffee LLC	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Kids Kloset, LLC	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Hildebrand Dental	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Wag-a-Lotz	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Hightide Properties, LLC	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Show-Me Real Estate	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Kelly's Nook	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Nellie's Sweet Shoppe	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Aesthetics by Tina	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Frankum Chiropractic, Inc	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Lin China Kind, Inc.	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Temams, LLC	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Bill R. Boswell	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5225	7/21/2020	CARES Small Business Grant	Smithville Music Studio, L	7/21/2020	RES804	$ 5,000.00	Check	23401	7/22/2020	CARES Small Business Grants RES 804 7/21	5a
Administration	55-5-01-5200	7/22/2020	CARES Small Business Grant Administration	Clay County EDC	7/22/2020	20200722	$ 5,250.00	Check	23428	7/23/2020	CARES Small Business Grants Administration RES 792 6/23	5a
Development	01-5-03-5108	6/22/2020	Information Technology Services	Dan Bounds	6/22/2020	20200715	$ 260.00	Check	23377	7/16/2020	Set up new laptop for Building Inspector	4c
Finance	01-5-03-5108	7/8/2020	Information Technology Services	Dan Bounds	7/8/2020	20200715	$ 32.50	Check	23377	7/16/2020	Fix VPN issue for Finance Director	4c

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

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).

			Total Reg	Total OT	Total Cost
	Combined Summary		5.50	-	$ 888.11
Period #1:	7/1/2020	7/7/2020	3.30	-	$ 532.87
Period #2:	7/8/2020	7/14/2020	0.20	-	$ 32.30
Period #3:	7/15/2020	7/21/2020	-	-	$ -
Period #4:	7/22/2020	7/28/2020	2.00	-	$ 322.95
Period #5:	7/29/2020	8/4/2020	-	-	$ -

Department Name		Date and Hours								Period #1:	7/1/2020	7/7/2020				
Fund/Department Number		1-Jul	2-Jul	3-Jul	4-Jul	5-Jul	6-Jul	7-Jul								
Name		Reg	Reg	Reg	Reg	Reg	Reg	Reg	Total	Hourly	Hazard	Subtotal		All Inclusive	Total	
Title	Type	OT	OT	OT	OT	OT	OT	OT	Hours	Rate	Pay Rate	Rate	Benefits	Hourly Rate	Cost	Task Performed	Location
John Reddoch	Hourly								-	$ 150.00		$ 150.00	$ 11.48	$ 161.48	$ -	See attached	
City Attorney									-	$ -		$ -		$ -	$ -	documentation	
Scott Sullivan	Hourly			0.60			1.20	1.50	3.30	$ 150.00		$ 150.00	$ 11.48	$ 161.48	$ 532.87		
City Attorney									-	$ -		$ -		$ -	$ -		
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								Ttl Reg	3.30					Total Reg	$ 532.87		
								Ttl OT	-					Total OT	$ -		
														Grand Total	$ 532.87		

Department Name		Date and Hours									Period #2:	7/8/2020	7/14/2020				
Fund/Department Number		8-Jul	9-Jul	10-Jul	11-Jul	12-Jul	13-Jul	14-Jul									
Name		Reg	Reg	Reg	Reg	Reg	Reg	Reg	Total	Hourly	Hazard	Subtotal		All Inclusive	Total		
Title	Type	OT	OT	OT	OT	OT	OT	OT	Hours	Rate	Pay Rate	Rate	Benefits	Hourly Rate	Cost	Task Performed	Location
John Reddoch	Hourly								-	$ 150.00		$ 150.00	$ 11.48	$ 161.48	$ -		
City Attorney									-	$ -		$ -		$ -	$ -		
Scott Sullivan	Hourly	0.20							0.20	$ 150.00		$ 150.00	$ 11.48	$ 161.48	$ 32.30		
City Attorney									-	$ -		$ -		$ -	$ -		
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								Ttl OT	-					Total OT	$ -		
														Grand Total	**$ 32.30**		

Department Name		Date and Hours										**Period #3:**	7/15/2020	7/21/2020			
Fund/Department Number		15-Jul	16-Jul	17-Jul	18-Jul	19-Jul	20-Jul	21-Jul									
Name		Reg	Reg	Reg	Reg	Reg	Reg	Reg	Total	Hourly	Hazard	Subtotal		All Inclusive	Total		
Title	Type	OT	OT	OT	OT	OT	OT	OT	Hours	Rate	Pay Rate	Rate	Benefits	Hourly Rate	Cost	Task Performed	Location
John Reddoch	Hourly								-	$ 150.00		$ 150.00	$ 11.48	$ 161.48	$ -		
City Attorney									-	$ -		$ -		$ -	$ -		
Scott Sullivan	Hourly								-	$ 150.00		$ 150.00	$ 11.48	$ 161.48	$ -		
City Attorney									-	$ -		$ -		$ -	$ -		
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								Ttl OT	-					Total OT	$ -		
														Grand Total	**$ -**		

											Period #4:	7/22/2020	7/28/2020				
Department Name		Date and Hours															
Fund/Department Number		22-Jul	23-Jul	24-Jul	25-Jul	26-Jul	27-Jul	28-Jul									
Name		Reg	Reg	Reg	Reg	Reg	Reg	Reg	Total	Hourly	Hazard	Subtotal		All Inclusive	Total		
Title	Type	OT	OT	OT	OT	OT	OT	OT	Hours	Rate	Pay Rate	Rate	Benefits	Hourly Rate	Cost	Task Performed	Location
John Reddoch	Hourly								-	$ 150.00		$ 150.00	$ 11.48	$ 161.48	$ -		
City Attorney									-	$ -		$ -		$ -	$ -		
Scott Sullivan	Hourly			2.00					2.00	$ 150.00		$ 150.00	$ 11.48	$ 161.48	$ 322.95		
City Attorney									-	$ -		$ -		$ -	$ -		
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								Ttl Reg	2.00					Total Reg	$ 322.95		
								Ttl OT	-					Total OT	$ -		
														Grand Total	**$ 322.95**		

Period #5: 7/29/2020 8/4/2020

Department Name		Date and Hours															
Fund/Department Number		29-Jul	30-Jul	31-Jul	1-Aug	2-Aug	3-Aug	4-Aug									
Name		Reg	Reg	Reg	Reg	Reg	Reg	Reg	Total	Hourly	Hazard	Subtotal		All Inclusive	Total		
Title	Type	OT	OT	OT	OT	OT	OT	OT	Hours	Rate	Pay Rate	Rate	Benefits	Hourly Rate	Cost	Task Performed	Location
John Reddoch	Hourly								-	$ 150.00		$ 150.00	$ 11.48	$ 161.48	$ -		
City Attorney									-	$ -		$ -		$ -	$ -		
Scott Sullivan	Hourly								-	$ 150.00		$ 150.00	$ 11.48	$ 161.48	$ -		
City Attorney									-	$ -		$ -		$ -	$ -		
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									-	$ -		$ -		$ -	$ -		
								Ttl Reg	-					Total Reg	$ -		
								Ttl OT	-					Total OT	$ -		
														Grand Total	**$ -**		