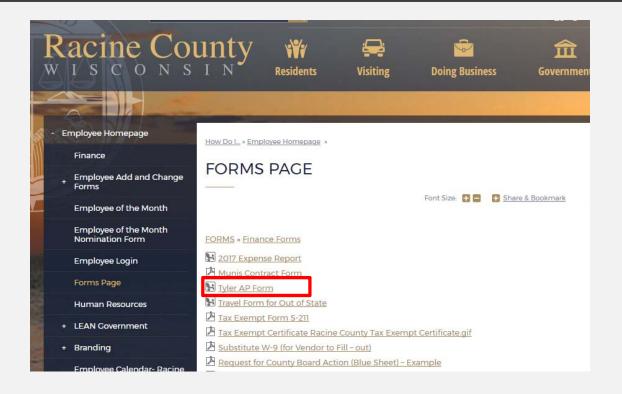
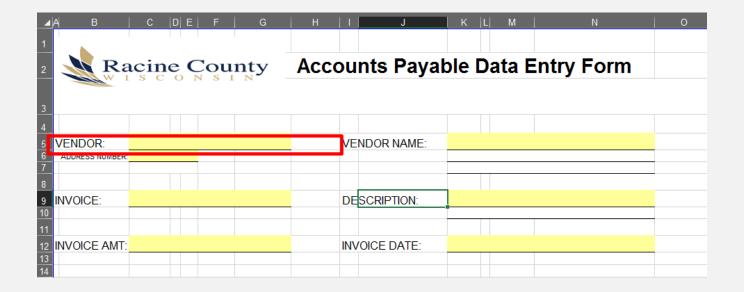
AP ENTRY REFRESHER DISCUSSION

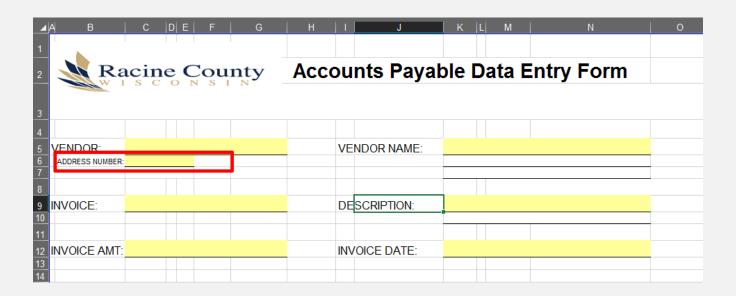
USE THE NEW FORM ON THE WEBSITE



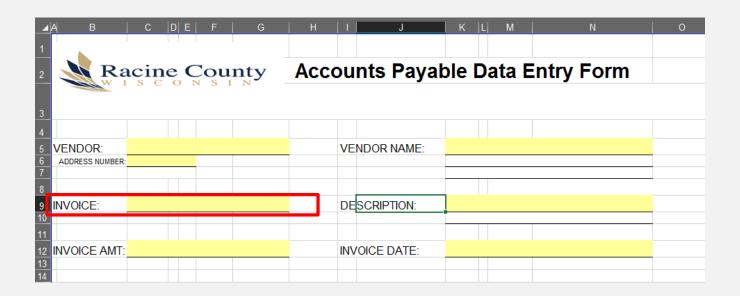
VENDOR FIELD IS FOR THE VENDOR NUMBER



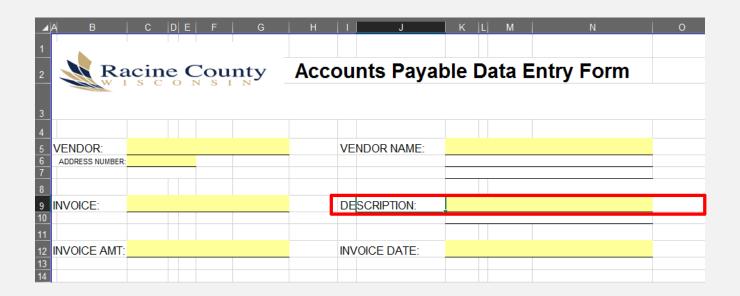
VENDORS WITH MULTIPLE ADDRESSES, INDICATE WHICH ADDRESS THE CHECK SHOULD BE MAILED



INVOICE NUMBER MUST BE UNIQUE – MAKE IT UNIQUE IF YOU HAVE TO



DESCRIPTION FIELD IS REQUIRED AND VERY USEFUL FOR SEARCHING OR REPORTING



Petty Cash Reconcilliation

12/12/16-12/31/16

by: Lisa Meyer

| Receipt # | Date | Paid to | Description | Amount | Account # |
|-----------|------------|-----------------|------------------------|--------|------------------------|
| Receipt # | 12/20/2016 | Brett McDonald | Keys | 1.79 | 66.1340.1000/66.143100 |
| | 12/20/2010 | Diett McDeriale | 140/0 | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | TO REPUBLISHED | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| | | | CHECK AMOUNT REQUESTED | \$1.79 | |

Cash Available - Ives Grove

Hundreds 0.00
Fifties 0.00
Twenties 320.00
Tens 100.00
Fives 50.00
Ones 5.00
Rolled Quarters 10.00

 00.00
 Rolled Nickels

 50.00
 Nickels

 5.00
 Rolled Pennies

 10.00
 Pennies

Current Cash on Hand: Development Services Cash 498.21 200.00

This line must equal \$700.00 or we are short / over in petty cash:

700.00

Quarters

Rolled Dimes

Dimes

SUBTOTAL TO MAKE APPROVING EASIER

PETTY CASH -

INCLUDE A COVER

SHEET WITH

| | Account # | Amount |
|--------------|------------------------|--------|
| 66134.1000.2 | 66.1340.1000/66.143100 | 1.79 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | 1.79 |

3.75

0.00

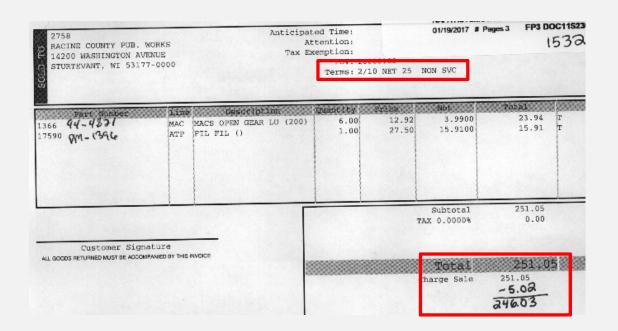
5.50

2.00

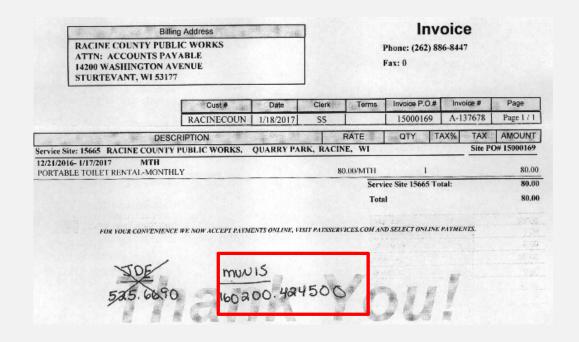
1.55

0.41

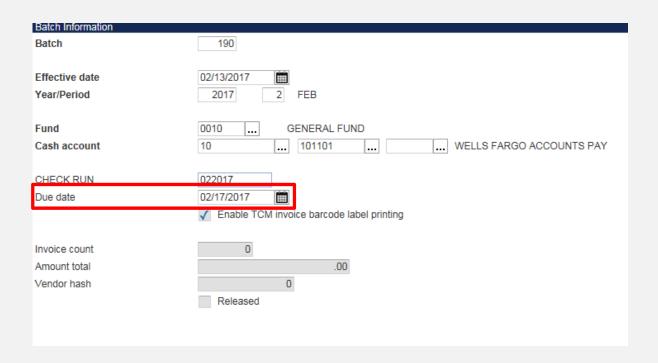
FEEL FREE TO WRITE NOTES ON YOUR INVOICES. INCLUDE MATH WHEN TAKING DISCOUNTS, CREDITS, OR ADJUSTMENTS.



IF NOT USING THE AP VOUCHER, WRITE THE ACCOUNT NUMBER ON THE INVOICE. IT MAKES IT EASIER FOR PROOFING.



YOU CAN RESUME BATCHES IF YOU AREN'T DONE ENTERING. CHANGE THE DUE DATE FIELD TO BE FRIDAY'S DATE AND YOU CAN ENTER IN THE SAME BATCH ALL WEEK LONG.



WRITING THE DOC NUMBER ON THE LABEL HELPS IN VOIDING INVOICES, REISSUING CHECKS, AND MOVING INVOICES TO FUTURE CHECK RUNS.

WE ARE GETTING A QUOTE FROM TYLER ON ADDING THE DOC NUMBER TO THE LABEL AND SHOULD HEAR BACK VERY SOON ON THE TIMELINE OF THAT ENHANCEMENT.

A GUIDE FOR ENTERING/FINDING VENDORS WILL BE COMING OUT AFTER THIS DISCUSSION AND POSTED ON THE WEBSITE.

OPEN DISCUSSION

WHAT ARE YOUR THOUGHTS ON HOW MUNIS IS GOING? WHAT WOULD YOU LIKE TO SEE BE DONE DIFFERENT?