

	Totals	Total Hrs	Reg Hrs	OT Hrs
Total Expenses	\$ 14,433.43			
Equipment	\$ 5,478.84			
Materials	\$ 5,352.09			
Rentals	\$ -			
Vendor Services	\$ 3,602.50			
Sick & W/C	\$ -			
Payroll Totals	\$ -	-	-	-

Tracking for COVID Related Expenses - Equipment

											Total Cost	\$ 5,478.84				
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
Public Works	02-5-10-5130	4/1/2020	Portable Air Cleaner	Grainger	4/1/2020	9492348405	1	\$ 378.55	\$ 378.55	\$ -	\$ 378.55	Check	22934	4/16/2020	Air cleaning system for office at Water Plant	2c
Police	01-5-03-5130	4/8/2020	SoClean 2 CPAP Cleaner	CPAP Direct	4/8/2020	461843	1	\$ 298.00	\$ 298.00	\$ -	\$ 298.00	P-Card	23087	5/20/2020	Cleaner for masks	2b
Public Works	02-5-10-5410	4/11/2020	HP Pavilion 15.6 Inch Laptop	Amazon	4/11/2020	1375464	1	\$ 879.00	\$ 879.00	\$ -	\$ 879.00	P-Card	23087	5/20/2020	New laptop for Utilities Inspector to work from home	4c
Police	01-5-03-5130	4/21/2020	VEVOr 6L Ultrasonic Cleaner	Amazon	4/21/2020	5399441	1	\$ 127.99	\$ 127.99	\$ -	\$ 127.99	P-Card	23087	5/20/2020	Cleaner for masks	2b
Public Works	01-5-01-5120	4/23/2020	(2) HP Pavilion 15.6 Inch Laptop	Amazon	4/23/2020	3318653	2	\$ 897.66	\$ 1,795.32	\$ -	\$ 1,795.32	P-Card	23087	5/20/2020	New laptops for Street & Utilities Superintendents to work from home	4c
Police	01-5-01-5120	4/23/2020	(2) HP ProBook 450 G6 15.6 Inch Laptop	Amazon	4/23/2020	3625841	2	\$ 999.99	\$ 1,999.98	\$ -	\$ 1,999.98	P-Card	23087	5/20/2020	New laptops for Detectives 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	\$ 5,352.09					
			Invoice/Order								Method of Payment				CARES		
Department Name	Account Number	Purchase Date	Purchased Item	Vendor Name	Date	Invoice/Order #	Qty	Unit Cost	Extended	Shipping	Total Cost	(i.e., PO/P-card)	Check/Wire #	Date Paid	Use/Reasoning	Eligibility Code	
Public Works	02-5-10-5130	3/17/2020	Latex gloves (large) 100/box	USA Blueblook	3/17/2020	176358	10	\$ 20.05	\$ 200.50	\$ 35.32	\$ 235.82	Check	22897	4/9/2020	PPE for essential Public Works employees	2b	
Police	01-5-03-5130	3/17/2020	Package of command strips	Dollar General	3/17/2020	20001053455	1	\$ 4.25	\$ 4.25	\$ -	\$ 4.25	P-Card	22980	5/5/2020	To hang doorbell outside Police Station	2a	
Police	01-5-03-5130	3/17/2020	Bleach 1gal	Price Chopper	3/17/2020	073592	1	\$ 3.65	\$ 3.65	\$ -	\$ 3.65	P-Card	22980	5/5/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	3/17/2020	Clorox wipes	Price Chopper	3/17/2020	073592	10	\$ 4.99	\$ 49.90	\$ -	\$ 49.90	P-Card	22980	5/5/2020	Cleaning supplies for essential Police employees	2c	
Police	01-5-03-5130	3/18/2020	Braun thermometer	CVS	3/18/2020	013652	1	\$ 57.99	\$ 57.99	\$ -	\$ 57.99	P-Card	22980	5/5/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	3/18/2020	30-second oral, digital thermometers	Happy Living Medical Supp	3/18/2020	3786	6	\$ 6.00	\$ 36.00	\$ -	\$ 36.00	P-Card	22980	5/5/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	3/18/2020	Thermometer sheaths 100/box	Happy Living Medical Supp	3/18/2020	3786	2	\$ 4.50	\$ 9.00	\$ -	\$ 9.00	P-Card	22980	5/5/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	3/19/2020	Latex gloves (large) 2,000/case	Glove Saver	3/19/2020	37221	1	\$ 92.05	\$ 92.05	\$ 17.12	\$ 109.17	P-Card	22980	5/5/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	3/19/2020	Latex gloves (medium) 2,000/case	Glove Saver	3/19/2020	37221	1	\$ 94.58	\$ 94.58	\$ 17.12	\$ 111.70	P-Card	22980	5/5/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	3/19/2020	Lysol spray	Price Chopper	3/19/2020	052141	2	\$ 6.49	\$ 12.98	\$ -	\$ 12.98	P-Card	22980	5/5/2020	Cleaning supplies for essential Police employees	2c	
Police	01-5-03-5130	3/20/2020	Non-contact, digital thermometer	Amazon	3/20/2020	8489051	1	\$ 92.73	\$ 92.73	\$ -	\$ 92.73	P-Card	22980	5/5/2020	PPE for essential Police employees	2b	
Public Works	09-5-02-5410	3/20/2020	32oz spray bottle	Packs Hardware	3/20/2020	A67468	2	\$ 3.14	\$ 6.28	\$ -	\$ 6.28	P-Card	22980	5/5/2020	Cleaning supplies for essential Public Works employees	2c	
Public Works	09-5-02-5410	3/20/2020	Disinfectant 1gal	Packs Hardware	3/20/2020	A67468	2	\$ 17.09	\$ 34.18	\$ -	\$ 34.18	P-Card	22980	5/5/2020	Cleaning supplies for essential Public Works employees	2c	
Public Works	09-5-02-5410	3/20/2020	Bounty paper towel	Packs Hardware	3/20/2020	A67468	1	\$ 10.61	\$ 10.61	\$ -	\$ 10.61	P-Card	22980	5/5/2020	Cleaning supplies for essential Public Works employees	2c	
Police	01-5-03-5130	3/20/2020	Clorox wipes	Price Chopper	3/20/2020	009436	10	\$ 4.99	\$ 49.90	\$ -	\$ 49.90	P-Card	22980	5/5/2020	Cleaning supplies for essential Police employees	2c	
Police	01-5-03-5130	3/21/2020	Hand Sanitizer 64oz bottles	J Reiger Distillary	3/21/2020	082516	10	\$ 30.00	\$ 300.00	\$ -	\$ 300.00	P-Card	22980	5/5/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	3/21/2020	Hand Sanitizer 64oz bottles	J Reiger Distillary	3/21/2020	006182	10	\$ 30.00	\$ 300.00	\$ -	\$ 300.00	P-Card	22980	5/5/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	3/23/2020	Small spray bottles	Dollar Tree	3/23/2020	062230	17	\$ 1.00	\$ 17.00	\$ -	\$ 17.00	P-Card	22980	5/5/2020	Cleaning supplies for essential Police employees	2c	
Police	01-5-03-5130	3/23/2020	Small spray bottles	Dollar Tree	3/23/2020	064026	4	\$ 1.00	\$ 4.00	\$ -	\$ 4.00	P-Card	22980	5/5/2020	Cleaning supplies for essential Police employees	2c	
Police	01-5-03-5130	3/23/2020	Paper sacks 50/pkg	Price Chopper	3/23/2020	023183	8	\$ 1.15	\$ 9.20	\$ -	\$ 9.20	P-Card	22980	5/5/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	3/24/2020	Zacurate fingertip pulse oximeter saturation monitor	Amazon	3/24/2020	7916208	1	\$ 19.99	\$ 19.99	\$ 5.99	\$ 25.98	P-Card	22980	5/5/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	3/24/2020	Clorox wipes	Dollar General	3/24/2020	021783	2	\$ 3.06	\$ 6.12	\$ -	\$ 6.12	P-Card	23087	5/20/2020	Cleaning supplies for essential Police employees	2c	
Police	01-5-03-5130	3/24/2020	Paper towel	Dollar General	3/24/2020	021783	3	\$ 1.09	\$ 3.27	\$ -	\$ 3.27	P-Card	23087	5/20/2020	Cleaning supplies for essential Police employees	2c	
Administration	01-5-01-5450	3/25/2020	Zoom annual subscription	Zoom	3/25/2020	INV12878550	1	\$ 119.92	\$ 119.92	\$ -	\$ 119.92	P-Card	23087	5/20/2020	Video communication software for contactless meetings	4c	
Police	01-5-03-2130	3/26/2020	Paper towel 12/box	Lowes	3/26/2020	8893	1	\$ 11.98	\$ 11.98	\$ -	\$ 11.98	P-Card	23087	5/20/2020	Cleaning supplies for essential Police employees	2c	
Police	01-5-03-2130	3/26/2020	Safety glasses	Lowes	3/26/2020	8893	4	\$ 6.48	\$ 25.92	\$ -	\$ 25.92	P-Card	23087	5/20/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	3/27/2020	Hefty ziplock storage bags	Price Chopper	3/27/2020	073680	3	\$ 4.49	\$ 13.47	\$ -	\$ 13.47	P-Card	23087	5/20/2020	PPE for essential Police employees	2b	
Parks & Recreation	01-5-03-5130	3/29/2020	Caution tape 1,000ft	Packs Hardware	3/29/2020	A69851	4	\$ 9.44	\$ 37.76	\$ -	\$ 37.76	P-Card	23087	5/20/2020	COVID informational tape to block off playgrounds	2a	
Administration	01-5-01-5200	4/2/2020	Utility bill inserts	Pergine Corporation	4/2/2020	393141	1	\$ 310.00	\$ 310.00	\$ -	\$ 310.00	Check	22911	4/11/2020	COVID informational flyers included in utility bill mailing	2a	
Police	01-5-03-5130	4/2/2020	Safety glasses 3/pkg	Amazon	4/2/2020	7547462	5	\$ 29.99	\$ 149.95	\$ 9.12	\$ 159.07	P-Card	23087	5/20/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	4/2/2020	Face shields 100/box	Amazon	4/2/2020	6685856	2	\$ 26.50	\$ 53.00	\$ -	\$ 53.00	P-Card	23087	5/20/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	4/2/2020	Non-contact, digital thermometer	Amazon	4/2/2020	3006609	1	\$ 69.95	\$ 69.95	\$ 6.50	\$ 76.45	P-Card	23087	5/20/2020	PPE for essential Police employees	2b	
Police	01-5-03-5410	4/3/2020	Non-contact, digital thermometer	Amazon	4/3/2020	5819454	1	\$ 89.99	\$ 89.99	\$ 8.99	\$ 98.98	P-Card	23087	5/20/2020	PPE for essential Police employees	2b	
Public Works	02-5-10-5410	4/3/2020	Non-contact, digital thermometer	Amazon	4/3/2020	5819454	1	\$ 89.99	\$ 89.99	\$ 8.99	\$ 98.98	P-Card	23087	5/20/2020	PPE for essential Public Works employees	2b	
Police	01-5-03-5130	4/3/2020	Storage shelves for cleaning supplies	Lowe's	4/3/2020	11332	2	\$ 69.98	\$ 139.96	\$ -	\$ 139.96	P-Card	23087	5/20/2020	Cleaning supplies for essential Police employees	2c	
Police	01-5-03-5130	4/5/2020	Small spray bottles	Dollar General	4/5/2020	026310	7	\$ 1.00	\$ 7.00	\$ -	\$ 7.00	P-Card	23087	5/20/2020	Cleaning supplies for essential Police employees	2c	
Police	01-5-03-5130	4/5/2020	32oz spray bottle	Packs Hardware	4/5/2020	A71673	1	\$ 8.99	\$ 8.99	\$ -	\$ 8.99	P-Card	23087	5/20/2020	Cleaning supplies for essential Police employees	2c	
Police	01-5-03-5130	4/5/2020	Measuring cup	Packs Hardware	4/5/2020	A71673	1	\$ 2.69	\$ 2.69	\$ -	\$ 2.69	P-Card	23087	5/20/2020	Cleaning supplies for essential Police employees	2c	
Police	01-5-03-5130	4/5/2020	8oz Funnel	Packs Hardware	4/5/2020	A71673	1	\$ 2.51	\$ 2.51	\$ -	\$ 2.51	P-Card	23087	5/20/2020	Cleaning supplies for essential Police employees	2c	
Police	01-5-03-5130	4/5/2020	Mason jars 6/pkg	Packs Hardware	4/5/2020	A71673	1	\$ 11.69	\$ 11.69	\$ -	\$ 11.69	P-Card	23087	5/20/2020	Cleaning supplies for essential Police employees	2c	
Police	01-5-03-5130	4/5/2020	Clorox wipes	Price Chopper	4/5/2020	016643	6	\$ 4.99	\$ 29.94	\$ -	\$ 29.94	P-Card	23087	5/20/2020	Cleaning supplies for essential Police employees	2c	
Parks & Recreation	01-5-07-5430	4/6/2020	"Playground/Shelter Closed" signs	Tw Print, Ship & Sign	4/6/2020	4986	7	\$ 10.99	\$ 76.93	\$ 6.14	\$ 83.07	Check	22951	4/16/2020	COVID informational signs for playgrounds	2a	
Public Works	02-5-10-5420	4/8/2020	Thermometer customs fee	Fedex	4/8/2020	3-255-87411	1	\$ 36.00	\$ 36.00	\$ -	\$ 36.00	Check	23049	5/14/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	4/8/2020	N95 respirators 10/pkg	Amazon	4/8/2020	7318635	3	\$ 10.94	\$ 32.82	\$ -	\$ 32.82	P-Card	23087	5/20/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	4/10/2020	Face masks	NextPage, Inc	4/10/2020	63510	500	\$ 0.78	\$ 390.00	\$ -	\$ 390.00	P-Card	23087	5/20/2020	PPE for visitors for reopening of City Hall	2b	
Police	01-5-03-5130	4/10/2020	32" x 48" plastic separator	NextPage, Inc	4/10/2020	63510	2	\$ 267.00	\$ 534.00	\$ -	\$ 534.00	P-Card	23087	5/20/2020	Staff/visitor separator for reopening of City Hall	2b	
Police	01-5-03-5130	4/10/2020	18" x 24" plastic separator	NextPage, Inc	4/10/2020	63510	1	\$ 246.00	\$ 246.00	\$ -	\$ 246.00	P-Card	23087	5/20/2020	Staff/visitor separator for reopening of City Hall	2b	
Police	01-5-03-5130	4/12/2020	Large gallons jugs 2/pkg	Amazon	4/12/2020	5913810	3	\$ 20.50	\$ 61.50	\$ 17.21	\$ 78.71	P-Card	23087	5/20/2020	Cleaning supplies for essential Police employees	2c	
Police	01-5-03-5130	4/13/2020	Thermometer sheaths 500/box	Amazon	4/13/2020	9737069	1	\$ 45.34	\$ 45.34	\$ -	\$ 45.34	P-Card	23087	5/20/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	4/14/2020	Thermometer sheaths 25/box	Amazon	4/14/2020	3482628	5	\$ 10.98	\$ 54.90	\$ -	\$ 54.90	P-Card	23087	5/20/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	4/16/2020	Face masks 50/box	Amazon	4/16/2020	8219461	2	\$ 26.22	\$ 52.44	\$ 0.54	\$ 52.98	P-Card	23087	5/20/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	4/16/2020	Latex gloves (large) 1,000/case	Amazon	4/16/2020	8219461	1	\$ 134.10	\$ 134.10	\$ 16.79	\$ 150.89	P-Card	23087	5/20/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	4/21/2020	Simple Green cleaner	Amazon	4/21/2020	7105826	1	\$ 15.41	\$ 15.41	\$ -	\$ 15.41	P-Card	23087	5/20/2020	Cleaning supplies for essential Police employees	2c	
Police	01-5-03-5130	4/21/2020	Thermometer sheaths 1,000/box	Amazon	4/21/2020	4766601	1	\$ 89.99	\$ 89.99	\$ 29.98	\$ 119.97	P-Card	23087	5/20/2020	PPE for essential Police employees	2b	
Police	01-5-03-5130	4/21/2020	Lysol spray	Dollar General	4/21/2020	049871	2	\$ 4.37	\$ 8.74	\$ -	\$ 8.74	P-Card	23087	5/20/2020	Cleaning supplies for essential Police employees	2c	
Police	01-5-03-5130	4/21/2020	Lysol spray	Dollar General	4/21/2020	049871	1	\$ 5.25	\$ 5.25	\$ -	\$ 5.25	P-Card	23087	5/20/2020	Cleaning supplies for essential Police employees	2c	
Parks & Recreation</																	

Police	01-5-03-5130	5/13/2020	Regalia accent table - brown	Quill	5/13/2020	6963195	1	\$ 89.99	\$ 89.99	\$ -	\$ 89.99	Check	23105	5/28/2020	Table for PPE supplies for visitors for reopening of City Hall	2b
Administration	01-5-01-5410	5/15/2020	8oz hand sanitizer	Quill	5/15/2020	6943005	10	\$ 4.49	\$ 44.90	\$ -	\$ 44.90	Check	23105	5/28/2020	PPE supplies for staff for reopening of City Hall	2b

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

Tracking for COVID Related Expenses - Vendor Services

Total Cost \$ 3,602.50

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	01-5-01-5200	3/6/2020	Information Technology Services	Dan Bounds	3/6/2020	20200315	\$ 97.50	Check	22825	3/19/2020	Install VPN and Windows updates on two spare laptops to be used to work from home	4c
Administration	01-5-01-5100	3/14/2020	Janitorial Services	City Wide Maintenance	3/14/2020	42001000828	\$ 250.00	Check	22836	3/19/2020	Electrostatic spraying of City Hall	2c
Finance	01-5-08-5100	3/14/2020	Janitorial Services	City Wide Maintenance	3/14/2020	42001000828	\$ 250.00	Check	22836	3/19/2020	Electrostatic spraying of Senior Center	2c
Administration	01-5-01-5200	3/16/2020	Information Technology Services	Dan Bounds	3/16/2020	20200415	\$ 292.50	Check	23055	5/14/2020	Install VPN and Parallels financial software on two spare laptops to be used to work from home	4c
Public Works	02-5-10-5200	3/18/2020	Information Technology Services	Dan Bounds	3/18/2020	20200415	\$ 195.00	Check	23055	5/14/2020	Install VPN on three Utilities laptops & register one Utilities laptop on domain to be used to work from home	4c
Police	01-5-03-5200	3/23/2020	Information Technology Services	Dan Bounds	3/23/2020	20200415	\$ 32.50	Check	23055	5/14/2020	Installl VPN on Police Chief's laptop	4c
Finance	01-5-05-5200	3/26/2020	Information Technology Services	Dan Bounds	3/26/2020	20200415	\$ 97.50	Check	23055	5/14/2020	Correct Outlook 365 email issue on spare laptop	4c
Administration	01-5-01-5200	4/10/2020	Information Technology Services	Dan Bounds	4/10/2020	20200415	\$ 97.50	Check	23055	5/14/2020	Set Up Logmein on Management Analyst's home computer to work from home	4c
Public Works	01-5-02-5200	4/20/2020	Information Technology Services	Dan Bounds	4/20/2020	20200515	\$ 195.00	Check	23092	5/20/2020	Set up new laptop for Street Superintendent	4c
Police	01-5-03-5200	4/29/2020	Information Technology Services	Dan Bounds	4/29/2020	20200515	\$ 650.00	Check	23092	5/20/2020	Set up two new laptops for Detectives	4c
Police	01-5-03-5200	4/30/2020	Information Technology Services	REJIS	4/30/2020	438374	\$ 180.00	Check	22097	5/20/2020	Set up Netmotion on two laptops for Detectives	4c
Administration	01-5-01-5100	5/1/2020	Janitorial Services	City Wide Maintenance	5/1/2020	42001002353	\$ 250.00	Check	22068	5/14/2020	Electrostatic spraying of City Hall	2c
Public Works	01-5-02-5100	5/1/2020	Janitorial Services	City Wide Maintenance	5/1/2020	42001002353	\$ 150.00	Check	22068	5/14/2020	Electrostatic spraying of Street Department Building	2c
Public Works	01-5-07-5100	5/1/2020	Janitorial Services	City Wide Maintenance	5/1/2020	42001002353	\$ 150.00	Check	22068	5/14/2020	Electrostatic spraying of Parks Building	2c
Public Works	02-5-10-5200	5/1/2020	Information Technology Services	Dan Bounds	5/1/2020	20200515	\$ 455.00	Check	23092	5/20/2020	Set up new laptop for Utilities Superintendent	4c
Police	01-5-03-5200	5/4/2020	Information Technology Services	Dan Bounds	5/4/2020	20200515	\$ 65.00	Check	23092	5/20/2020	Correct issues with two Detectives laptops	4c
Public Works	02-5-10-5200	5/4/2020	Information Technology Services	Dan Bounds	5/4/2020	20200515	\$ 195.00	Check	23092	5/20/2020	Set up new laptop for Utilities Inspector	4c

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