



BOARD OF TRUSTEES AGENDA

Regular
Regular Meeting
Tuesday, October 10, 2023
6:00 PM
Ambler Board Room
1801 N. Cottonwood
Iola, KS 66749

Current Board Members:

Gena Clouch; Vicki Curry; Rebecca Nilges; Corey Schinstock; Jenny Spillman; Jessica Thompson

1. **Preliminaries to the Meeting**
 - Call to Order
 - Roll Call
 - Establishment of Quorum
2. **Approval of Minutes of Regular Board of Trustees Meeting**
 - September 12, 2023
3. **Additions to the Agenda**
4. **Patron's Concerns**
5. **Board Presentations**
 - a) Introduction of New Employees
 - b) Census Day Enrollment Report—Stephen Ebel
 - c) Academic Majors and Scholarships Report—Kara Wheeler
 - d) Enrollment Management Report—Nikki Peters
 - e) Future Facilities Opportunities--Lloyd Builders Josh Walker
 - f) KACCT/COPS Meetings Report---Lonnie Larson and Bruce Moses will report on recent meetings at the State level.
6. **Old Business (Action, Report, or Discussion)**
 - a) Questions by Board of Trustees regarding administrative reports
 - b) Report Statement of Claims
 - c) Purchase Credit Card Administrative Procedures
 - d) Purchase Spending Limit Increase
 - e) Conflict of Interest Disclosure Form
 - f) Sign: Resolution to Exceed the Revenue Neutral Rate
7. **Approval of Statement of Claims** **3**
 - FinancialReports_10_10_23 3
8. **New Business (Action, Report, or Discussion)**

- a) Revised 2023-24 Academic Calendar—Kara Wheeler
- b) New Policies—First Reading
 - i) V-A-1.26 Faculty Qualifications—Kara Wheeler
- c) Revised Policies—First Reading
 - i) V-A-1.10 Educational Offerings—Kara Wheeler
- d) Discuss new P-Card company - Tonya Johnson
- e) Fairness in Women’s Sports Act Policy - Bruce Moses

9. **Information Items**

10. **Pending Agenda Items**

11. **Executive Session**

Executive Session for the Purpose of Discussing Matters Concerning Non-elected Personnel

12. **Adjournment**

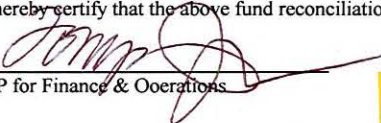
Allen County Community College
Treasurer's Report
September 30, 2023

Fund Description	Balance	Revenue	Expenditures	Balance	- A/R	+ A/P	Rounding	Balance	Fund
	08/31/23			09/30/23	09/30/23	09/30/23	09/30/23	09/30/23	
11 General	\$16,083,190.94	\$200,022.00	\$951,516.00	\$15,331,696.94	(\$1,575,696.00)	(\$302,354.00)	\$0.56	\$16,605,039.50	11
12 Postsecondary Technical Education	\$3,956,312.19		\$272,052.00	\$3,684,260.19				\$3,684,260.19	12
14 Adult Supplementary Education	\$6,500.85			\$6,500.85				\$6,500.85	14
16 Auxiliary Enterprises	\$4,364,879.67	(\$2,498.00)	\$182,456.00	\$4,179,925.67		(\$1,940.00)		\$4,177,985.67	16
20 EDPMS	(\$1,188.66)			(\$1,188.66)				(\$1,188.66)	20
21 College Work Study	\$0.00	\$805.00	\$806.00	(\$1.00)	\$354,643.00	\$312,176.00		(\$42,468.00)	21
22 SEOG	\$0.00	\$15,400.00	\$15,400.00	\$0.00				\$0.00	22
23 ABE Grant	(\$0.42)			(\$0.42)				(\$0.42)	23
24 PELL	\$0.00	\$639,217.00	\$639,217.00	\$0.00				\$0.00	24
27 State Grants	(\$133.00)		\$7,013.00	(\$7,146.00)				(\$7,146.00)	27
28 Federal Grants	\$0.00			\$0.00				\$0.00	28
40 Loan Funds/Restricted	\$0.00	\$313,284.00	\$313,284.00	\$0.00				\$0.00	40
61 Capital Outlay	\$2,778,503.10	\$31,299.00		\$2,809,802.10				\$2,809,802.10	61
70 Agency	\$3,066,435.00		\$702,389.00	\$2,364,046.00		\$2,104.00		\$2,366,150.00	70
Holding for Distribution	\$0.00			\$0.00				\$0.00	
Total	\$30,254,499.67	\$1,197,529.00	\$3,084,133.00	\$28,367,895.67	(\$1,221,053.00)	\$9,986.00	\$0.56	\$29,598,935.23	

Summary of Cash Transactions	Balance	Receipts	Receipts O/S	Disbursements	Disb O/S	Balance
	08/31/23					09/30/23
Landmark Nat'l Bank #385 (Gen. Fund)	21,741,834.31	1,820,078.87		13,963,777.62		9,598,135.56
Landmark Nat'l Bank #377 (Fed Funds)	0.15	922,318.11		922,318.11		0.15
Burlingame Transfer Account	(0.00)					(0.00)
Petty Cash-Main Campus	287.52	12.00				299.52
Petty Cash-Burlingame Campus	0.00					0.00
Certificates of Deposit	8,511,877.69	12,000,000.00		511,877.69		20,000,000.00
Athletic Cash	300.00					300.00
Bookstore Cash-Iola Campus	200.00					200.00
Cashier's Drawer #1	0.00	200,887.66		200,887.66		0.00
Cashier's Drawer #2	0.00	52,440.37		52,440.37		0.00
Holding for Distribution	0.00					0.00
Total	30,254,499.67	14,995,737.01		15,651,301.45		29,598,935.23

Pledged Securities	09/30/23
Community National Bank & Trust	\$8,048,824.59
Encore Bank	
Landmark National Bank	\$27,728,418.11
	<u>\$35,777,242.70</u>

I hereby certify that the above fund reconciliation is correct to the best of my knowledge.


VP for Finance & Operations



Board Chair

Allen County Community College
 Schedule of Investments
 September 30, 2023

10/6/2023
 1:53 PM
 1 of 1

Date Purchased	Invested With	Lenth of CD	CD Last 4	Amount Invested	Interest Rate	Interest at Maturity	Maturity Date
03/30/23	CNB&T	6 Mo	3061	\$ 2,000,000.00	4.29%	\$ 20,921.09	09/28/23
4/7/23	Landmark	182 Day	7408	\$ 2,000,000.00	4.51%	\$ 44,602.65	10/06/2023
8/24/23	CNB&T		3257	\$ 2,000,000.00	4.69%	\$ 23,385.75	10/27/2023
9/13/23	Landmark	90 Day	7794	\$ 2,000,000.00	5.31%	\$ 26,550.00	12/13/23
8/24/23	CNB&T	6 Mo	2725	\$ 2,000,000.00	4.60%	\$ 22,432.87	02/24/24
9/13/2023	Landmark	6 Mo	7795	\$ 2,000,000.00	5.36%	\$ 53,600.00	03/13/24
9/18/23	Emprise	182 Day	5304	\$ 2,000,000.00	5.21%	\$ 50,000.00	03/16/2024
9/13/2023	Landmark	365 Day	7796	\$ 2,000,000.00	5.25%	\$105,000.00	09/13/24
9/18/23	Emprise	365 Day	5296	\$ 2,000,000.00	5.26%	\$107,800.00	09/18/2024
9/13/23	CNB&T	6 Mo		\$ 2,000,000.00	5.22%		03/28/24

Total Investments

\$20,000,000.00
 \$ 8,000,000.00
 \$ 4,000,000.00
 \$ 8,000,000.00

Landmark
 Emprise
 CNB&T

\$454,292.36

Signed:  VP for Finance & Operations

Signed:  Chairman, Board of Trustees

Investment Portfolio Pledged Securities
 LANDMARK NATIONAL BANK (H375)
 MANHATTAN, KS

InTrader (pledged)
 Last : 08/31/2023
 As-of: 09/30/2023
 H375 4581

Sec ID Loc	Ticket	Security Description Line 1 Security Description Line 2	Safekeeping Agent Rate	Maturity	Grp	Original Face S & P Par/Curr Face Moody	Priced Pledged	Book Value Market Value
PLEGGED TO: acc ALLEN COUNTY COMMUNITY COLLEGE								
912828YY0		U.S. Treasury Notes	Country Club Bank			2,000,000.00	09/26/2023	1,974,180.43
CCB	421080724		1.75	12/31/2024	001	2,000,000.00	06/30/2022	1,911,093.76
912828ZT0		U.S. Treasury Notes	Country Club Bank			1,000,000.00	09/26/2023	993,061.62
CCB	421072387		.25	05/31/2025	001	1,000,000.00	10/13/2021	920,507.81
91282CCJ8		U.S. Treasury Notes	Country Club Bank			3,000,000.00	09/26/2023	2,867,496.31
CCB	421079355		.875	06/30/2026	001	3,000,000.00	08/31/2022	2,694,375.00
91282CDD0		U.S. Treasury Notes	Country Club Bank			2,000,000.00	09/26/2023	1,999,097.45
CCB	421076631		.375	10/31/2023	001	2,000,000.00	09/28/2022	1,990,468.76
91282CDG3		U.S. Treasury Notes	Country Club Bank			1,000,000.00	09/26/2023	998,338.47
CCB	421075633		1.125	10/31/2026	001	1,000,000.00	01/05/2022	894,218.75
91282CDH1		U.S. Treasury Notes	Country Club Bank			2,000,000.00	09/26/2023	1,988,887.80
CCB	421076633		.75	11/15/2024	001	2,000,000.00	08/03/2022	1,897,343.76
91282CDM0		U.S. Treasury Notes	Country Club Bank			1,000,000.00	09/26/2023	999,820.97
CCB	421075629		.5	11/30/2023	001	1,000,000.00	01/05/2022	991,328.13
3128MMU27		FHLMC GOLD POOL #G18600	Country Club Bank			6,646,412.00	09/25/2023	1,262,703.18
CCB	421015080		2.5	05/01/2031	003	1,258,998.65	03/06/2020	1,153,988.13
31307BMB3		FHLMC GOLD POOL #J23054	Country Club Bank			2,600,000.00	09/25/2023	287,832.42
CCB	421017759		2.5	04/01/2028	003	287,567.62	08/07/2019	268,026.14
31307BMB3		FHLMC GOLD POOL #J23054	Country Club Bank			5,400,000.00	09/25/2023	597,805.80
CCB	421017759		2.5	04/01/2028	003	597,255.82	08/08/2019	556,669.68
31307BU40		FHLMC GOLD POOL #J23303	Country Club Bank			2,960,000.00	09/25/2023	307,278.75
CCB	421014119		2.5	04/01/2028	003	306,667.10	03/06/2020	285,827.73
3132CWTQ7		FHLMC POOL #SB0559	Country Club Bank			4,000,000.00	09/25/2023	3,306,855.74
CCB	421072913		1.5	10/01/2036	003	3,272,323.84	01/28/2022	2,733,430.35
3133LPTT4		FHLMC POOL #RD5062	Country Club Bank			3,000,000.00	09/25/2023	2,069,455.68
CCB	421067751		1.5	07/01/2031	003	2,041,925.91	07/28/2021	1,785,717.54
3133LPTY3		FHLMC POOL #RD5067	Country Club Bank			3,243,172.00	09/25/2023	2,321,568.14
CCB	421070566		1.5	09/01/2031	003	2,291,629.45	08/27/2021	2,004,089.81
3138ERAX8		FNMA POOL #AL9021	Country Club Bank			3,853,604.00	09/25/2023	668,379.98
CCB	297014461		2	08/01/2030	003	667,243.59	01/27/2021	617,532.85
3138ERUA6		FNMA POOL #AL9576	Country Club Bank			2,050,000.00	09/25/2023	348,227.13
CCB	421006599		2.5	11/01/2028	003	347,560.87	01/25/2017	323,490.99
3138LVWU3		FNMA POOL #AO5158	Country Club Bank			3,750,000.00	09/25/2023	184,241.75
CCB	421019608		3	06/01/2027	003	184,024.65	02/23/2018	174,428.06
3138X6M36		FNMA POOL #AU6677	Country Club Bank			2,777,722.00	09/25/2023	311,670.74
CCB	171032085		2.5	09/01/2028	003	310,796.65	07/31/2020	289,272.83
31418DKY7		FNMA POOL #MA3910	Country Club Bank			4,000,000.00	09/25/2023	1,800,911.70
CCB	421042445		2	01/01/2035	003	1,809,098.76	03/06/2020	1,555,013.99
31418DU75		FNMA POOL #MA4205	Country Club Bank			1,800,000.00	09/25/2023	1,193,737.41
CCB	421057774		1.5	12/01/2035	003	1,176,795.52	01/06/2021	980,969.51



Investment Portfolio Pledged Securities
 LANDMARK NATIONAL BANK (H375)
 MANHATTAN, KS

InTrader (pledged)
 Last : 08/31/2023
 As-of: 09/30/2023
 H375 4581

Sec ID Loc	Ticket	Security Description Line 1 Security Description Line 2	Safekeeping Agent Rate	Maturity	Grp	Original Face S & P Par/Curr Face Moody	Priced Pledged	Book Value Market Value
280173	CP8	EDGERTON KS RFDG BQ	Country Club Bank			350,000.00 AA	09/26/2023	351,292.58
CCB	311163176	CONTN CALL BEG 8/01/24 GO UT	2.75	08/01/2033	004	350,000.00 NR	05/23/2019	307,622.00
352776	LE6	FRANKLIN CNTY KS SER A GO UT	Country Club Bank			190,000.00 NR	09/26/2023	190,850.75
CCB	421029744	PREREFUNDED 08/01/2028 BQ	3	08/01/2032	004	190,000.00 NR	05/23/2019	185,789.60
47845	QAU6	JOHNSON CNTY KS CONSOL	Country Club Bank			395,000.00 NR	09/26/2023	395,362.43
CCB	421017301	FIRE DIST #2 CONT CALL 9/1/25	3	09/01/2036	004	395,000.00 Aa1	01/27/2021	341,572.30
759804	FT9	RENO CNTY KS USD 308 RFDG	Country Club Bank			500,000.00 NR	09/26/2023	528,191.52
CCB	421011930	GO UT N/C BANK QUALIFIED	4	09/01/2026	004	500,000.00 A1	01/29/2021	503,400.00
759812	DT4	RENO CNTY KS USD #312 BQ	Country Club Bank			245,000.00 AA	09/26/2023	245,945.29
CCB	171032455	CONTN CALL BEG 10/1/25 GO UT	3	10/01/2030	004	245,000.00 A2	01/13/2021	228,095.00
759815	FA6	RENO CNTY KS USD #313 BQ SER A	Country Club Bank			590,000.00 AA	09/26/2023	591,059.38
CCB	171032459	PREREFUNDED 9/1/24 GO UT	3	09/01/2031	004	590,000.00 A2	06/10/2020	585,787.40
982696	SD9	WYANDOTTE CNTY KS USD 500 TXBL	Country Club Bank			200,000.00 NR	09/26/2023	204,760.15
CCB	421044235	CONT 9/1/30 GO UT SER B RFDG	2.725	09/01/2035	007	200,000.00 Aa3	03/20/2020	152,640.00
38149	MYB3	GOLDMAN SACHS BANK USA C.D.	Country Club Bank			248,000.00		248,000.00
CCB	421069704	NEW YORK, NY FDIC #33124	1	08/11/2026	009	248,000.00	08/25/2021	248,000.00
58404	DLH2	MEDALLION BANK C.D.	Country Club Bank			248,000.00		248,000.00
CCB	421069710	SALT LAKE CITY, UT FDIC #57449	.5	08/12/2024	009	248,000.00	08/18/2021	248,000.00
3136A8	TP5	FNMA REMIC 2012-99 DB	Country Club Bank			950,000.00	09/25/2023	120,284.16
CCB	171032033		1.75	08/25/2041	012	120,534.95	06/30/2020	107,848.00
3136A	CE6	FNMA REMIC 2013-10 DE	Country Club Bank			3,400,000.00	09/25/2023	504,742.07
CCB	171032035		2	10/25/2041	012	504,823.23	02/25/2021	449,295.98
3136A	FHM9	FNMA REMIC 2013-76 PH	Country Club Bank			1,200,000.00	09/25/2023	184,526.23
CCB	171032039		2.5	09/25/2042	012	184,367.33	08/15/2016	166,217.69
3137A	WKS3	FHLMC REMIC 4136 NL	Country Club Bank			2,170,000.00	09/25/2023	184,504.80
CCB	171032070		2.5	11/15/2027	012	184,403.69	03/27/2020	174,357.56
TOTAL FOR PLEDGE ID acc								
Pledged: 33			Orig Face: 68,766,910.00		Current Face: 30,512,017.63		Market: 27,726,419.11	
							Book: 30,479,070.83	

Investment Portfolio Pledged Securities

COMMUNITY NATIONAL BANK &
CHANUTE, KS

InTrader (pledged)
Last : 08/31/2023
As-of: 09/30/2023
4458 313670

Sec ID Loc	Ticket	Security Description Line 1 Security Description Line 2	Safekeeping Agent Rate	Maturity	Grp	Original Face S & P Par/Curr Face Moody	Priced Pledged	Book Value Market Value
PLEGDED TO: acc ALLEN CNTY CMNTY COLLEGE								
912828D56		U.S. Treasury Notes	UMB BANK			2,000,000.00 AA+	09/26/2023	1,997,672.86
UMB	545412206	2 3/8 NOTE E-2024	2.375	08/15/2024	110	2,000,000.00 Aaa	04/26/2023	1,946,250.00
912828W71		U.S. TREASURY NOTES	UMB BANK			3,000,000.00 AA+	09/26/2023	3,007,764.19
UMB	671030326	2 1/8 NOTE 2024	2.125	03/31/2024	110	3,000,000.00 Aaa	04/04/2023	2,949,960.93
3133KYU80		FNMA POOL #RB5107	UMB BANK			2,000,000.00 NR	09/26/2023	1,619,185.95
UMB	545362100		1.5	04/01/2041	125	1,618,857.98 NR	03/03/2023	1,260,771.68
3137BTUM1		FHLMC K061 A2	UMB BANK			2,000,000.00 NR	09/26/2023	2,123,760.72
UMB	232025116		3.347	11/25/2026	125	2,000,000.00 NR	09/19/2023	1,891,841.98
TOTAL FOR PLEDGE ID acc								
		Pledged: 4	Orig Face: 9,000,000.00			Current Face: 8,618,857.98	Market: 8,048,824.59	Book: 8,748,383.72



Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220750	Ace Refrigeration	11	Maintenance of Buildings	Maintenance Supplies	330.00
220751	Aikins, Maria	11	Volleyball	Athletic Team Travel	182.21
220752	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	58.81
220752	Allen, Karl D	11	Director of Athletics	Athletic Team Travel	9.85
220753	American Economic Association	11	Business & Technology	Professional Memberships	50.00
220754	American Fidelity	11	No Center	Accident Ins/AFA	59.90
220754	American Fidelity	11	No Center	Life Insurance/Am Fideli	132.46
220754	American Fidelity	11	No Center	Critical Illness/Amer Fi	35.98
220754	American Fidelity	11	No Center	Disability/Amer Fidelity	131.70
220754	American Fidelity	11	No Center	Cancer/American Fidelity	142.70
220755	Architect One	11	General Inst Expenses	Misc Contractual Service	4,000.00
220755	Architect One	11	General Inst Expenses	Misc Contractual Service	4,875.00
220755	Architect One	11	General Inst Expenses	Misc Contractual Service	4,875.00
220756	AspirEDU Inc	11	Online Learning	Mtc & Service Agreements	10,812.00
220757	Bobb, Josiah Sovann_Leon	70	No Center	Allen Entrepreneurship	100.00
220758	CE Water Management Inc	11	Maintenance of Buildings	Mtc & Service Agreements	242.95
220759	CI Sport Inc	16	Bookstore	C of GS/Soft Goods	587.57
220759	CI Sport Inc	16	Bookstore	C of GS/Soft Goods	1,015.85
220761	Capital One	11	Fitness Center	Office Supplies	8.48
220761	Capital One	11	Fitness Center	Athletic Supplies	246.18
220761	Capital One	11	Campus Services	Office Supplies	18.47
220761	Capital One	11	Softball	Athletic Team Travel	106.73
220761	Capital One	11	Baseball	Office Supplies	42.14
220761	Capital One	11	Baseball	Athletic Supplies	19.96
220761	Capital One	11	Baseball	Athletic Supplies	27.24
220761	Capital One	11	Cross Country	Athletic Team Travel	126.04
220761	Capital One	11	Women's Soccer	Athletic Team Travel	37.52
220761	Capital One	11	Women's Soccer	Athletic Team Travel	6.52
220761	Capital One	11	Theater	Drama Supplies	558.09
220761	Capital One	11	Theater	Drama Supplies	76.58
220761	Capital One	11	General Inst Expenses	Other Expense	45.41
220761	Capital One	11	Maintenance of Buildings	Maintenance Supplies	-35.88
220761	Capital One	11	Maintenance of Buildings	Maintenance Supplies	65.52
220761	Capital One	11	Maintenance of Buildings	Maintenance Supplies	44.96
220761	Capital One	11	Maintenance of Buildings	Janitorial Supplies	145.27
220761	Capital One	11	Maintenance of Equipment	Maintenance Supplies	59.86
220761	Capital One	16	Bookstore	Advertising	22.92
220761	Capital One	70	No Center	Student Senate 70	339.98
220762	Cengage Learning Inc/Gale	11	Library	Library Books & Media	52.80
220763	Cintas	11	General Inst Expenses	Mtc & Service Agreements	833.00
220764	City of Burlingame	11	Burlingame Campus	Natural Gas/	41.31
220764	City of Burlingame	11	Burlingame Campus	Electricity/	385.90
220764	City of Burlingame	11	Burlingame Campus	Water/	35.63
220764	City of Burlingame	11	Burlingame Campus	Sewer/	133.02

PAGE TOTALS

31,085.63

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220765	City of Iola	16	Ballard House	Natural Gas/	25.00
220765	City of Iola	16	Ballard House	Electricity/	113.19
220765	City of Iola	16	Ballard House	Water/	35.07
220765	City of Iola	16	Ballard House	Sewer/	9.51
220766	City of Iola	11	General Inst Expenses	Natural Gas/	281.21
220766	City of Iola	11	General Inst Expenses	Electricity/	15,271.32
220766	City of Iola	11	General Inst Expenses	Water/	5,628.32
220766	City of Iola	11	General Inst Expenses	Sewer/	2,625.62
220766	City of Iola	11	Gen Inst Exp Tech Bldg	Natural Gas/	31.61
220766	City of Iola	11	Gen Inst Exp Tech Bldg	Electricity/	3,020.27
220766	City of Iola	11	Gen Inst Exp Tech Bldg	Water/	74.63
220766	City of Iola	11	Gen Inst Exp Tech Bldg	Sewer/	28.26
220766	City of Iola	16	Parkford Apartments	Electricity/	768.95
220766	City of Iola	16	Herynk Hall	Natural Gas/	38.21
220766	City of Iola	16	Herynk Hall	Electricity/	481.60
220766	City of Iola	16	Herynk Hall	Water/	170.72
220766	City of Iola	16	Herynk Hall	Sewer/	73.80
220766	City of Iola	16	Horton Hall	Natural Gas/	228.36
220766	City of Iola	16	Horton Hall	Electricity/	1,247.86
220766	City of Iola	16	Horton Hall	Water/	1,532.84
220766	City of Iola	16	Horton Hall	Sewer/	719.43
220766	City of Iola	16	Winter Hall	Electricity/	2,038.12
220766	City of Iola	16	Winter Hall	Water/	345.93
220766	City of Iola	16	Winter Hall	Sewer/	156.85
220766	City of Iola	16	Red Devil Duplexes	Natural Gas/	335.91
220766	City of Iola	16	Red Devil Duplexes	Electricity/	1,468.15
220766	City of Iola	16	Red Devil Duplexes	Water/	413.75
220766	City of Iola	16	Red Devil Duplexes	Sewer/	189.00
220766	City of Iola	16	Masterson Hall	Natural Gas/	110.88
220766	City of Iola	16	Masterson Hall	Electricity/	1,612.88
220766	City of Iola	16	Masterson Hall	Water/	521.14
220766	City of Iola	16	Masterson Hall	Sewer/	239.90
220767	ComputerWorks of Chicago Inc	16	Bookstore	Mtc & Service Agreements	1,522.50
220768	Copy Products Inc	11	Campus Services	Mtc & Service Agreements	1,174.48
220768	Copy Products Inc	12	Production Media	Data Processing Supplies	107.32
220769	Daly, Alexander James	11	No Center	Accts Recv/Students	816.00
220770	Dashnaw, Diana May	11	Registrar's Office	Commencement Supplies	19.69
220771	DeGrado, Vincent Jerome	11	No Center	Accts Recv/Fac & Staff	1,049.64
220772	Duane's Flowers	11	General Inst Expenses	Other Expense	14.60
220773	FedEx	16	Bookstore	Postage	45.06
220773	FedEx	16	Bookstore	Postage	57.85
220773	FedEx	16	Bookstore	Postage	17.69
220773	FedEx	16	Bookstore	Postage	145.16
220773	FedEx	16	Bookstore	Postage	87.92

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44,896.20

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220773	FedEx	16	Bookstore	Postage	16.57
220773	FedEx	16	Bookstore	Postage	112.33
220774	Flint, Dayton Lee	70	No Center	Allen Entrepreneurship	100.00
220775	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	89.00
220775	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	41.14
220775	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	50.47
220776	Gerken Rent-All-Paola	11	Men's Soccer	Mtc & Service Agreements	67.50
220776	Gerken Rent-All-Paola	11	Women's Soccer	Mtc & Service Agreements	67.50
220777	Gilpin, Amos James	11	No Center	Accts Recv/Students	200.00
220778	Gould, Bethany Denise	70	No Center	Allen Entrepreneurship	100.00
220779	Great Western Dining	11	No Center	Fringe Benefit	603.77
220779	Great Western Dining	16	Food Service	Cost of Food Service Con	19,488.28
220780	Hampel Oil	11	Maintenance of Grounds	Gasoline	1,848.13
220781	Iron Company	11	Fitness Center	Major Equipment	6,418.00
220782	J - D's Automotive Inc	11	Maintenance of Equipment	Repairs & Maintenance	25.00
220782	J - D's Automotive Inc	11	Maintenance of Equipment	Repairs & Maintenance	18.00
220782	J - D's Automotive Inc	11	Maintenance of Equipment	Repairs & Maintenance	30.00
220783	Jardine Associates	16	Bookstore	C of GS/Gifts	377.60
220784	KJCCC	11	Men's Basketball	Game Officials	9,675.00
220785	KJCCC	11	Women's Basketball	Game Officials	9,030.00
220786	KanREN Inc	11	Information Tech (IT)	Mtc & Service Agreements	11,062.95
220787	Kraft Inc., Henry	11	Maintenance of Buildings	Janitorial Supplies	551.78
220788	Magnett, Morgan Michelle	11	No Center	Accts Recv/Students	4,477.75
220789	Mainline Printing Inc	11	Theater	Advertising	156.26
220790	McCabe, Renae L	11	No Center	Accts Recv/Students	495.00
220791	McCarty's Office Machines Inc	11	Alumni/Development Offic	Miscellaneous Supplies	135.38
220791	McCarty's Office Machines Inc	11	Information Tech (IT)	Data Processing Supplies	128.85
220792	McGinnis, Jeremy M	11	Women's Soccer	Athletic Team Travel	177.46
220792	McGinnis, Jeremy M	11	Women's Soccer	Athletic Team Travel	216.80
220793	Moore, Wyatt O'Dean	11	Baseball	Business Travel	99.89
220794	Moore, Wyatt O'Dean	11	Baseball	Athletic Team Travel	492.00
220795	Moses, Bruce	11	President	Telephone/	100.00
220796	NITTA	11	Director of Athletics	Business Travel	53.91
220797	New Klein Lumber Co., The	11	Theater	Drama Supplies	77.91
220798	O'Reilly Auto Stores Inc	11	Maintenance of Buildings	Maintenance Supplies	9.99
220798	O'Reilly Auto Stores Inc	11	Maintenance of Equipment	Maintenance Supplies	24.97
220798	O'Reilly Auto Stores Inc	11	Maintenance of Grounds	Maintenance Supplies	89.90
220799	Pizza Hut	11	Volleyball	Athletic Team Travel	135.58
220800	ProctorU Inc	11	Physical & Life Sciences	Mtc & Service Agreements	500.00
220800	ProctorU Inc	11	Online Learning	Mtc & Service Agreements	500.00
220801	Pur-O-Zone Inc	11	Maintenance of Buildings	Janitorial Supplies	104.67
220802	Reavis, Robert H	11	No Center	Hospitalization Payable	-458.76
220802	Reavis, Robert H	11	General Inst Expenses	Retirement Benefits	541.67
220803	Region VII Head Start Assoc	12	Early Childhood Educ	Advertising	850.00

PAGE TOTALS

68,882.25

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220804	Robb, Travis Micha	11	Physical & Life Sciences	Instruc. Supp.-Biology	68.72
220805	Schaffter, Makayla Renee	11	No Center	Accts Recv/Students	1,650.00
220806	Sports Locker	11	Women's Soccer	Athletic Apparel	315.73
220807	Stogsdill, Tricia J	11	Theater	Drama Supplies	200.00
220808	Triple K Parts & Service	11	Maintenance of Equipment	Maintenance Supplies	354.10
220809	UPS	16	Bookstore	Postage	352.99
220809	UPS	16	Bookstore	Postage	133.13
220810	Wallace, Melanie Dawn	11	Dean for the Iola Campus	Business Travel	75.40
220810	Wallace, Melanie Dawn	11	Dean for the Iola Campus	Business Travel	41.13
220810	Wallace, Melanie Dawn	11	Dean for the Iola Campus	Business Travel	57.49
220811	Wheeler, Kara Laurell	11	VP for Academic Affairs	Business Travel	30.00
220811	Wheeler, Kara Laurell	11	VP for Academic Affairs	Business Travel	355.90
220811	Wheeler, Kara Laurell	11	VP for Academic Affairs	Business Travel	61.92
220811	Wheeler, Kara Laurell	11	VP for Academic Affairs	Business Travel	85.20
220812	Yoho, Quentin L	11	Livestock Judging	Athletic Team Travel	1,500.00
				PAGE TOTALS	5,281.71
				AP GRAND TOTAL	150,145.79

Signed and approved this ____ day of _____, 2023

ATTEST:

Chairman, Board of Trustees



Clerk, Board of Trustees



Fri Sep 29 2023
09:49

Allen County Community College
Bills Presented for Ratification
From: 09/29/2023 To 09/29/2023

Page 1
billrat

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220749	Stoy, Clint Edward	11	Baseball	Athletic Team Travel	480.00
				PAGE TOTALS	480.00
				AP GRAND TOTAL	480.00

Signed and approved this ____ day of _____, 2023

ATTEST:

Chairman, Board of Trustees



Clerk, Board of Trustees



Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220387	ACCC Petty Cash	17	No Center	Petty Cash/Cashier	9.58
220388	AHEAD	11	Advising & Testing	Instructional Supplies	495.00
220389	Adams, John Q,, II	11	No Center	Accts Recv/Students	805.00
220390	Aikins, Maria	11	Volleyball	Athletic Team Travel	1,062.50
220391	Aikins, Maria	11	Volleyball	Athletic Team Travel	225.00
220392	Allen, Zalie Ann	11	No Center	Accts Recv/Students	1,200.00
220393	Altic, Abby	11	No Center	Accts Recv/Students	829.00
220394	Anderes, Raylynn Emily	11	No Center	Accts Recv/Students	450.00
220395	Anderes, Sydney Ann	11	No Center	Accts Recv/Students	50.00
220396	Anderson, Jeffrey Scott	11	Music	Athletic Team Travel	600.00
220397	Andres, Conor Len	11	No Center	Accts Recv/Students	300.00
220398	Aragon, Anela Kaylyn	11	No Center	Accts Recv/Students	3,980.00
220399	Armstrong, Jenni Cate	11	No Center	Accts Recv/Students	1,423.00
220400	Ator, Emily Leah	11	No Center	Accts Recv/Students	2,998.00
220401	Atzbach, Bryce Nathaniel	11	No Center	Accts Recv/Students	4,175.00
220402	Autry, Kindra Lee	11	Admissions	Business Travel	150.00
220403	Backer, Julia Anthony	11	No Center	Accts Recv/Students	805.00
220404	Ballin, Cynthia Fay	11	No Center	Accts Recv/Students	462.00
220405	Barkley, Josie Rebecca	11	No Center	Accts Recv/Students	75.00
220406	Barr, Trinity Danielle	11	No Center	Accts Recv/Students	375.00
220407	Barrett, Aurora Bryanna	11	No Center	Accts Recv/Students	3,804.00
220408	Barron-Tinajero, Alisa Michelle	11	No Center	Accts Recv/Students	1,648.00
220409	Beasley, Macen Ann	11	No Center	Accts Recv/Students	150.00
220410	Becerra, Arlette	11	No Center	Accts Recv/Students	663.00
220411	Befort, Mac Alexander	11	No Center	Accts Recv/Students	1,235.50
220412	Bennett, Areil	11	No Center	Accts Recv/Students	217.00
220413	Bentivegna, Jennifer Lynn	11	No Center	Accts Recv/Students	1,978.00
220414	Berberick, Brynn Kylee	11	No Center	Accts Recv/Students	3,095.00
220415	Bishop, Sabrina Michelle	11	No Center	Accts Recv/Students	723.00
220416	Biswell, Joshua Mark	11	No Center	Accts Recv/Students	1,778.00
220417	Blue Cross Blue Shield of Kansas	11	No Center	Hospitalization Payable	60,047.88
220418	Bobb, Josiah Sovann_Leon	11	No Center	Accts Recv/Students	488.00
220419	Bolinger, Megan Rachelle	11	No Center	Accts Recv/Students	1,813.00
220420	Bowin, Breckin Scot	11	No Center	Accts Recv/Students	1,400.00
220421	Bowlin, Brendan Lee	11	No Center	Accts Recv/Students	45.00
220422	Boyd, Kamryn Elizabeth	11	No Center	Accts Recv/Students	1,530.00
220423	Boyd, Laurel Jeanene	11	No Center	Accts Recv/Students	1,849.00
220424	Braden, Dorothy Deann	11	No Center	Accts Recv/Students	3,671.00
220425	Brewster, Nicole Lynn	11	No Center	Accts Recv/Students	1,973.00
220426	Brown, Nyahsha Chantille	11	No Center	Accts Recv/Students	5,315.00
220427	Brown, Shawna Michelle	11	No Center	Accts Recv/Students	3,683.00
220428	Browning, Aaron Michelle	11	No Center	Accts Recv/Students	3,731.00
220429	Buchanan, Craig Ryan	11	No Center	Accts Recv/Students	842.00
220430	Budke, Abigail Grace	11	No Center	Accts Recv/Students	2,098.00

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124,246.46

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220431	Bugg, Jaccyn Robby	11	No Center	Accts Recv/Students	450.00
220432	Burleson, Rain F	11	No Center	Accts Recv/Students	2,023.00
220433	Burling, Benjamin Daniel	11	No Center	Accts Recv/Students	788.00
220434	Burns, Megin	11	No Center	Accts Recv/Students	4,025.00
220435	Burns, Treleshia Mone'	11	No Center	Accts Recv/Students	4,995.00
220436	Calderon, Gregory Duane	11	No Center	Accts Recv/Students	1,416.00
220437	Campbell, Bailee Renea	11	No Center	Accts Recv/Students	238.00
220438	Campbell, Camiya Shay_Conswela	11	No Center	Accts Recv/Students	2,555.00
220439	Candido-Vivero, Diosselin	11	No Center	Accts Recv/Students	1,423.00
220440	Canfield, Haley Rai_Ann	11	No Center	Accts Recv/Students	975.00
220441	Canterberry, Nathan Andrew	11	No Center	Accts Recv/Students	1.00
220442	Card Services	11	President	Business Travel	35.76
220443	Carnes, Landon Benjamin	11	No Center	Accts Recv/Students	1,873.00
220444	Carter, Shianne Taylor	11	No Center	Accts Recv/Students	3,048.00
220445	Cengage Learning Inc/Gale	11	Library	Subscriptions	1,453.79
220446	Central Comm College	11	Volleyball	Entry Fees	400.00
220447	Cherry, Avery Cade	11	No Center	Accts Recv/Students	37.50
220448	Christy, Jenna Jo	11	No Center	Accts Recv/Students	5,015.00
220449	Cintas	11	Maintenance of Buildings	Mtc & Service Agreements	178.76
220449	Cintas	11	Maintenance of Buildings	Mtc & Service Agreements	87.34
220450	Citizens State Bank & Trust	70	Other Scholarships	Misc Outside Scholar	750.00
220451	Clark, Alayja Chantez	11	No Center	Accts Recv/Students	737.00
220452	Clark, Arionna	11	No Center	Accts Recv/Students	949.00
220453	Collegiate Trends LLC	16	Bookstore	C of GS/Soft Goods	1,087.82
220454	Covey, Laney Paige	11	No Center	Accts Recv/Students	2,398.00
220455	Crays, Shona Sheree	11	No Center	Accts Recv/Students	1,513.00
220456	Creel, Rachel Marion	11	No Center	Accts Recv/Students	73.00
220457	Crouch, Jadin Lynn	11	No Center	Accts Recv/Students	573.00
220458	Crumrine, Christina Louise	11	No Center	Accts Recv/Students	3,834.00
220459	Crutchfield, Eli D	11	No Center	Accts Recv/Students	2,773.00
220460	Czechanski, Lily Grace	11	No Center	Accts Recv/Students	1,971.00
220461	Dairy Queen	70	No Center	Student Senate	330.28
220462	Dale's Sheet Metal Inc	11	Maintenance of Buildings	Maintenance Supplies	30.85
220463	Daly, Alexander James	11	No Center	Accts Recv/Students	817.00
220464	Daniels, Cynthia Kay	11	No Center	Accts Recv/Students	949.00
220465	Daniels, Dylan Ramar	11	No Center	Accts Recv/Students	663.00
220466	Datasource Inc	11	Human Resources	Mtc & Service Agreements	307.00
220466	Datasource Inc	11	Human Resources	Mtc & Service Agreements	84.40
220466	Datasource Inc	11	Human Resources	Mtc & Service Agreements	43.45
220466	Datasource Inc	11	Human Resources	Mtc & Service Agreements	97.95
220467	Davis, Andrea Noreen	11	No Center	Accts Recv/Students	311.50
220468	Davis, Dawson Michael	11	No Center	Accts Recv/Students	407.00
220469	Davis, Jordan Kyanne	11	No Center	Accts Recv/Students	5,315.00
220470	Davis, Marissa Lynn	11	No Center	Accts Recv/Students	407.00

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57,440.40

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220471	Deeter, Aydin Mary_Ella	11	No Center	Accts Recv/Students	450.00
220472	Devoll, Elizabeth Marie	11	No Center	Accts Recv/Students	1,198.00
220473	Ditch, Emily Elizabeth	11	No Center	Accts Recv/Students	1,399.00
220474	Dodds, Jashawn Jamal	11	No Center	Accts Recv/Students	788.00
220475	Dominick, Cierra Rose	11	No Center	Accts Recv/Students	1,700.00
220476	Dorris, Shayne Lilly	11	No Center	Accts Recv/Students	1,455.00
220477	Earl, Amber Lee	11	No Center	Accts Recv/Students	949.00
220478	Echo Global Logistics Inc	16	Bookstore	Postage	319.30
220479	Ellis, Billy James	11	No Center	Accts Recv/Students	2,720.00
220480	Elsworth, Taylor Ann	11	No Center	Accts Recv/Students	3,173.00
220481	Emerson, Terry Eugene	11	No Center	Accts Recv/Students	1,417.00
220482	Erb, Maria K	11	No Center	Accts Recv/Students	197.00
220483	Escobar, Alexzandria Lynn	11	No Center	Accts Recv/Students	929.00
220484	Ewert, Sawyer Kenneth	11	No Center	Accts Recv/Students	2,721.00
220485	Fager, Jacquelyn Taylor	11	No Center	Accts Recv/Students	245.00
220486	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	47.95
220487	Fawl, Ann M	11	No Center	Accts Recv/Students	450.00
220488	Fees, Natalie Marie	11	No Center	Accts Recv/Students	573.00
220489	Fender, Mikki Sue	11	No Center	Accts Recv/Students	405.00
220490	Fenwick, Lucas Scott	11	No Center	Accts Recv/Students	4,190.00
220491	Fitzwater, Staci Elizabeth	11	No Center	Accts Recv/Students	2,737.00
220492	Flint, Dayton Lee	11	No Center	Accts Recv/Students	1,085.00
220493	Ford, Jayden Malachi_Tyree	11	No Center	Accts Recv/Students	289.34
220494	Fowler, Heaven Lea	11	No Center	Accts Recv/Students	966.00
220495	Gabel, Hannah Danielle	11	No Center	Accts Recv/Students	1,085.50
220496	Gallegos, Jeremy Paul	11	No Center	Accts Recv/Students	3,330.00
220497	Galloway, Jake	11	No Center	Accts Recv/Students	3,140.00
220498	Garces Perez, Yanilka	11	No Center	Accts Recv/Students	1,978.00
220499	Geiseman, Kaleb Jordan	11	No Center	Accts Recv/Students	350.00
220500	Gerberding, Hayley Elizabeth	11	No Center	Accts Recv/Students	255.00
220501	Giancana, Alyssa D	11	No Center	Accts Recv/Students	2,876.00
220502	Gilbert, Brittani Michelle	11	No Center	Accts Recv/Students	1,423.00
220503	Glover, Lacey Alizabeth	11	No Center	Accts Recv/Students	407.00
220504	Goforth, Nautianna Josephine	11	No Center	Accts Recv/Students	537.00
220505	Gonzales, Kayla Evette	11	No Center	Accts Recv/Students	4,640.00
220506	Gould, Bethany Denise	11	No Center	Accts Recv/Students	75.00
220507	Great Western Dining	11	No Center	Fringe Benefit	460.68
220507	Great Western Dining	16	Food Service	Cost of Food Service Con	19,488.28
220508	Gunlock, Kaydence Kasandra	11	No Center	Accts Recv/Students	450.00
220509	Halfmann, Katherine Ann	11	No Center	Accts Recv/Students	3,554.00
220510	Hall, Alicia D	11	No Center	Accts Recv/Students	1,423.00
220511	Hall, Piper Lenea	11	No Center	Accts Recv/Students	500.00
220512	Hamilton, Angela	11	No Center	Accts Recv/Students	450.00
220513	Hardmon, Angela Leigh	11	No Center	Accts Recv/Students	2,819.00

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79,645.05

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220514	Harris, Americus	11	No Center	Accts Recv/Students	973.00
220515	Hartford, Amber	11	No Center	Accts Recv/Students	5,835.00
220516	Hathaway, Connor P	11	No Center	Accts Recv/Students	2,148.00
220517	Haviland, Bobbie L	11	Registrar's Office	Business Travel	117.70
220518	Hearne, Kambria Jean	11	No Center	Accts Recv/Students	1,423.00
220519	Hegwald, Laura Renee	11	No Center	Accts Recv/Students	2,371.00
220520	Henderson, Enia Dionne	11	No Center	Accts Recv/Students	2,398.00
220521	Henderson, Garrett Clay	11	No Center	Accts Recv/Students	420.00
220522	Hendricks, Aujanee S	11	No Center	Accts Recv/Students	5,222.50
220523	Henry, Zachary Scott	11	No Center	Accts Recv/Students	1,571.18
220524	Hentschel Valerio, Gabrielle Mar	11	No Center	Accts Recv/Students	1,748.00
220525	Hermreck, Anna Christine	11	No Center	Accts Recv/Students	4,672.00
220526	Hess, Melina Kayann	11	No Center	Accts Recv/Students	2,618.00
220527	Hirschmann, Makayla Grace	11	No Center	Accts Recv/Students	300.00
220528	Hoeltzel, Bryce	11	No Center	Accts Recv/Students	2,638.00
220529	Hoffmeier Electric LLC	11	Maintenance of Buildings	Maintenance Supplies	155.92
220530	Hogue, Kaylee Michelle	11	No Center	Accts Recv/Students	3,050.00
220531	Horton, Abigail Mildred	11	No Center	Accts Recv/Students	3,640.00
220532	Howard, Kate Erin	11	No Center	Accts Recv/Students	3,216.00
220533	Hubbard Finch, Brayshawm Lavert	11	No Center	Accts Recv/Students	763.00
220534	Hunter, Heather Renay	11	No Center	Accts Recv/Students	1,149.00
220535	Hutchison, Sandra Whitney	11	No Center	Accts Recv/Students	4,325.00
220536	Infante, Bridget Ashely	11	No Center	Accts Recv/Students	1,423.00
220537	Iola Auto Parts LLC	11	Maintenance of Buildings	Small Tools	69.95
220537	Iola Auto Parts LLC	11	Maintenance of Equipment	Maintenance Supplies	39.95
220538	J - D's Automotive Inc	11	Maintenance of Equipment	Repairs & Maintenance	10.00
220538	J - D's Automotive Inc	11	Maintenance of Equipment	Repairs & Maintenance	180.50
220539	Jackson, Dante Isaiah	11	No Center	Accts Recv/Students	18.75
220540	James, Misty N	11	No Center	Accts Recv/Students	2,150.00
220541	January, Aleka Janet	11	No Center	Accts Recv/Students	3,671.00
220542	Jasso, Crystal Ann	11	No Center	Accts Recv/Students	2,773.00
220543	Joachim, Stevendy	11	No Center	Accts Recv/Students	1,090.00
220544	John Deere Financial	11	Maintenance of Buildings	Maintenance Supplies	20.97
220544	John Deere Financial	11	Maintenance of Buildings	Small Tools	7.98
220545	Johnson, Dirk Evan	11	No Center	Accts Recv/Students	2,648.00
220546	Johnson, Jasmine J	11	No Center	Accts Recv/Students	1,088.00
220547	Jones, Lauren Taylor_Brooke	11	No Center	Accts Recv/Students	450.00
220548	Joynt, Cassandra Marie	11	No Center	Accts Recv/Students	1,798.00
220549	Joynt, James Joseph	11	No Center	Accts Recv/Students	3,110.00
220550	Kansas City Symphony	11	Music	Athletic Team Travel	26.00
220551	Kansas Library Assoc	11	Library	Conferences & Workshops	270.00
220552	Kansas Library Assoc	11	Library	Conferences & Workshops	270.00
220553	Karst, Gracie Rose	11	No Center	Accts Recv/Students	1,800.00
220554	Kell, Chase Marie	11	No Center	Accts Recv/Students	105.00

PAGE TOTALS

73,774.40

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220555	Kettler, Mattea Ray	11	No Center	Accts Recv/Students	1,069.00
220556	Kleweno, Kyle Walton	11	No Center	Accts Recv/Students	3,548.00
220557	Klusener, John Adam	11	No Center	Accts Recv/Students	1,822.00
220558	Kobold, Kirsten Rae	11	No Center	Accts Recv/Students	3,298.00
220559	Kryterion Inc	12	Allied Health	Testing Fees	126.00
220560	Kubacka, Aaron Paul	11	No Center	Accts Recv/Students	1,500.00
220561	Kurtz, Brooklyn Hope	11	No Center	Accts Recv/Students	3,489.00
220562	Lambert, Sidney Nicole	11	No Center	Accts Recv/Students	968.00
220563	Lamothe, Valyn Noele	11	No Center	Accts Recv/Students	1,122.00
220564	Lankford, Courtney Ann	11	No Center	Accts Recv/Students	75.00
220565	Layedra, Paula	11	No Center	Accts Recv/Students	3,170.00
220566	Lee, James Allen	11	No Center	Accts Recv/Students	1,473.00
220567	Lee, Kelly Cherie	11	No Center	Accts Recv/Students	4,166.00
220568	Lehman, Ayriana Michelle	11	No Center	Accts Recv/Students	2,338.00
220569	Lewis & Ellis Inc	11	Business Office	Mtc & Service Agreements	2,700.00
220570	Lewis, Elijah James	11	No Center	Accts Recv/Students	2,394.00
220571	Likes, Summer Rene	11	No Center	Accts Recv/Students	2,998.00
220572	Lind, Eric Todd	11	No Center	Accts Recv/Students	287.00
220573	Lloyd, Jody LouElla	11	No Center	Accts Recv/Students	1,371.00
220574	Lloyd, Tristyn Rene	11	No Center	Accts Recv/Students	585.00
220575	Locke Supply Co	16	Masterson Hall	Maintenance Supplies	90.08
220576	Lohman, Rio Isabel	11	No Center	Accts Recv/Students	680.00
220577	Long, Robert Carter	11	No Center	Accts Recv/Students	450.00
220578	Lopez, Mireya	11	No Center	Accts Recv/Students	338.00
220579	Macias-Camargo, Katie	11	No Center	Accts Recv/Students	3,064.00
220580	Maden, Veronica Marisol	11	No Center	Accts Recv/Students	188.00
220581	Malone, Acacia M	11	No Center	Accts Recv/Students	1,753.50
220582	Mangan, Riley Paige	11	No Center	Accts Recv/Students	1,063.00
220583	Marr, Haley Nicole	11	No Center	Accts Recv/Students	378.00
220584	Marrero, Hailey Lynn	11	No Center	Accts Recv/Students	1,403.00
220585	Martin, Isiah T	11	No Center	Accts Recv/Students	767.00
220586	Martinek, Addison Ranae	11	No Center	Accts Recv/Students	1,485.00
220587	Maslak, Caleb Austin	11	No Center	Accts Recv/Students	375.00
220588	McCabe, Renae L	11	No Center	Accts Recv/Students	1,371.00
220589	McCarty's Office Machines Inc	16	Bookstore	C of GS/Supplies	76.46
220590	McCloskey Insurance, Bob	11	Director of Athletics	Athletic Insurance	22,383.00
220591	McClure, Scott	11	No Center	Accts Recv/Students	5,450.00
220592	McGinnis, Jeremy M	11	Women's Soccer	Athletic Team Travel	264.50
220593	McLin, Kimber	11	No Center	Accts Recv/Students	3,725.00
220594	McVey, Kody Emerson	11	No Center	Accts Recv/Students	980.00
220595	Medco Supply Company	11	Athletic Trainer	Athletic Supplies	381.62
220595	Medco Supply Company	11	Athletic Trainer	Athletic Supplies	80.88
220596	Meek, Layne Elizabeth	11	No Center	Accts Recv/Students	500.00
220597	Mejia Herrera, Miriam L	11	No Center	Accts Recv/Students	2,098.00

PAGE TOTALS

87,844.04

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220598	Mileham, Chris P	11	Admissions	Business Travel	120.00
220599	Miller, Chasidy Lenae	11	No Center	Accts Recv/Students	5,415.00
220600	Miller, Kaitlyn Jo	11	No Center	Accts Recv/Students	90.00
220601	Miller, Myongae	11	No Center	Accts Recv/Students	889.00
220602	Mitchell, Katie Lynn	11	No Center	Accts Recv/Students	3,745.00
220603	Mittelmeier, Hunter John	11	No Center	Accts Recv/Students	347.00
220604	Mittelmeier, Kyler Thomas	11	No Center	Accts Recv/Students	2,113.00
220605	Mittelmeier, Tristan Howard	11	No Center	Accts Recv/Students	1,773.00
220606	Mocco, Gabriel Ferraz_Silva	11	No Center	Accts Recv/Students	50.00
220607	Modlin, Kami Louise	11	No Center	Accts Recv/Students	845.00
220608	Moeller, Savanna Lynn	11	No Center	Accts Recv/Students	1,397.95
220609	Montanez-Juarez, Aleyda	11	No Center	Accts Recv/Students	713.00
220610	Montgomery, Kassandra Marie	11	No Center	Accts Recv/Students	2,418.00
220611	Moon, Elijah Wayne	11	No Center	Accts Recv/Students	1,200.00
220612	Moser, Melissa Mckenzie	11	No Center	Accts Recv/Students	949.00
220613	Mosier, Justin Gabriel	11	No Center	Accts Recv/Students	1,405.00
220614	Munoz, Samantha Mia	11	No Center	Accts Recv/Students	2,098.00
220615	Murphy, Jaxson James	11	No Center	Accts Recv/Students	25.00
220616	Nagashima, Kana	11	No Center	Accts Recv/Students	2,175.00
220617	Nelnet Business Services	11	Business Office	Mtc & Service Agreements	400.00
220617	Nelnet Business Services	11	General Inst Expenses	Service Charges	359.40
220618	Nelson, Tayla Marie	11	No Center	Accts Recv/Students	1,978.00
220619	New Klein Lumber Co., The	11	Theater	Drama Supplies	16.06
220619	New Klein Lumber Co., The	11	Theater	Drama Supplies	61.06
220620	New Wave Broadband	11	Men's Soccer	Mtc & Service Agreements	120.00
220620	New Wave Broadband	11	Women's Soccer	Mtc & Service Agreements	120.00
220621	Newman, Brynn Lee	11	No Center	Accts Recv/Students	2,298.00
220622	Nichols, Alysa Nicole	11	No Center	Accts Recv/Students	2,681.00
220623	Ntozo, Byiza K	11	No Center	Accts Recv/Students	213.00
220624	Nunn, Brock Thomas	11	No Center	Accts Recv/Students	450.00
220625	O'Reilly Auto Stores Inc	11	Maintenance of Equipment	Maintenance Supplies	18.22
220626	Obiukwu, Jamachi David	11	No Center	Accts Recv/Students	5,095.00
220627	Olson, Rylie Jo	11	No Center	Accts Recv/Students	340.00
220628	Ortiz, Jose Antonio	11	No Center	Accts Recv/Students	3,319.00
220629	Overhead Door Company	11	Major Projects	Repairs & Maintenance	27,993.00
220630	Padron, Anthony Joshua	11	No Center	Accts Recv/Students	1,055.00
220631	Patel, Tej Divyesh	11	No Center	Accts Recv/Students	1,500.00
220632	Peak Uptime	11	Information Tech (IT)	Mtc & Service Agreements	3,276.00
220632	Peak Uptime	11	Information Tech (IT)	Mtc & Service Agreements	18,624.84
220632	Peak Uptime	27	St Grnt/Technology Grant	Major Equipment	6,125.00
220633	Peoples, Coen Michael	11	No Center	Accts Recv/Students	921.00
220634	Peoples, Ryan Wesley	11	No Center	Accts Recv/Students	275.00
220635	Peters, Nikki	11	Admissions	Meetings & Hospitality	52.16
220636	Phillips 66 Co/SYNCB	11	Director of Athletics	Gasoline	1,545.52

PAGE TOTALS

106,604.21

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220636	Phillips 66 Co/SYNCB	11	General Inst Expenses	Gasoline	1,056.35
220636	Phillips 66 Co/SYNCB	11	Maintenance of Grounds	Gasoline	375.40
220637	Phillips, Dean Samuel	11	No Center	Accts Recv/Students	3,598.00
220638	Pierce, Eli Joseph	11	No Center	Accts Recv/Students	2,898.00
220639	Pinder, Tyler Kyre	11	No Center	Accts Recv/Students	713.00
220640	Porter, Brooke Madison	11	No Center	Accts Recv/Students	150.00
220641	Price, Kylie Breanne	11	No Center	Accts Recv/Students	37.50
220642	Pudenz, Payton Lee	11	No Center	Accts Recv/Students	150.00
220643	Pur-O-Zone Inc	11	Maintenance of Buildings	Janitorial Supplies	161.94
220644	Quanstrom, Eli Calvin	11	No Center	Accts Recv/Students	423.00
220645	RB Marketplace LLC	16	Bookstore	C of GS/Rental Books	228.38
220646	Ramos Gutierrez, Alondra	11	No Center	Accts Recv/Students	949.00
220647	Ramos, Ethan Lee	11	No Center	Accts Recv/Students	2,148.00
220648	Rasmussen, Michael Nicole	11	No Center	Accts Recv/Students	1,873.00
220649	Reeser, Allison Jenae	11	No Center	Accts Recv/Students	150.00
220650	Reimer, Kaylee Marie	11	No Center	Accts Recv/Students	2,238.00
220651	Rhoten, TaAni Lelei	11	No Center	Accts Recv/Students	255.00
220652	Rice, Kelsey Lee	11	No Center	Accts Recv/Students	1,400.00
220653	Robberse, Mees	11	No Center	Accts Recv/Students	357.40
220654	Roberts, Mollie Grace	11	No Center	Accts Recv/Students	725.00
220655	Robinson, Ashley Aieshia	11	No Center	Accts Recv/Students	1,178.00
220656	Robinson, Kejana Rashaun	11	No Center	Accts Recv/Students	392.00
220657	Rodriguez Maldonado, Liliana	11	No Center	Accts Recv/Students	2,573.00
220658	Rodriguez, Lizbeth	11	No Center	Accts Recv/Students	1,648.00
220659	Roman, Jolianys Enid	11	No Center	Accts Recv/Students	688.00
220660	Romo, Michelle Marie	11	No Center	Accts Recv/Students	3,217.00
220661	Rookies Sports Bar & Grill	11	Baseball	Athletic Team Travel	191.68
220662	Ruff, Shawn Matthew	11	No Center	Accts Recv/Students	113.00
220663	Ruiz-Ruiz, Rosemary B	11	No Center	Accts Recv/Students	949.00
220664	Russell, Jaylin Nichole	11	No Center	Accts Recv/Students	1,423.00
220665	Ryan, Grayson Cleveland	11	No Center	Accts Recv/Students	75.00
220666	Saavedra, Juana	11	No Center	Accts Recv/Students	949.00
220667	Sandoval, Briseida Jamilet	11	No Center	Accts Recv/Students	1,423.00
220668	Sandoval, Gabrielle Alexis	11	No Center	Accts Recv/Students	50.00
220669	Santillan, Heidy Berenice	11	No Center	Accts Recv/Students	3,671.00
220670	Santos Estrella, Adalesa Milagro	11	No Center	Accts Recv/Students	2,621.00
220671	Sargeant, Jamie Catherine	11	No Center	Accts Recv/Students	4,640.00
220672	Schaffter, Makayla Renee	11	No Center	Accts Recv/Students	1,123.00
220673	Scheck, Courtney Rose	11	No Center	Accts Recv/Students	621.00
220674	Schuning, Megan Nicole	11	No Center	Accts Recv/Students	4,426.00
220675	Scott, Tyonn Kyreece	11	No Center	Accts Recv/Students	713.00
220676	Shaughnessy, Shelby Fay	11	No Center	Accts Recv/Students	150.00
220677	Sigg, Ryan B	11	Maintenance of Buildings	Conferences & Workshops	257.86
220678	Sisson, Corben	11	No Center	Accts Recv/Students	450.00

PAGE TOTALS

53,429.51

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220679	Small, Tylie Joann	11	No Center	Accts Recv/Students	550.00
220680	Smith, Antonio McDonald	11	No Center	Accts Recv/Students	949.00
220681	Smith, Michael Thomas	11	No Center	Accts Recv/Students	238.00
220682	Smith, Nadia	11	No Center	Accts Recv/Students	130.00
220683	Snyder, Calista Renee	11	No Center	Accts Recv/Students	1,000.00
220684	South, Gabriel Michael	11	No Center	Accts Recv/Students	1,978.00
220685	Spellman, Killian Malik	11	No Center	Accts Recv/Students	363.00
220686	Spirit Products Ltd	16	Bookstore	C of GS/Gifts	154.00
220686	Spirit Products Ltd	16	Bookstore	C of GS/Gifts	173.00
220686	Spirit Products Ltd	16	Bookstore	C of GS/Gifts	154.00
220686	Spirit Products Ltd	16	Bookstore	C of GS/Gifts	154.00
220686	Spirit Products Ltd	16	Bookstore	C of GS/Gifts	154.00
220687	Splechter, Kegan Lee	11	No Center	Accts Recv/Students	3,248.00
220688	Sports Locker	11	Women's Basketball	Athletic Uniforms	2,242.00
220689	Stackhouse, Mariah Dawn	11	No Center	Accts Recv/Students	213.00
220690	Stanford, Samira Celine	11	No Center	Accts Recv/Students	3,148.00
220691	Stanley, Heather Dawn	11	No Center	Accts Recv/Students	107.00
220692	Steinlage, Jack Riley	11	No Center	Accts Recv/Students	75.00
220693	Stogsdill, Hailey Faith	11	No Center	Accts Recv/Students	245.00
220694	Strawder, Sam Robert_Lee	11	No Center	Accts Recv/Students	2,316.00
220695	Stuart, Emily Grace	11	No Center	Accts Recv/Students	100.00
220696	Stuber, Drew Patterson	11	No Center	Accts Recv/Students	2,098.00
220697	Stumbaugh, Logan Michael	11	No Center	Accts Recv/Students	2,298.00
220698	Taggart, Aliah Marie	11	No Center	Accts Recv/Students	799.00
220699	Talpa, Anthony Patrick	11	No Center	Accts Recv/Students	499.00
220700	Taylor, Michaela Karlean	11	No Center	Accts Recv/Students	1,423.00
220701	Teele, David Jaisir,, Jr	11	No Center	Accts Recv/Students	3,024.00
220702	Tellez Ortega, Maria Mikaela	11	No Center	Accts Recv/Students	2,298.00
220703	Texas Life Insurance Company	11	No Center	Texas Life Insurance	244.80
220704	Thao, Elizabeth Bao	11	No Center	Accts Recv/Students	729.00
220705	Thao, Pan Nea	11	No Center	Accts Recv/Students	989.00
220706	Thompson, Alexis M	11	No Center	Accts Recv/Students	317.00
220707	Tomlinson, Melosa	11	No Center	Accts Recv/Students	4,773.00
220708	Torres Morales, Shelissa Alejand	11	No Center	Accts Recv/Students	889.00
220709	Torres, Laura Ivette	11	No Center	Accts Recv/Students	1,939.00
220710	Town Square Publications LLC	11	Marketing	Advertising	690.00
220711	Town, Rebecca Lynn	11	No Center	Accts Recv/Students	767.50
220712	Tucker, Abrielle Sue	11	No Center	Accts Recv/Students	3,098.00
220713	Twin Motors Ford Inc	11	Maintenance of Equipment	Maintenance Supplies	52.90
220714	UPS	16	Bookstore	Postage	29.95
220714	UPS	16	Bookstore	Postage	542.31
220715	Ulrich, Logan Leigh_Ann	11	No Center	Accts Recv/Students	2,293.00
220716	Urrutia, Leah Renee	11	No Center	Accts Recv/Students	949.00
220717	VanNice, Mariah Grace_Elise	11	No Center	Accts Recv/Students	2,618.00

PAGE TOTALS

51,051.46

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220718	Vanatta-Messenger, Jett Stephan	11	No Center	Accts Recv/Students	1,125.00
220719	Vargas, Damien Nyle	11	No Center	Accts Recv/Students	1,267.00
220720	Vilorio Guzman, Liliana	11	No Center	Accts Recv/Students	889.00
220721	Vivero, Jennifer C	11	No Center	Accts Recv/Students	2,098.00
220722	Vohs, Olivia Jolene	11	No Center	Accts Recv/Students	1,073.00
220723	Waller, Jennifer	11	No Center	Accts Recv/Students	407.00
220724	Warr, Khamille Nevaeh	11	No Center	Accts Recv/Students	463.00
220725	Warr, Khassidy Dachele	11	No Center	Accts Recv/Students	413.00
220726	Weece, Holly Angela	11	No Center	Accts Recv/Students	4,166.00
220727	Wells, Shelly Lynn	11	No Center	Accts Recv/Students	1,423.00
220728	White, Kelly Marie	11	No Center	Accts Recv/Students	1,333.00
220729	Wichita State University	11	Dean for the Iola Campus	Institutional Dues	100.00
220730	Wille, Cody James	11	No Center	Accts Recv/Students	1,050.00
220731	Wilson, Jeffrey Scott	11	No Center	Accts Recv/Students	407.00
220732	Wilson, Manya Rebekah	11	No Center	Accts Recv/Students	1,593.00
220733	Wilson, Saniyaj Jordan	11	No Center	Accts Recv/Students	4,060.00
220734	Wilson, Yingyou	11	No Center	Accts Recv/Students	3,374.00
220735	Winship, Jessinia Alesaya	11	No Center	Accts Recv/Students	3,671.00
220736	Wolfe, Bryan J	11	Music	Repairs & Maintenance	205.00
220737	Wood, Camille Alexandra	11	No Center	Accts Recv/Students	2,618.00
220738	Wood, Melissa	11	No Center	Accts Recv/Students	3,291.00
220739	Woods, Matthew Ryan	11	No Center	Accts Recv/Students	288.00
220740	Wright, Lyndsie Dawn	11	No Center	Accts Recv/Students	1,456.00
220741	Xiong, Pang	11	No Center	Accts Recv/Students	1,173.00
220742	Yang, Amanda S	11	No Center	Accts Recv/Students	1,333.00
220743	Yaqoob, Fahad	11	No Center	Accts Recv/Students	801.00
220744	Yarnell, Alissa Kay	11	No Center	Accts Recv/Students	1,056.00
220745	Yoho, Aidan Lee	11	No Center	Accts Recv/Students	550.00
220746	Yoho, Quentin L	11	Livestock Judging	Athletic Team Travel	600.00
220747	Zimbelman, Jessica Lynn	11	No Center	Accts Recv/Students	2,098.00
220748	Zuniga, Marilena Alisa	11	No Center	Accts Recv/Students	1,600.00
				PAGE TOTALS	45,981.00
				AP GRAND TOTAL	680,016.53

Thu Sep 28 2023
13:41

Allen County Community College
Bills Presented for Ratification
From: 09/21/2023 To 09/28/2023

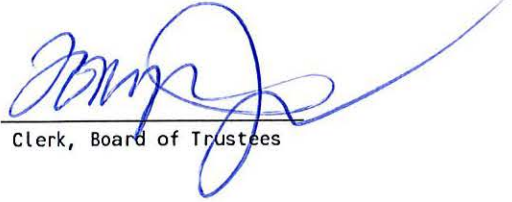
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billrat

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
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Signed and approved this ____ day of _____, 2023

ATTEST:

Chairman, Board of Trustees



Clerk, Board of Trustees

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220293	4imprint Inc	16	Bookstore	C of GS/Soft Goods	661.60
220293	4imprint Inc	16	Bookstore	C of GS/Gifts	377.85
220293	4imprint Inc	16	Student Housing/Program	Miscellaneous Supplies	1,181.91
220294	A & B Cleaning Service LLC	16	Parkford Apartments	Mtc & Service Agreements	1,675.00
220294	A & B Cleaning Service LLC	16	Herynk Hall	Mtc & Service Agreements	980.00
220294	A & B Cleaning Service LLC	16	Horton Hall	Mtc & Service Agreements	4,790.00
220294	A & B Cleaning Service LLC	16	Winter Hall	Mtc & Service Agreements	4,930.00
220294	A & B Cleaning Service LLC	16	Red Devil Duplexes	Mtc & Service Agreements	5,065.00
220294	A & B Cleaning Service LLC	16	Masterson Hall	Mtc & Service Agreements	2,055.00
220295	AT&T	11	Information Tech (IT)	Mtc & Service Agreements	661.01
220296	Ace Refrigeration	16	Herynk Hall	Repairs & Maintenance	178.75
220297	Adedeji, Temitade Taofeeq	11	No Center	Accts Recv/Students	510.00
220298	Aikins, Maria	11	Volleyball	Athletic Team Travel	225.00
220299	Aikins, Maria	11	Volleyball	Athletic Team Travel	225.00
220300	Aikins, Maria	11	Volleyball	Athletic Team Travel	225.00
220301	Aikins, Maria	11	Volleyball	Athletic Team Travel	225.00
220302	Allen County Public Works Dept	11	Maintenance of Grounds	Maintenance Supplies	4.65
220303	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	1,965.00
220304	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	1,965.00
220305	Blackshine LLC	16	Parkford Apartments	Building/Room Rentals	1,310.00
220306	Boyd, Kamryn Elizabeth	11	No Center	Accts Recv/Students	750.00
220307	Brooks Sports Inc	11	Cross Country	Athletic Apparel	2,756.16
220307	Brooks Sports Inc	11	Cross Country	Athletic Apparel	466.20
220307	Brooks Sports Inc	11	Cross Country	Athletic Apparel	1,729.30
220307	Brooks Sports Inc	11	Cross Country	Athletic Apparel	319.50
220307	Brooks Sports Inc	11	Cross Country	Athletic Apparel	55.12
220307	Brooks Sports Inc	11	Cross Country	Athletic Apparel	71.90
220307	Brooks Sports Inc	11	Cross Country	Athletic Apparel	742.50
220307	Brooks Sports Inc	11	Cross Country	Athletic Apparel	62.70
220307	Brooks Sports Inc	11	Cross Country	Athletic Apparel	62.70
220308	Bruner, Karyssa Lea	11	No Center	Accts Recv/Students	350.00
220309	CDW Government	11	Online Learning	Major Equipment	1,365.79
220309	CDW Government	11	Information Tech (IT)	Repairs & Maintenance	171.20
220317	Card Services	11	Soc & Behav Sciences	Business Travel	364.80
220317	Card Services	11	Soc & Behav Sciences	Conferences & Workshops	125.00
220317	Card Services	11	Soc & Behav Sciences	Major Equipment	59.89
220317	Card Services	11	Online Learning	Subscriptions	270.00
220317	Card Services	11	Outreach	Instructional Supplies	41.49
220317	Card Services	11	Outreach	Instructional Supplies	17.24
220317	Card Services	11	Outreach	Instructional Supplies	42.44
220317	Card Services	11	Outreach	Instructional Supplies	42.40
220317	Card Services	11	VP for Academic Affairs	Meetings & Hospitality	52.16
220317	Card Services	11	Dean for the Iola Campus	Meetings & Hospitality	9.13
220317	Card Services	11	Dean for the Iola Campus	Office Supplies	42.62

PAGE TOTALS

39,181.01

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220317	Card Services	11	Professional Development	Meetings & Hospitality	145.41
220317	Card Services	11	Campus Services	Office Supplies	9.99
220317	Card Services	11	Campus Services	Office Supplies	38.58
220317	Card Services	11	Financial Aid Office	Telephone/	13.00
220317	Card Services	11	Financial Aid Office	Office Supplies	82.29
220317	Card Services	11	Registrar's Office	Office Supplies	474.61
220317	Card Services	11	Admissions	Telephone/	13.00
220317	Card Services	11	Marketing	Advertising	500.00
220317	Card Services	11	Marketing	Advertising	500.00
220317	Card Services	11	Marketing	Advertising	198.80
220317	Card Services	11	Director of Athletics	Business Travel	58.54
220317	Card Services	11	Director of Athletics	Mtc & Service Agreements	368.60
220317	Card Services	11	Softball	Athletic Supplies	259.90
220317	Card Services	11	Softball	Athletic Supplies	350.12
220317	Card Services	11	Softball	Athletic Supplies	166.37
220317	Card Services	11	Baseball	Business Travel	339.96
220317	Card Services	11	Baseball	Athletic Supplies	398.00
220317	Card Services	11	Volleyball	Athletic Team Travel	302.10
220317	Card Services	11	Volleyball	Athletic Team Travel	1,025.90
220317	Card Services	11	Livestock Judging	Athletic Team Travel	699.32
220317	Card Services	11	Livestock Judging	Athletic Team Travel	875.00
220317	Card Services	11	Livestock Judging	Entry Fees	300.00
220317	Card Services	11	Livestock Judging	Entry Fees	260.00
220317	Card Services	11	Livestock Judging	Athletic Apparel	87.80
220317	Card Services	11	Men's Soccer	Athletic Team Travel	3,834.54
220317	Card Services	11	Men's Soccer	Athletic Team Travel	375.00
220317	Card Services	11	Women's Soccer	Athletic Team Travel	994.14
220317	Card Services	11	Women's Soccer	Athletic Team Travel	75.00
220317	Card Services	11	Music	Professional Memberships	194.00
220317	Card Services	11	Music	Instructional Supplies	63.99
220317	Card Services	11	Music	Instructional Supplies	24.00
220317	Card Services	11	Music	Instructional Supplies	6.00
220317	Card Services	11	Music	Office Supplies	59.99
220317	Card Services	11	Music	Choir/Band Supplies	33.35
220317	Card Services	11	Music	Choir/Band Supplies	302.59
220317	Card Services	11	Music	Choir/Band Supplies	24.98
220317	Card Services	11	Music	Furnishings	1,999.00
220317	Card Services	11	Theater	Advertising	593.76
220317	Card Services	11	Theater	Licenses	802.00
220317	Card Services	11	Theater	Licenses	459.00
220317	Card Services	11	President	Business Travel	426.96
220317	Card Services	11	President	Business Travel	636.12
220317	Card Services	11	President	Business Travel	11.00
220317	Card Services	11	President	Business Travel	8.39

PAGE TOTALS

18,391.10

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220317	Card Services	11	President	Office Supplies	11.76
220317	Card Services	11	President	Office Supplies	34.21
220317	Card Services	11	Board of Trustees	Legal Services	219.78
220317	Card Services	11	Accreditation	Business Travel	1,202.85
220317	Card Services	11	Accreditation	Conferences & Workshops	825.00
220317	Card Services	11	Business Office	Office Supplies	58.87
220317	Card Services	11	Business Office	Office Supplies	18.04
220317	Card Services	11	Human Resources	Advertising	325.00
220317	Card Services	11	Alumni/Development Offic	Recognition Supplies	299.95
220317	Card Services	11	Alumni/Development Offic	Recognition Supplies	151.71
220317	Card Services	11	Information Tech (IT)	Repairs & Maintenance	119.95
220317	Card Services	11	Information Tech (IT)	Major Equipment	946.63
220317	Card Services	11	General Inst Expenses	Office Supplies	113.89
220317	Card Services	11	General Inst Expenses	Other Expense	-0.87
220317	Card Services	11	General Inst Expenses	Other Expense	21.97
220317	Card Services	11	General Inst Expenses	Furnishings	553.76
220317	Card Services	11	General Inst Expenses	Furnishings	523.98
220317	Card Services	11	Maintenance of Buildings	Maintenance Supplies	-133.11
220317	Card Services	11	Maintenance of Buildings	Maintenance Supplies	1,654.39
220317	Card Services	11	Maintenance of Buildings	Janitorial Supplies	839.97
220317	Card Services	11	Maintenance of Buildings	Janitorial Supplies	27.39
220317	Card Services	11	Maintenance of Equipment	Maintenance Supplies	26.10
220317	Card Services	12	Early Childhood Educ	Instructional Supplies	343.74
220317	Card Services	12	Early Childhood Educ	Instructional Supplies	858.00
220317	Card Services	12	Early Childhood Educ	Office Supplies	41.89
220317	Card Services	12	Early Childhood Educ	Major Equipment	179.99
220317	Card Services	16	Bookstore	Shipping Supplies	116.40
220317	Card Services	16	Bookstore	Shipping Supplies	161.40
220317	Card Services	16	Bookstore	C of GS/Supplies	22.62
220317	Card Services	16	Bookstore	C of GS/Supplies	16.99
220317	Card Services	16	Bookstore	C of GS/Gifts	280.00
220317	Card Services	16	Bookstore	C of GS/Gifts	85.48
220317	Card Services	16	Bookstore	C of GS/Gifts	87.00
220317	Card Services	16	Bookstore	Furnishings	19.59
220317	Card Services	16	Food Service	Maintenance Supplies	31.01
220317	Card Services	27	Perkins Program Improv.	Business Travel	30.13
220318	Collegiate Trends LLC	16	Bookstore	C of GS/Soft Goods	1,218.81
220319	Copy Products Inc	11	Campus Services	Repairs & Maintenance	2,095.04
220320	Cox Business	16	Student Union	Mtc & Service Agreements	218.18
220321	Custer, Sydney Evelyn	11	Athletic Trainer	Misc Contractual Service	647.50
220322	Dance Team Union LLC	11	Cheerleader/Dance	Misc Contractual Service	950.00
220323	DeGrado, Vincent Jerome	11	Fitness Center	Repairs & Maintenance	88.05
220323	DeGrado, Vincent Jerome	11	Director of Athletics	Athletic Team Travel	40.00
220323	DeGrado, Vincent Jerome	11	Cross Country	Athletic Supplies	134.66

PAGE TOTALS

15,507.70

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220324	DeGrado, Vincent Jerome	11	Cross Country	Athletic Team Travel	198.00
220324	DeGrado, Vincent Jerome	11	Cross Country	Entry Fees	200.00
220325	DeGrado, Vincent Jerome	11	Cross Country	Athletic Team Travel	924.00
220326	Dominick, Cierra Rose	11	No Center	Accts Recv/Students	300.00
220327	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	53.20
220327	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	56.95
220327	Fast Lube Iola	11	Maintenance of Equipment	Repairs & Maintenance	50.20
220328	Four State Maintenance Supply	11	Maintenance of Buildings	Janitorial Supplies	351.16
220329	Gentry, Cathy Kelly	11	No Center	Accts Recv/Students	101.25
220330	Gilllund, Addyson Grace	11	No Center	Accts Recv/Students	450.00
220331	Great Western Dining	11	Student Activities	Student Activities	196.25
220332	Guinn, Suzanne	11	No Center	Accts Recv/Students	37.50
220333	Hartman Publishing Inc	16	Bookstore	C of GS/Rental Books	860.99
220334	Heigele's	11	Fitness Center	Repairs & Maintenance	197.00
220335	Hoffmeier Electric LLC	16	Horton Hall	Repairs & Maintenance	118.83
220336	Homeville Vending	70	No Center	Concessions	54.95
220337	INA Alert Inc	11	Maintenance of Buildings	Repairs & Maintenance	424.57
220338	Iola Auto Parts LLC	11	Maintenance of Buildings	Maintenance Supplies	18.14
220338	Iola Auto Parts LLC	11	Maintenance of Equipment	Maintenance Supplies	3.50
220338	Iola Auto Parts LLC	11	Maintenance of Equipment	Maintenance Supplies	33.98
220338	Iola Auto Parts LLC	11	Maintenance of Grounds	Maintenance Supplies	25.90
220339	Iola Pharmacy	11	Cross Country	Athletic Supplies	40.50
220340	Jardine Associates	16	Bookstore	C of GS/Gifts	180.91
220341	Jarrett, Haven Louise	11	No Center	Accts Recv/Students	1,000.00
220342	John Deere Financial	11	Fitness Center	Repairs & Maintenance	250.41
220343	Kansas One-Call System Inc	11	Maintenance of Buildings	Mtc & Service Agreements	2.40
220344	Karst, Gracie Rose	11	No Center	Accts Recv/Students	190.00
220345	Kendall Hunt Publishing Co	16	Bookstore	C of GS/Rental Books	1,245.00
220345	Kendall Hunt Publishing Co	16	Bookstore	C of GS/Rental Books	678.11
220345	Kendall Hunt Publishing Co	16	Bookstore	C of GS/Rental Books	1,867.50
220346	Kraft Inc., Henry	11	Maintenance of Buildings	Janitorial Supplies	654.89
220347	Kryterion Inc	12	Allied Health	Testing Fees	54.00
220347	Kryterion Inc	12	Allied Health	Testing Fees	198.00
220348	Locke Supply Co	11	Maintenance of Buildings	Janitorial Supplies	51.88
220349	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	726.00
220349	MV Sport-MV Corp Inc	16	Bookstore	C of GS/Soft Goods	636.00
220350	MV Sport-The Game	16	Bookstore	C of GS/Soft Goods	258.00
220350	MV Sport-The Game	16	Bookstore	C of GS/Soft Goods	318.00
220350	MV Sport-The Game	16	Bookstore	C of GS/Soft Goods	240.00
220351	McCarty's Office Machines Inc	11	Information Tech (IT)	Data Processing Supplies	544.38
220351	McCarty's Office Machines Inc	11	Information Tech (IT)	Data Processing Supplies	1,256.32
220352	McGinnis, Jeremy M	11	Men's Soccer	Athletic Team Travel	267.56
220352	McGinnis, Jeremy M	11	Women's Soccer	Athletic Team Travel	267.57
220353	McGraw-Hill LLC	11	Online Learning	Instructional Supplies	459.65

PAGE TOTALS

16,043.45

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220354	Mills, Jaden Decarlous	11	No Center	Accts Recv/Students	47.85
220355	Moore, Wyatt O'Dean	11	Baseball	Athletic Team Travel	360.00
220356	Moore, Wyatt O'Dean	11	Baseball	Business Travel	216.00
220357	Moore, Wyatt O'Dean	11	Baseball	Business Travel	242.87
220358	Murphy, Calum Carter	11	Income Cntrl/VP-Finance	Miscellaneous Income	25.00
220359	Nee, Patrick	11	Men's Basketball	Athletic Team Travel	222.66
220360	New Klein Lumber Co., The	11	Baseball	Repairs & Maintenance	92.96
220360	New Klein Lumber Co., The	11	Baseball	Repairs & Maintenance	-17.29
220360	New Klein Lumber Co., The	11	Theater	Drama Supplies	37.73
220360	New Klein Lumber Co., The	11	Maintenance of Buildings	Maintenance Supplies	27.06
220361	New Wave Broadband	11	Men's Soccer	Mtc & Service Agreements	40.00
220361	New Wave Broadband	11	Women's Soccer	Mtc & Service Agreements	40.00
220362	OC Booster Club	11	Marketing	Advertising	75.00
220363	Parkford Apartments	16	Parkford Apartments	Maintenance Supplies	766.08
220364	Peak Uptime	11	Information Tech (IT)	Mtc & Service Agreements	7,716.00
220365	Pearson Education Inc	16	Bookstore	C of GS/Rental Books	204.70
220366	Perry, Allison Brooke	11	No Center	Accts Recv/Students	450.00
220367	Peters, Lauren Nicole	11	Softball	Business Travel	17.00
220368	Pizza Hut	11	Volleyball	Athletic Team Travel	134.00
220368	Pizza Hut	11	Cross Country	Athletic Team Travel	92.91
220368	Pizza Hut	11	Cross Country	Athletic Team Travel	83.92
220368	Pizza Hut	11	Cross Country	Athletic Team Travel	130.88
220369	Powelson, Terry S	12	Farm/Ranch Mgmt Prod.	Athletic Team Travel	443.36
220370	Quadient Inc	11	Campus Services	Mtc & Service Agreements	216.00
220371	Redelfs, Alyssa	11	No Center	Accts Recv/Students	675.00
220372	Rodriguez Maldonado, Liliana	11	No Center	Accts Recv/Students	1,700.00
220373	Schmidt, Brandon	11	No Center	Accts Recv/Students	500.00
220374	Shaffer, Virginia D	11	Library	Meetings & Hospitality	77.14
220374	Shaffer, Virginia D	11	Library	Library Supplies	83.98
220375	Shirt Shop, The	11	Cross Country	Athletic Apparel	255.00
220375	Shirt Shop, The	11	Cross Country	Athletic Apparel	527.00
220376	Smith, Payton McGwire	11	No Center	Accts Recv/Students	900.00
220377	Sports Locker	11	Volleyball	Athletic Apparel	184.00
220378	Swart, Zorina Nicole	11	No Center	Accts Recv/Students	93.75
220379	Thompson Brothers Supply Inc	11	Maintenance of Buildings	Mtc & Service Agreements	42.50
220380	Thompson, Zion Chase	11	No Center	Accts Recv/Students	450.00
220381	Topeka Blue Print Co Inc	11	Dean for the Iola Campus	Instructional Supplies	49.68
220381	Topeka Blue Print Co Inc	11	Dean for the Iola Campus	Instructional Supplies	10.00
220382	Tri-Valley	11	General Inst Expenses	Mtc & Service Agreements	14.80
220383	Van Meter, Caylie Ann	11	No Center	Accts Recv/Students	450.00
220384	Vital Source LLC	16	Bookstore	C of GS/Books	2,348.98
220384	Vital Source LLC	16	Bookstore	C of GS/Books	145.78
220384	Vital Source LLC	16	Bookstore	C of GS/Books	55.49
220384	Vital Source LLC	16	Bookstore	C of GS/Books	119.48

PAGE TOTALS

20,347.27

Wed Sep 20 2023
17:11

Allen County Community College
Bills Presented for Ratification
From: 09/15/2023 To 09/20/2023

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Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220385	Whitlock, Halla Kay	11	No Center	Accts Recv/Students	750.00
220386	Yoho, Quentin L	11	Livestock Judging	Athletic Team Travel	1,200.00
				PAGE TOTALS	1,950.00
				AP GRAND TOTAL	111,420.53

Signed and approved this ____ day of _____, 2023

ATTEST:

Chairman, Board of Trustees



Clerk, Board of Trustees

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220239	Aikins, Maria	11	Volleyball	Athletic Team Travel	425.00
220240	Aikins, Maria	11	Volleyball	Athletic Team Travel	189.86
220241	Anderson Plumbing LLC	11	Maintenance of Buildings	Maintenance Supplies	4.13
220241	Anderson Plumbing LLC	16	Horton Hall	Repairs & Maintenance	3,756.89
220242	Bake My Day Inc	11	General Inst Expenses	Other Expense	96.00
220243	Booker, Alana M	11	No Center	Accts Recv/Students	107.31
220244	Community National Bank	17	No Center	CDs -- General Fund	2,000,000.00
220245	DeGrado, Vincent Jerome	11	Cross Country	Athletic Team Travel	629.00
220246	Dyer, Zoe Julianne	11	No Center	Accts Recv/Students	112.50
220247	Emprise Bank	17	No Center	CDs -- General Fund	2,000,000.00
220247	Emprise Bank	17	No Center	CDs -- General Fund	2,000,000.00
220248	Ewert, Sawyer Kenneth	11	No Center	Accts Recv/Students	71.80
220249	Friends University	11	Softball	Entry Fees	300.00
220250	Great Western Dining	11	No Center	Fringe Benefit	523.50
220250	Great Western Dining	11	No Center	Fringe Benefit	328.06
220250	Great Western Dining	16	Food Service	Cost of Food Service Con	8,591.73
220250	Great Western Dining	16	Food Service	Cost of Food Service Con	19,568.15
220250	Great Western Dining	16	Food Service	Cost of Food Service Con	6,476.80
220251	Gross, Kaylie Erna	11	No Center	Accts Recv/Students	200.00
220252	Health Occupations Credentialing	12	Allied Health	Testing Fees	260.00
220253	Health Occupations Credentialing	12	Allied Health	Testing Fees	100.00
220254	Hodgson, Cole Thomas	11	No Center	Accts Recv/Students	450.00
220255	Hughes, Ryan A	11	Director of Athletics	Athletic Team Travel	101.59
220256	Iola Register Inc, The	11	Business Office	Printing	367.85
220257	J - D's Automotive Inc	11	Maintenance of Equipment	Repairs & Maintenance	25.00
220257	J - D's Automotive Inc	11	Maintenance of Equipment	Repairs & Maintenance	18.00
220258	Jardine Associates	16	Bookstore	C of GS/Gifts	952.50
220259	John Deere Financial	11	Maintenance of Grounds	Maintenance Supplies	13.26
220260	Jones Tree Work & Removal	11	Maintenance of Buildings	Repairs & Maintenance	7,000.00
220261	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	69.99
220261	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	25.87
220261	Locke Supply Co	11	Maintenance of Buildings	Maintenance Supplies	11.88
220262	Marks, Dakota B	11	Baseball	Game Officials	200.00
220263	McAnulty, Serena J	12	Allied Health	Instructional Supplies	5.88
220264	McCarty's Office Machines Inc	11	Information Tech (IT)	Data Processing Supplies	413.22
220265	McGinnis, Jeremy M	11	Women's Soccer	Athletic Team Travel	225.89
220266	Metropolitan Community College	11	Volleyball	Entry Fees	475.00
220267	National Science	11	Physical & Life Sciences	Conferences & Workshops	355.00
220268	New Wave Broadband	11	Baseball	Mtc & Service Agreements	55.00
220269	O'Reilly Auto Stores Inc	11	Maintenance of Grounds	Small Tools	11.99
220270	Peeples, Donna Ksenia	11	No Center	Accts Recv/Students	75.00
220271	Phi Theta Kappa	11	Phi Theta Kappa	Conferences & Workshops	100.00
220271	Phi Theta Kappa	11	Phi Theta Kappa	Conferences & Workshops	100.00
220271	Phi Theta Kappa	11	Phi Theta Kappa	Conferences & Workshops	100.00

PAGE TOTALS

6,052,893.65

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
220271	Phi Theta Kappa	11	Phi Theta Kappa	Conferences & Workshops	100.00
220271	Phi Theta Kappa	11	Phi Theta Kappa	Conferences & Workshops	100.00
220272	Pizza Hut	11	Volleyball	Athletic Team Travel	173.64
220272	Pizza Hut	11	Volleyball	Athletic Team Travel	162.38
220273	Reeds, Michael A	11	Baseball	Game Officials	200.00
220274	Roberts, Benjamin C	11	No Center	Accts Recv/Students	147.81
220275	Rookies Sports Bar & Grill	11	Baseball	Business Travel	52.21
220276	Root, Erika Dawn	11	No Center	Accts Recv/Students	225.00
220277	Rural Roots	11	Livestock Judging	Athletic Apparel	1,152.00
220277	Rural Roots	11	Livestock Judging	Athletic Apparel	846.00
220278	Salem Press	11	Library	Library Books & Media	148.50
220279	Schmidt, Sunday	11	No Center	Accts Recv/Students	21.75
220280	Schultz, Tera K	11	Art	Instructional Supplies	16.57
220281	Shaffer, Virginia D	11	Library	Meetings & Hospitality	79.77
220282	Sports Locker	11	Women's Basketball	Athletic Supplies	900.00
220282	Sports Locker	11	Women's Basketball	Athletic Apparel	5,680.65
220282	Sports Locker	11	Softball	Athletic Apparel	3,491.64
220282	Sports Locker	11	Baseball	Athletic Apparel	40.00
220282	Sports Locker	11	Women's Soccer	Athletic Supplies	121.23
220282	Sports Locker	11	Women's Soccer	Athletic Supplies	700.00
220282	Sports Locker	11	Women's Soccer	Athletic Apparel	1,966.57
220282	Sports Locker	11	Women's Soccer	Athletic Apparel	300.00
220282	Sports Locker	11	Women's Soccer	Athletic Apparel	52.83
220282	Sports Locker	11	Women's Soccer	Athletic Apparel	403.86
220283	Storrier Implement	11	Maintenance of Equipment	Maintenance Supplies	725.91
220284	Terriquez, Mateo Alexandro	16	No Center	Refundable Deposits	100.00
220285	Theel, Emma Grace	11	No Center	Accts Recv/Students	450.00
220286	Thompson, Kamden Robert	16	No Center	Refundable Deposits	100.00
220287	Toussaint, Janay Amari	16	No Center	Refundable Deposits	100.00
220288	UPS	16	Bookstore	Postage	4,894.29
220288	UPS	16	Bookstore	Postage	2,230.40
220289	USD # 244, Burlington HS	11	Outreach	Misc Contractual Service	1,800.00
220290	WEX BANK	11	Director of Athletics	Gasoline	288.24
220291	Wong, Alejandro Gabriel	11	No Center	Accts Recv/Students	150.00
220292	Yoho, Quentin L	11	Livestock Judging	Athletic Team Travel	1,200.00
				PAGE TOTALS	29,121.25
				AP GRAND TOTAL	6,082,014.90

Thu Sep 14 2023
09:52

Allen County Community College
Bills Presented for Ratification
From: 09/08/2023 To 09/14/2023


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billrat

Check No	Vendor Name	Fund	Center	Account	Invoice Amt
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Signed and approved this ____ day of _____, 2023

ATTEST:

Chairman, Board of Trustees



Clerk, Board of Trustees

Conflict of Interest Disclosure Form

Definition of Conflict of Interest:

A conflict of interest occurs when an entity or individual becomes unreliable because of a clash between personal (or self-serving) interests and professional duties or responsibilities. Such a conflict occurs when a company or person has a vested interest—such as money, status, knowledge, relationships, or reputation—which puts into question whether their actions, judgment, or decision-making can be unbiased.

Some examples of a conflict of interest could be:

- Representing a family member in court,
- Starting a business that competes with your full-time employer,
- Advising a client to invest in a company owned by your spouse,
- Hiring an unqualified relative or friend.

When such a situation arises, the party with the conflict of interest is usually asked to remove themselves, and it is often legally required of them.

This form is a disclosure form for those individuals identified as decision makers for Allen Community College.

Date: _____

Name: _____

Position held: _____

_____ I have no conflict of interest to report.

_____ I have the following conflict of interests to report.

- Please specify other nonprofit and for-profit boards you (and your spouse) sit on,
- For profit business for which you or an immediate family member is an officer or director,
- A majority shareholder,
- The name of your employer and any business you or a family member own.

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature

Date

Resolution No. _____

A RESOLUTION OF THE Allen County Community College, Iola, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE;

WHEREAS, the Revenue Neutral Rate for the Allen County Community College was calculated as 19.148 (15.723-General & 3.425-Cap Outlay) mills by the Allen County Clerk; and

WHEREAS, the budget proposed by the Governing Body of the Allen County Community College will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

WHEREAS, the Governing Body held a hearing on September 12, 2023 allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

WHEREAS, the Governing Body of the Allen County Community College, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE Allen County Community College:

The Allen County Community College shall levy a property tax rate exceeding the Revenue Neutral Rate of 19.148 (15.723-General & 3.425-Cap Outlay) mills.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

ADOPTED this ____ day of _____ (month and year) and **SIGNED** by the Governing Body.

Jenny Spillman, Chair, Board of Trustees

Rebecca Nilges, Board of Trustees

Gena Clouch, Board of Trustees

Jessica Thompson, Board of Trustees

Vicki Curry, Board of Trustees

Tonya Johnson, Clerk of the Board

Lonnie Larson, Board of Trustees

DRAFT

TITLE: Credit Card Administrative Procedures

Allen Community College (ACC) credit cards are financial tools used to enable certain types of payments while performing college business. ACC maintains a college credit card program for eligible employees who regularly incur business expenses. This administrative procedure has been enacted to maintain adequate controls of purchasing and encumbrance management of expenditures against the College's budget.

Credit cards may be issued to individual College employees or specific departments with approval from the Vice President of Administration and Finance/CFO and embossed with the cardholder's and college's names. The cardholder is the College employee whose name appears on the credit card and is accountable for all charges made, reporting, and documentation associated with the card. The card will also have our tax-exempt account number on it. It will be the user's responsibility to ensure the removal of all sales / use tax on the purchases. If tax is charged and not removed, the cardholder will be responsible for repaying the tax to ACC.

ACC maintains available cards for preapproved College expenditures for individuals not approved for individual cards. The cardholder or card user's direct supervisor is responsible for reviewing the purchase request and ensuring all charges associated with the credit card are supported by appropriate documentation, submitted on time, and within the department's budget.

ACC credit card administrative procedures document sets forth the guidelines that will be applied to all employees who are issued an ACC credit card. This policy conveys ACC's expectations and procedures for issuing, using, safeguarding, paying, and terminating the credit card issued to ACC employees. Cardholders and their supervisors are responsible for ensuring that they adhere to this policy and for taking appropriate measures to minimize the risk of fraudulent or corrupt credit card use. The college credit card is meant to allow employees access to efficient, flexible, and alternative means of payment for approved expenses.

Requesting a Credit Card

What positions are issued a credit card?

Department heads, coaches, administration, and others as assigned.

Is there an agreement that is signed by the new cardholder?

Yes, the cardholder, cardholder supervisor, and VP of Finance & Operations will sign the approved application.

Purchasing with a Credit Card

The ACC credit card may be used to purchase goods or services on behalf of Allen Community College in person, over the phone, or online in accordance with the ACC purchase procedures requirements. Before using the ACC credit card for any expense, an employee must first receive

approval for the purchase by submitting a requisition through the MyAllen portal, which requires three levels of approvals (direct supervisor, business office, and Vice President of Administration and Finance/CFO) and obtaining and purchase order once approved. Any purchase made before obtaining approval will be the responsibility of the individual making the purchase. The cardholder is accountable for all activity on the college credit card account.

All cardholders must:

- 1) Ensure the college card is used only for approved legitimate college business.
- 2) Ensure the college card is used only by the cardholder; use by anyone other than the approved cardholder is strictly prohibited.
- 3) Obtain all itemized sales slips and/or itemized receipts.
- 4) Never receive cash instead of a credit to the credit card account, obtain a cash advance, or use any bonus incentive.
- 5) Never misuse or abuse the card as outlined below.

Sales Tax Exemption

Allen Community College is sales tax exempt, and cardholders should provide the tax-exempt certificate/number, if not located on the card, to the vendor at the time of purchase.

Cardholders and card users are responsible for ensuring that tax is not charged and for making reasonable attempts to recover any tax charged. If you are taxed, cardholder will make attempts to get the tax removed. Any sales tax remaining on the statement (not removed) will be the responsibility of the employee to pay back to the institution. An actual copy of the exemption certificate is in Business Services.

Lost or Stolen Cards

The cardholder is responsible for always safeguarding the credit card. Report any lost or stolen card immediately to Business Services.

Disputes and Billing Errors

Cardholders are responsible for following up with the vendor regarding any erroneous charges, disputed items, or returns within five (5) business days of notification of the discrepancy. For any assistance regarding disputes or billing errors, the cardholder should collaborate with Business Services upon notification.

Misuse or Abuse of the Card

The term “misuse or abuse” shall mean using the credit card outside of the cardholder’s authority. Misuse or abuse of the card includes, but is not limited to:

- 1) Using the college credit card for personal or unauthorized purchases.
- 2) Using the college credit card to obtain a cash advance or cash in lieu of a credit to the credit card account.
- 3) Using the card to purchase alcoholic beverages or any other substance, material, or service that violates policy or law.

- 4) Allowing unauthorized users to use the college credit card.
- 5) Splitting a purchase or using another cardholder's card to circumvent the card's credit limit.
- 6) Exceeding the credit card limit.

Depending on the severity of the card misuse or abuse, an employee may be subject to any of the following disciplinary and/or corrective actions:

- 1) Immediate suspension of card use and purchasing authority.
- 2) Reimbursement to Allen Community College for any unauthorized purchases.
- 3) Employment action up to and including termination.

Documentation

The cardholder must maintain adequate documentation to verify and explain all credit card transactions. To facilitate reconciliation and approval of statements, cardholders must obtain and retain vendor documentation for purchases, including:

- 1) Itemized vendor sales receipts.
- 2) Itemized packing slips or shipping orders.
- 3) Credit card charge slips with descriptions of items.

All documentation must be submitted to Business Services within 72 hours of the purchase, receipt of the purchase or return from travel. If, on two separate occasions, the cardholder fails to provide the proper documentation, the program administrator may suspend or cancel the cardholder's privileges and purchasing authority.

Missing Documentation

Original receipts are required for all college credit card transactions. If a receipt is lost, the cardholder/card user should make every attempt to contact the vendor for a duplicate receipt. If a duplicate receipt cannot be obtained, the cardholder can contact Business Services to request an *Affidavit of Lost Receipt*. All affidavits will be kept on file organized by employees in Business Services in Human Resources. Continued failure to produce receipts will be subject to employment action, including termination.

An *Affidavit of Lost Receipt* should only be used on rare occasions and may not be used on a routine basis. Excessive use of an Affidavit of Lost Receipt will result in the revocation of the privilege of providing a declaration instead of a receipt. *Affidavit of Lost Receipt* forms are found in Business Services or online on the employee's AllenWeb portal.

Audit of Individual Accounts

The Vice President of Administration and Finance/CFO or their representative in Business Services may elect to audit a cardholder's account at any time and without notice. When an audit

of the cardholder's account is conducted, the cardholder must be able to produce receipts and/or other proof that the transaction occurred and was within the cardholder's spending/purchasing authority.

Additional Administration Procedures

Business Services administrative responsibilities include, but are not limited to:

- 1) Assist the cardholder with the following administrative tasks related to the college credit card:
 - a. Review and verify the vendor receipts to match the transactions listed on the individual statement.
 - b. Verify appropriate expense allocations so that each purchase transaction has the correct accounting information and a specific business purchase for each item.
- 2) Attempt to resolve any disputes with a vendor and/or the associated bank/card company not resolved by the cardholder.
- 3) Assist cardholders with erroneous declines and emergency transactions after they have contacted the associated bank/card company directly.
- 4) Reconcile credit card statements on a weekly and monthly basis.
- 5) Assist with activating and deactivating a college credit card.
- 6) Provide all college credit card online program administrative maintenance.
- 7) Provide training/instruction to cardholders.
- 8) Audit college credit card use and charges concerning compliance with credit card and college policies.

Employee Termination or Transfer

A cardholder with a card in their possession who terminates employment with Allen Community College must return the credit card to Business Services or the cardholder's supervisor. A cardholder who transfers to a position within the college that no longer requires a credit card to perform the duties and responsibilities of the position must return the college credit card to Business Services or the cardholder's supervisor. In each instance and irrespective of the timeliness of the return of the credit card, the credit card account will be canceled immediately upon notice of termination or transfer.

Control and Security of Campus Credit Cards

- Credit Card check sheets for those out of the building
- Credit card log that is checked in every morning by AP as Part of Daily Deposit
- Vault Check List

Allen Community College

Purchase Credit Card Administrative Procedure – Signed Release

Name: _____ Card Description: _____

Card Number: _____ Exp Date: _____ Credit Limit: \$ _____

Prohibited purchases:

- Alcoholic Beverages (unless prior approval from Vice President and or President for special events)
- Entertainment
- Gasoline or Diesel fuel
- Personal Items
- Sales Tax will not be paid on transactions (please verify before leaving purchase area). Sales Tax Exempt certificate number is placed on each card Sales tax will be repaid by the card holder to ACC.
- Phone cords, cases, airtime or other electronic items unless prior approval from administration.

Before purchasing:

- Make sure you do not exceed your cards limit.
- Receipts must be detailed out and without sales tax.

Purchase Requisition and Receipts:

We must have all detailed receipts attached to the Purchase Request in a timely manner and with the following details:

- Appropriate Fund, Department, Account number.
- Detailed Description of where and what the purchase was for.
- Each line item will show the quantity of item, individual price per item, and the total of said item. Items will be detailed out. Be sure the total at the bottom matches the receipt amount.
- Missing receipts will be repaid to Allen Community College by the cardholder.
- Cardmember will sign the purchase requisition, then obtain your supervisor's signature, after which it will be presented to the Accounts Payable department.

I agree with the above administrative procedures.

Cardholder Signature

Date

Supervisor Signature

Date

Administration Signature

Date

9/12/23 Board Meeting New Business

Proposed Spending Limit Increase

Current Limit – Unwritten rule \$10,000 (potentially due to Federal funding limitations)

Proposed Spending limit - \$75,000 for General Fund Purchases – Budget items

Increase this limit to \$75,000 will allow Building Maintenance and repairs to be purchased necessary repair items in a timely manner. With no wait for the next board meeting, without delays or negative impact on the College or its occupants.

Other colleges in KS range from \$10,000 to \$50,000.

Notes: It was noted at board meeting those items not budget for needs a reporting limit