

Purchasing Card Log Review 2013-2014

Date	Vendor	Item Purchased	Reason for Purchase	Cost	Type of Purchase	Ordered by
<u>2013</u>						
8/12/2013	epromos	250-Stress Ball/Cell phone holders, 500-Cord Wrap for headphones, 150-Promotional Flashlights	Numerous Conferences	\$1,929.87	Giveaways-Charged to ICAC	Molly Koby
9/9/2013	4Imprint	150-16-ounce Malmo Travel Tumbler	Numerous Conferences	\$936.69	Giveaways-Charged to ICAC	Molly Koby
11/7/2013	epromos	350 StressBall/Cell phone holder,500 promo pens	Numerous Conferences	\$1,314.74	Giveaways-ICAC Grant Funded	Molly Koby
		2013 Total Giveaway Budget		<u>\$4,181.30</u>		
<u>2014</u>						
5/22/2014	Barnes & Noble	Barnes & Noble Gift Card for the AG to present to the Missing Childrens Poster Contest	Gift card-Missing Childrens Poster Contest for AG to present to winner	\$100.00	Giveaways-Charged to VOCA	Susan WhiteHorse
		2014 Total Giveaway Budget		<u>\$100.00</u>		

Timothy W. Lokrantz

08-16-2013

Purchasing Card Number (last 4 digits only):

Transaction Date	Vendor Name/City	Items Purchased, For Travel, Purpose of Trip	Depart/Return Dates for Air Travel Charges	Number of Nights	Room Rate	Total Cost	Inventory Number for items is \$5,000 or less
08/06/13	Guidance Software	Forensic II Course				1695.00	
08/13/13	InSight Public Sector	Returned Item - Credit (*)				(90.53)	
08/12/13	EPromos Promotional	ICAC Promotional Items				1929.87	
		(*) See copy of 7/19/13 log (attached) where initial charge appeared. (Not JRed so no JR needed for credit.)					
		JR / \$ 3,624.87 to 27BF 24.					

By signing below, the Cardholder and Supervisor certify these charges are for state business purposes only and in full compliance with the Purchasing Card Manual.

Cardholder

8/27/13

Date _____

Supervisor

Date _____

The P-Card Coordinator certifies the log and receipts are in compliance with the Purchasing Card Manual guidelines.

Div/Bureau P-Card Coordinator

Date _____



U.S. BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

ST OF WI - DOJ

ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 08-16-13
TOTAL ACTIVITY \$ 3,534.34

000001238 1 AV 0.360 106481244809946 P
TIMOTHY W LOKRANTZ
TAX [REDACTED] DCI
WI DEPT OF JUSTICE DCI
17 W MAIN ST
MADISON WI 53703-3960

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

Cardholder Signature _____ Date _____
Approver Signature _____ Date _____

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
08-07	08-08	GUIDANCE SOFTWARE INC 626-2299191 CA PUR ID: VUJEAD260812 TAX: 0.00	24559303218900017500085	5399	1,695.00
08-14	08-13	IDU*INSIGHT PUBLIC SEC 800-INSIGHT AZ PUR ID: 57118730 TAX: 0.00	74692163225000083440134	5734	90.53CR
08-14	08-12	EPROMOS PROMOTIONAL PR 212-4573929 NY PUR ID: 9999 TAX: 0.00	24071053225987162189518	7399	1,929.87

Default Accounting Code: 455DCI DCI027				
CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER <div></div>		ACCOUNT SUMMARY	
	STATEMENT DATE 08-16-13	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE \$0.00	
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES \$3,624.87	
			CASH ADVANCES \$0.00	
			CASH ADVANCE FEE \$0.00	
			CREDITS \$90.53	
			TOTAL ACTIVITY \$3,534.34	



INVOICE PAID IN FULL

Invoice

Page 1 of 1

1055 B. Colorado Blvd.
Pasadena, CA 91106-2375
Ph: 626-229-9191 Fax 626-229-9199

Invoice Date: 06-AUG-13
Invoice Number: 3075890
Order/Contract Number: 670966
Customer Number: 05603
Purchase Order No.:
Trans# or Check#: VUJBAD260812
Payment Type: Credit Card

Bill To: Wisconsin Department of Justice
Kyle Van Haren
17 W. Main Street
PO Box 7857
Madison, WI 53707

Ship To: Wisconsin Department of Justice
Kyle Van Haren
17 W. Main Street
PO Box 7857
Madison, WI 53707

ITEM NUMBER	ITEM DESCRIPTION	QUANTITY	AMOUNT
400304117	EnCase® OnDemand Computer Forensics II (v7)	1	1,695.00

All training enrollments are subject to approval by Guidance Software, Inc.

Remit to: 23741 Network Place
Chicago, IL 60673-1213

Invoice Item Amount	1,695.00
Shipping & Handling	0.00
Tax	0.00

Invoice Total	1,695.00
---------------	----------

Payments and Credits	1,695.00
Outstanding Balance Due	(USD) \$0.00

Wiring Instructions: Please contact Guidance for Wiring Instructions.
International Duties, Tax, Customs and other Fees are to be paid by the Customer.
VAT charge is imposed only on products supplied from within the UK.
Please email all invoice inquiries to: AccountsReceivable@guidancesoftware.com

Federal Tax ID [REDACTED]

VAT Registration 793 2756 89



Credit Memo

Ship To 10242028
WI-DEPARTMENT OF JUSTICE
DCI/Tim Lokrantz
17 W MAIN ST
MADISON, WI 53703-3305
US

Credit Memo No.	Date	Sales Order No.	Account No.	Payment Terms	Due Date	Sales Rep Name	Account Clerk
1100330887	12-AUG-2013	55331154	10242028	Credit Card	12-AUG-2013	Ronald Nagel	G CRISLER
PO No.	PO Release No.	Contract No.	State Contract No.	Original Invoice	Ship Via		
31146801				1100326150			
FEIN: [REDACTED]						Page 1 of 1	

Register for Electronic Invoicing! Contact us at elinvoice@insight.com.

Material	Description	Qty	Unit Price	Ext. Price
90-YAA060-1UAN0BZ	ASUS Xonar DX - sound card	1-	90.53	90.53-

WISCONSIN OPEN MARKET PRICING()

Subtotal 90.53-
Total Credit : 90.53-
Currency USD

(T) Denotes taxable item

* Denotes non-shippable item

THANK YOU FOR YOUR ORDER.
FOR BILLING QUESTIONS CALL 800-934-4477.
FOR TECHNICAL SUPPORT CALL 800-934-4477.
FOR CLIENT SERVICE CALL 800-827-6100.
FOR SALES CALL 800-723-2280.

The Terms and Conditions and Return Policy and Procedures set forth on
www.ips.insight.com/TermsandConditions are specifically incorporated herein unless purchase is being made pursuant to a separate
written agreement in which case the terms of the separate written agreement shall govern.



Please remit checks to:
Insight Public Sector, Inc.
P.O. Box 731072
DALLAS TX 75373-1072

Ship To 10242028
WI-DEPARTMENT OF JUSTICE
DCI/Tim Lokrantz
17 W MAIN ST
MADISON, WI 53703-3305
US

☐ CHECK HERE FOR ADDRESS CHANGE
ENTER NEW ADDRESS ON REVERSE SIDE

TO ENSURE PROPER CREDIT,
PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NUMBER	10242028
CREDIT DATE	12-AUG-2013
CREDIT MEMO NO.	1100330887
CREDIT TOTAL	0.00
AMOUNT PAID	
CURRENCY	USD

Bill to: 10242028
WI-DEPARTMENT OF JUSTICE
BCS
P.O. BOX 7857
MADISON, WI 53707-7857

Please remit electronically to:
Insight Public Sector, Inc
c/o JPMorgan Chase
Account: [REDACTED]
Swift code: chasus33
Wire ABA: [REDACTED]
ACH ABA: [REDACTED]

[Print](#) [Close Window](#)

TRANSACTION RECEIPT

Billing Name:

Billing Address 1:

17 W MAIN ST

Billing Address 2:

Billing City:

MADISON

Billing State:

WI

Billing Zip:

53703-3305

Billing Country:

US

Transaction Type:

REFUND

Card Type:

VISA

Card Number:

Expiration Date:

XX/XXXX

Plan Number:

Store Number:

Auth Date:

8/9/2013

Auth Time:

4:05 AM

Reference #:

Authorization Code:

return

Transaction ID:

Currency Code:

USD

ORDER INFORMATION

PO #:

31146801

Order #:

1100330667

Order Date:

8/1/2013 7:00:00 AM

Line Items:

#

XiPay WEB GUI - Receipt

Part #	Product Code	Description	Qty	Unit Cost	Discount	Extended Price
190-YAA060-1UAN0BZ90-YAA060-1UAN0BZXONAR DX AUD CARD I/O 3.5MM PCIE DOLBY			1.0000	0.00		90.53

Total of Line Items:

-90.53

Tax Amount:

0.00

Duty Amount:

0.00

Shipping:

0.00

Transaction Total:

-90.53

Message:

Settled

[Print](#) [Close Window](#)



120 Broadway, 13th Floor, Suite 1300, New York, NY 10271

Order Acknowledgement

				In-Hands	PO #	Order #
				09/04/13	231963	231963

BILL TO WI DOJ 17 W MAIN STREET MADISON, WI 53703	422637	SHIP TO WI DOJ Attn: MOLLY KOBY 17 W MAIN STREET MADISON, WI 53703
	Via UPS Ground FOB Factory	

Unit	Custpo #	Ord date	Terms	Type	Salesperson		
40		08/08/13	Pre-Paid		4L 519	Dave Zabinski - EGL	

Ordered	Shipped	Item #	Description	Per	Unit price	Ext price
250		8841470	Smiley Guy Promotional Stress Ball/Cell Phone Holder Combo	EA	3.150	787.50
1		Z-COUPON	Coupon Code# GDP08	EA	-50.000	-50.00
1		Z-SETUP	Pad Printed	EA	40.000	40.00
1		Z-PMS	PMS Matching Charge	EA	49.000	49.00
1		Z-DISCPC	Courtesy Discount	EA	-49.000	-49.00
			Waive PMS Charge			
1		Z-ESH	UPS Ground	EA	31.530	31.53
Sub total						809.03

Color and imprinting instructions

SKU# 8841470

Item Color: White

Imprint Location/Size: Across Belly, 1.25"w x 1.88"d

Logo Size: Use entire Imprint Area

Imprint Color(s): Dark Blue PMS 5255

Imprint Method: Pad Printed

CUSTOMER ORDER



Order Acknowledgement

				In-Hands	PO #	Order #
				09/04/13	231965	231965

B I L L T O	422637	WI DOJ Attn: MOLLY KOBY 17 W MAIN STREET MADISON, WI 53703	
		Via UPS Ground FOB Factory	

Unit	Cust po #	Ord date	Terms	Type	Salesperson	
40		08/08/13	Pre-Paid		4L 519	Dave Zabinski - EGL

Ordered	Shipped	Item #	Description	Per	Unit price	Ext price
500		8824076	Cordman Promotional Cord Wrap for Headphones	EA	0.780	390.00
1		Z-SETUP	Screen Printed	EA	60.000	60.00
1		Z-PMS	PMS Matching Charge	EA	49.000	49.00
1		Z-DISCP	Courtesy Discount	EA	-49.000	-49.00
			Waive PMS Charge			
1		Z-ESH	UPS Ground	EA	10.050	10.05
Sub total						460.05

Color and imprinting instructions
 SKU# 8824076
 Item Color: White
 Imprint Location/Size: Head, 0.75" dia.
 Logo Size: Use entire Imprint Area
 Imprint Color(s): Dark Blue PMS 5255
 Imprint Method: Screen Printed

CUSTOMER ORDER



Order Acknowledgement

					In-Hands	PO #	Order #
					09/04/13	231960	231960
B I L L T O WI DOJ 17 W MAIN STREET MADISON, WI 53703					S H I P T O WI DOJ Attn: MOLLY KOBY 17 W MAIN STREET MADISON, WI 53703		
					Via UPS Ground		
Unit 40	Cust po #	Ord date 08/08/13	Terms Pre-Paid	Type	Salesperson 4L 519 Dave Zabinski - EGL		
Ordered	Shipped	Item #	Description	Per	Unit price	Ext price	
150		8836128	Push-Button Aluminum Promotional LED Flashlight	EA	3.850	577.50	
1		Z-SETUP	Laser Engraved	EA	50.000	50.00	
1		Z-ESH	UPS Ground	EA	33.290	33.29	
						Sub total	660.79

Color and Imprinting Instructions
 SKU# 8836128
 Item Color: Green
 Imprint Location/Size: On Barrel, 1.125" w x 0.5" h
 Logo Size: Use entire Imprint Area
 Imprint Color(s): N/A
 Imprint Method: Laser Engraved

CUSTOMER ORDER

COPY

2d

Receipts are attached in order of occurrence

	PLASTIC	TUB	FORD
	CONFERENCE		
	receipt lost -- obtained duplicate receipt attached here. <i>No tax per statement.</i>		
	JR to Z78F 24		

By signing below, the Cardholder and Supervisor certify these charges are for state business purposes only and in full compliance with the Purchasing Card Manual.

Supervisor _____ Date 10/14/12

The P-Card Coordinator certifies the log and receipts are in compliance with the Purchasing Card Manual guidelines.

RECEIVED
OCT 24 2013
WILSON COUNTY CLERK
FBI



U.S. BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

ST OF WI - DOJ

ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 09-13-13
TOTAL ACTIVITY \$ 942.66

000001213 1 AV 0.360 106481276821634 P
MOLLY KOBY
TAX [REDACTED] DCI
DEPT OF JUSTICE DCI
17 W MAIN ST
MADISON WI 53703-3960

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

Cardholder

Signature

Date

Approver

Signature

Date

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
09-09	09-08	4IMPRI 877-4467748 WI PUR ID: cc TAX: 0.00	24351763249003080445423	5969	936.69
09-10	09-08	WAL-MART #3857 MONONA WI PUR ID: 0908133857 TAX: 0.00	24226383252360817624027	5411	5.97

Default Accounting Code: 455DCI DCI124

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER <div></div>		ACCOUNT SUMMARY	
	STATEMENT DATE 09-13-13	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE \$.00	
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES \$942.66	
			CASH ADVANCES \$.00	
			CASH ADVANCE FEE \$.00	
			CREDITS \$.00	
			TOTAL ACTIVITY \$942.66	

4imprint**Pro Forma Invoice 8135854**

4IMPRINT
101 Commerce St PO Box 320 Oshkosh, WI 54901
www.4imprint.com

Toll Free 877-446-7746
Free Fax 800-355-5043

Main Address
Molly Koby
WI Department of Justice
17 W Main St
Madison
WI
53703
USA

Invoice Address
Molly Koby
WI Department of Justice
17 W Main Street
Madison WI 53703
USA

Shipping Address
Molly Koby
WI Department of Justice
17 W Main Street
Madison
WI
53703
USA

Fax:

Pro Forma Invoice	8135854	Order Date:	8/7/2013 3:03:23 PM
Account Rep.	Sheila Lulow	Account No.:	2798738
Administrator	Sheila Lulow	Cust. Ref.:	
Contract User Id			

Item: Malmo Travel Tumbler - 16 oz.			Colors (base, trim): Metallic Purple, Black		
Qty	Item#	Description	Unit \$	Price	Total
150	109742	Malmo Travel Tumbler - 16 oz.	\$5.0100	\$751.50	\$751.50
1		Set-Up Charge	\$55.0000	\$55.00	\$55.00
		Freight			\$130.19
		Total			\$936.69

Artwork Instructions

Product Color (Base, Trim): Metallic Purple, Black
Branding Location: Front - Bottom Branding Colors: White.

Additional Notes:

Questions call: Sheila Lulow
Phone: 877-446-7746 Ext 8486
Email: slulow@4imprint.com
Direct Fax: 1-866-779-0582

****My office hours are 10:30am to 7:30pm CST Monday-Friday****

Grand Total \$936.69

**** Please re-check pricing and shipping methods **** I understand and agree to the charges and shipping dates as listed:
Signed: _____ Date: _____ Thank You! We appreciate your business. Any overruns you may have received are yours with our compliments. To insure proper credit to your account, please quote "[SaleS_Order_ID]/[Customer_ID]" on your check or remittance. If you are not satisfied with your order, please call 1-800-300-0764. All claims must be made within 5 days of receipt. Any questions regarding your invoice? Please call 1-800-982-8979. Our terms are Net 30. Please make checks payable to 4imprint - 4imprint Federal ID #39-1837105. A Late Payment Charge based on maximum annual percentage allowed by your state law will be applied to this balance owed under this invoice when the invoice becomes past due. The purchaser agrees to pay all of the company's reasonable attorney's fees and any collection agency fees incurred in the collection of any amount owed hereunder and not paid when due. Purchaser agrees to pay any sales or use tax. No credit will be issued for returned merchandise without our consent. This invoice is a conditional acceptance by the seller of the buyer's offer to purchase seller's goods. It may contain terms which differ from or add to those contained in the buyer's purchase order, and to the extent that this is the case, the seller hereby expressly conditions its acceptance of the buyer's offer on the buyer's assent to the additional or different terms. The buyer's receipt and retention of the goods covered by this invoice constitutes acceptance of any such additional or different terms. The buyer and seller agree that any contract hereby entered into has been made and is to be construed according to our State Law. Please visit our website - www.4imprint.com Please Remit to: 4imprint 25303 Network Place Chicago, IL 60673-1253

Shipment Details

Shipment to	Qty	Item#	Must Ship	Carrier, service	Due Date	Freight
Address as above	150	109742	8/13/2013	UPS Ground (Parcel)	8/20/2013	\$130.19

ST# 3857 OP# 00001832 TR# 05 TR# 05800

CUSTOMER ACTIVE ON THE HOST
STORAGE BOX 0073149191488 5.97 H
5.97

CREDIT CARD [REDACTED]
EXPIRATION DATE 06/16
APPROVAL # 035290
AMOUNT AUTHORIZED IS 5.97
CREDIT CARD STATUS IS APPROVED
ACCOUNT # [REDACTED] S
APPROVAL # 035290
REF # 00
*NO SIGNATURE REQUIRED
TERMINAL # MK717426

09/08/13 16:35:09

TOTAL 5.97
VISA TEND 5.97
CHANGE DUE 0.00

09/08/13 16:35:10

ST# 3857 OP# 00001832 TR# 05 TR# 05800

SURVEY OFFERED

TCH 9597 5417 4508 0434 841

PURCHASING CARD LOG



Cardholder (Employee) Name (as shown on payroll)	Jenniffer E Price	For Statement Date:	11/22/2013	<i>del</i>
Purchasing Card Number (last 4 digits only):	<div style="background-color: black; width: 100px; height: 20px;"></div>			

Receipts are attached in order of occurrence

[illegible]

CARD TOTAL 1314.74

By signing below, the Cardholder and Supervisor certify these charges are for state-business purposes only and in full compliance with the Purchasing Card Manual.

 
Cardholder Date

Patch D. Matthews 1-15-14
Supervisor Date

The P-Card Coordinator certifies the log and receipts are in compliance with the Purchasing Card Manual guidelines.

Leana A. Smith 1/22/2014
Div/Bureau P-Card Coordinator Date

1/23/14



ST OF WI - DOJ



U.S. BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

ACCOUNT NUMBER [REDACTED]

STATEMENT DATE 11-22-13

TOTAL ACTIVITY \$ 1,314.74



000003581 1 AV 0.360 106481359916268 P

JENNIFER E PRICE
TAX [REDACTED] DCI
WI DEPT OF JUSTICE DCI
17 W MAIN ST
MADISON WI 53703-3960

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

Cardholder

Signature _____ Date _____

Approver

Signature _____ Date _____

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
11-11	11-07	EPROMOS PROMOTIONAL PR 212-4573929 NY PUR ID: 9999 TAX: 0.00	24071053312987127075988	7399	1,314.74

Default Accounting Code: 455DCI DCI048

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER <div></div>		ACCOUNT SUMMARY	
	STATEMENT DATE 11-22-13	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE	\$.00
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES	\$1,314.74
			CASH ADVANCES	\$.00
			CASH ADVANCE FEE	\$.00
			CREDITS	\$.00
			TOTAL ACTIVITY	\$1,314.74



120 Broadway, 13th Floor, Suite 1360, New York, NY 10271

Order Acknowledgement

					In-Hands	PO #	Order #
						242850	242850
B I L L 422637 T O WI DOJ 17 W MAIN STREET MADISON, WI 53703					S H I P T O WI DOJ Attn: MOLLY KOBY 17 W MAIN STREET MADISON, WI 53703		
					Via UPS Ground FOB Factory		
Unit	Cust po #	Ord date	Terms	Type	Salesperson		
0		11/05/13	Pre-Paid		4L 5190 Dave Zabinski - RET		
Ordered	Shipped	Item #	Description		Per	Unit price	Ext price
350		8841470	Smiley Guy Promotional Stress Ball/Cell Phone Holder Combo		EA	3.150	1102.50
1		Z-SETUP	Pad Printed Reorder of 231963		EA	0.000	0.00
350		Z-CPM	Courtesy Price Match		EA	-0.300	-105.00
1		Z-ESH	UPS Ground		EA	42.240	42.24
						Sub total	1039.74

Color and imprinting instructions

SKU# 8841470

Item Color: 150-Red, 100-Blue, 100-Yellow

Imprint Location/Size: Back, 1.25"w x 1.88"d

Logo Size: Use entire Imprint Area

Imprint Color(s): Black

Imprint Method: Pad Printed

*****REORDER OF 231963

CUSTOMER ORDER



120 Broadway, 13th Floor, Suite 1360, New York, NY 10271

Order Acknowledgement

		In-Hands		PO #		Order #	
				242854		242854	
B I L L T O		422637		S H I P T O WI DOJ Attn: MOLLY KOBY 17 W MAIN STREET MADISON, WI 53703			
				Via UPS Ground FOB Factory			
Unit	Cust po #	Ord date	Terms	Type	Salesperson		
0		11/05/13	Pre-Paid		4L 5190 Dave Zabinski - RET		
Ordered	Shipped	Item #	Description		Per	Unit price	Ext price
500		8839611	Comfort Grip Element Translucent Promotional Pen		EA	0.550	275.00
1		Z-COUPON	Coupon Code FREESHIP100		EA	-16.660	-16.66
1		Z-SETUP	Screen Printed		EA	0.000	0.00
1		Z-ESH	UPS Ground		EA	16.660	16.66
						Sub total	275.00

Color and imprinting instructions
 SKU# 8839611
 Item Color: Lime Green
 Ink Color: Blue
 Imprint Location/Size: Barrel, 1.75"w x .50"h
 Logo Size: Use entire Imprint Area
 Imprint Color(s): Black
 Imprint Method: Screen Printed

CUSTOMER ORDER

COPY

PURCHASING CARD LOG

Cardholder (Employee) Name (as shown on payroll) <i>Susan WhiteHorse</i>	For Statement Date: <i>5/23/14</i>
Purchasing Card Number (last 4 digits only): [REDACTED]	<i>DCI</i>

Receipts are attached in order of occurrence

Transaction Date	Vendor Name/City	Items Purchased. For Travel, Purpose of Trip	Depart/Return Dates for Air Travel Charges	Number of Nights	Room Rate	Total Cost	Inventory Number for items is \$5,000 or less
5/15/14	Stoney Creek Inn Hotel	Crime Victims Conf	- VOCA per report	1	70.00	70.00	
5/23/14	BARNES & NOBLE	Gift CARD - Wisconsin's Poster Contest Winner 2014				100.00	- also VOCA per report

CARD TOTAL \$170.00

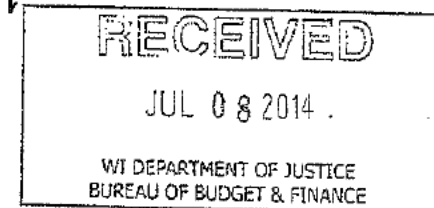
By signing below, the Cardholder and Supervisor certify these charges are for state business purposes only and in full compliance with the Purchasing Card Manual.

Susan WhiteHorse 6/20/14
Cardholder Date

ASAC *[Signature]* 6/24/14
Supervisor Date

The P-Card Coordinator certifies the log and receipts are in compliance with the Purchasing Card Manual guidelines.

Keara Smyth 7/3/2014
Div/Bureau P-Card Coordinator Date



*7/24/14
[Signature]*



U.S. BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

ST OF WI - DOJ

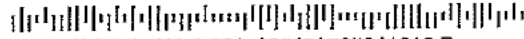
ACCOUNT NUMBER

STATEMENT DATE

05-23-14

TOTAL ACTIVITY

\$ 170.00



000001737 1 AV 0.381 106481585041018 P

SUSAN A WHITEHORSE
TAX DCI
WI DEPT OF JUSTICE
17 W MAIN ST
MADISON WI 53703-3960

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

Cardholder

Signature

Date

Approver

Signature

Date

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
05-19	05-15	STONEYCREEKINNOFLACROS ONALASKA WI 17724932 ARRIVAL: 05-15-14	24761974136200788400180	7011	70.00
05-22	05-20	BARNES & NOBLE #2720 MADISON WI PUR ID: TAX: 0.00	24445004141100163090090	5942	100.00

Default Accounting Code: 455DCI DCI067

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER <div></div>		ACCOUNT SUMMARY	
	STATEMENT DATE 05-23-14	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE	\$.00
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6336 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES	\$170.00
			CASH ADVANCES	\$.00
			CASH ADVANCE FEE	\$.00
			CREDITS	\$.00
			TOTAL ACTIVITY	\$170.00

Susan Whitehorse
6651 County Road K
Blue Mounds WI 53517
United States

Company Name : WI Victims Witness Professionals Assoc.
Group Name : WI Victims Witness Professionals Assoc.

Room No. : 320
Arrival : 05-14-14
Departure : 05-15-14
Folio No. : 135232
AR.No. :
Conf. No. : 7676275
Cashier No. : 918
Custom Ref. :
Page No. : 1 of 1

Date	Description	Charges	Credits
05-14-14	Group Room Revenue	70.00	
05-15-14	Visa [REDACTED] XX/XX		70.00
		Total Charges	70.00
		Total Credits	70.00
		Balance	0.00

[[We love our Northwoods Travelers! See you soon!]]

Guest Signature: _____

Date: _____

I authorize Stoney Creek to charge my credit card in the manner indicated above.

Barnes & Noble Booksellers #2720
7433 Mineral Point Road
Madison, WI 53717
608-827-0809

STR:2720 REG:009 TRN:4545 CSHR:Ellen M

Gift Card Issue . N
(1 @ 100.00) 100.00
Card#: [REDACTED]
Auth: 010000
Entry Method: Swiped
Card Balance: 100.00
TOTAL 100.00
VISA 100.00
Card#: [REDACTED]
Expdate: XX/XX
Auth: 074840
Entry Method: Swiped

Thanks for shopping at
Barnes & Noble

101.33A 05/20/2014 07:32PM



CUSTOMER COPY

TRAINING AND/OR TRAVEL REQUEST

EMPLOYEE INFORMATION					
1. Name(s) Susan WhiteHorse				2. Request Date 05/12/2014	
3. Headquarters City Madison			4. Business Phone No. 266-1671		
EVENT INFORMATION					
5. Title of Training, Conference, or Meeting Wisconsin Victim/Witness Professionals Spring Conference			6. Sponsoring Organization Office Crime Victims		
7. Location (City & State) La Crosse, WI			8. Date(s) 05/14/2014 - 05/15/2014		
9. Reason for Attending (Please describe content or subject matter of event and how your attendance would benefit DOJ): Attend training and receive award				10. Attachment(s) <input type="checkbox"/> Yes <input type="checkbox"/> No (Forward brochure and/or agenda with request)	
FISCAL INFORMATION					
11. Total cost estimates (All costs paid by DOJ or the employee)		Check box if using P-card		12. Rental Car <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, contract vendor must be used and an explanation as to how a rental car is the most cost efficient mode of transportation must be provided):	
Registration fees	\$ _____		<input type="checkbox"/>		
Airfare	\$ _____		<input type="checkbox"/>		
Auto	\$ _____		<input type="checkbox"/>		
Lodging	\$ 70.00		<input checked="" type="checkbox"/>		
Meals	\$ _____		<input type="checkbox"/>		
Other (specify below): \$ _____				13. Lodging at Training/Conference/Meeting Site <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, maximum allowance for this city: \$ _____	
Calculated total: \$ 70.00					
Specify other: Room covered by Voca Grant		14. Justification if Lodging Rate Exceeds Maximum (Only needed if not staying at trng/conf/mtg site):			
15. Check Here if Reimbursed by a Third Party <input checked="" type="checkbox"/>		16. Name of Third Party VOCA grant			
17. To be Paid or Reimbursed by Third Party: <input type="checkbox"/> Registration fees <input type="checkbox"/> Airfare <input type="checkbox"/> Auto/Taxi <input type="checkbox"/> Lodging <input type="checkbox"/> Meals <input type="checkbox"/> Other					
<i>Employees may not receive payment from a third party. Payment must be made to Wisconsin Department of Justice. Allowable expenses will be paid to the employee by WI-DOJ and will be limited to UTSA guidelines and maximums. Each division is responsible for collections of third party reimbursements.</i>					
18. Funding Source: (To be completed by division budget manager)		Fund 100	Agency 455	Org 231P	Appr 2334
APPROVAL					
19. Required	⇒	Immediate Supervisor Approved Chris DeRemer			Date 05/13/14
20. Required for Training, Conferences and all Out-of-State Travel	⇒	Division Administrator or Designee Approved Jenniffer Price			Date 05/13/2014
21. Required for all Out-of-State Travel	⇒	DMS Administrator Approved			Date