



**p-CARD SUMMARY FORM**  
ATTACH STATEMENT AND RECEIPTS TO THIS FORM

**Cardholder:** Kathleen Horath  
**Building:** MPSED Office

**Credit Card No.:** XXXX XXXX XXXX  
**Statement Date:** 4/5/2019

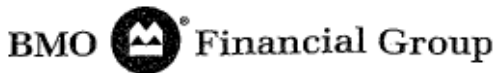
Transaction Date	Vendor	Purchase Description	Purpose of Purchase	Amount	Account Number	Receipt Enclosed (X)
3/5/2019	ASHASTORE	LANGUAGE SAMPLING	WEBINAR	\$ 299.00	1200-2210-0852-1-312	✓
3/13/2019	IKEA.COM	IKEA PS LÖMSK	Vision Impaired Supplies	\$ 83.36	1200-1206-0855-0-410	✓
						✓
			<b>TOTAL CHARGES</b> <i>(Must Match Statement)</i>	<b>\$ 382.36</b>		

**Cardholder Signature:** Kathy Horath

**Date:** 4/24/2019

**Budget Manager Approval:** D. Paul Freeze

**Date:** 4/29/19



## Statement

**Account Name:** HORATH, KATHY **Card Number:** XXXX-XXXX-XXXX  
**Company Name:** DECATUR PUBLIC SCH DIST 61 **Account Limit:** \$ 5,000.00  
**Employee ID:** KHorath  
**Statement Date (MM/DD/YYYY):** 04/05/2019 **Currency:** U.S. DOLLAR  
**Payment Due Date (MM/DD/YYYY):** 04/26/2019

### Statement Summary:

Report any items which do not agree with your records within 30 days of the statement date.

**Previous Balance:** \$ 302.74  
**Payments:** \$ -302.74  
**Adjustments:** \$ 0.00  
**Net Purchases:** \$ 382.36  
**Cash Advance:** \$ 0.00  
**Fees:** \$ 0.00  
**Other Charges:** \$ 0.00  
**New Account Balance:** \$ 382.36

### Interest Charges and rates:

**Item**  
**Interest charges on this statement (\$)**  
**Annual interest rate next period (%)**  
**Daily interest rate next period (%)**

Purchase/Other	Cash Advances
\$ 0.00	\$ 0.00
12.50000 %	0.00000 %
0.03424 %	0.00000 %

### Transaction Summary:

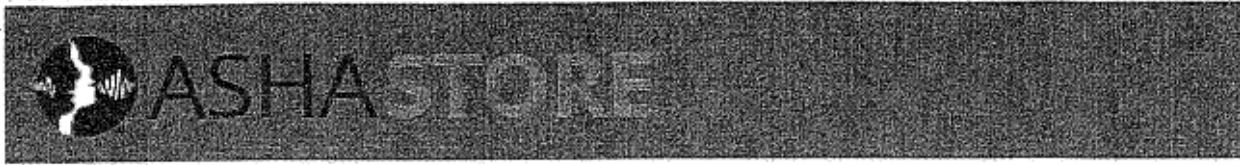
Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
03/05	03/06 277056055	IKEA.COM 322165702 8884344532 MD	\$ 78.64 132557	\$ 4.72 (e)	\$ 83.36
03/13	03/14 278650006	ASHA 3 8004982071 MD	\$ 299.00 124543	\$ 0.00	\$ 299.00
03/26	03/26 280833116	AUTO PAYMENT RECEIVED-THANK YOU	\$ -302.74	\$ 0.00	\$ -302.74

**TOTAL CREDITS** XXXX-XXXX-XXXX **\$ -302.74**  
**TOTAL DEBITS** XXXX-XXXX-XXXX **\$ 382.36**

**Kathleen Horath**

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**From:** sales@asha.org  
**Sent:** Wednesday, March 13, 2019 11:46 AM  
**To:** Kathleen Horath  
**Subject:** Order Confirmation: Invoice #3690103



**Thank you for your order!**

Please save the following order confirmation for your records. If you have a question about your order, please send an email to [productsales@asha.org](mailto:productsales@asha.org) or call ASHA Product Sales at 1-888-498-6699, Monday-Friday 8:30 a.m. -5 p.m. EST.

**Account #:** 14262452

**Invoice #:** 3690103

**Invoice Date:** 3/13/2019 12:45:40 PM

**Shipping Information:**

Kathleen Horath  
335 E. Cerro Gordo St.  
Decatur, IL 62523

**Billing Information:**

Kathleen Horath  
335 E. Cerro Gordo St.  
Decatur, IL 62523

*P-Card -  
Kathy Horath*

**Payment Method:** Credit Card \*\*\*\*\_\*\*\*\*\_\*\*\*\*

Item #	Description	Price	Qty	Amount
WEB19213- GRP	<u>Getting the Most Out of Language Sampling and Analysis</u> <u>(On Demand Webinar)</u>	\$299.00	1	\$299.00

Access Your Content:  
<http://learningcenter.asha.org/diweb/home>

*12-00-2210-*

**Sub-total:** \$299.00  
**Tax:** \$0.00  
**Order Total:** \$299.00



P-Card - 12-00 - 1202 - 0855 - 0 - 410

**Kathleen Horath**

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**From:** donotreply@ushelp.ikea.com  
**Sent:** Tuesday, March 5, 2019 12:27 PM  
**To:** Kathleen Horath  
**Subject:** Thank you for your order!



## Order confirmation

### Thank You for placing your order with **IKEA.com**

Your order is now being processed. and your order details are below. Please check your order and contact us soon as possible if any details are incorrect. [Click here to join our email list today](#)

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**Order number:** 322165702

**Billing address** Decatur Public Schools  
Kathy Horath  
101 W. Cerro Gordo Street  
62523, Decatur  
IL

2173623055  
2174243022  
KRHorath@dps61.org

**Time of order:** Mar 05 2019 - 1:25pm  
EST

**Delivery address** Macon-Piatt Special  
Education  
Kathleen Horath  
335 E. Cerro Gordo St.  
62523, Decatur  
IL

2173623055  
2174243022  
KRHorath@dps61.org

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**Delivery method:** Small Item

**\*Estimated delivery:** Mar 11 2019

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### **IKEA PS LÖMSK**

Swivel chair  
**\$69.99**

white, red  
Article Number: 104.071.36

**Total** **\$69.99**

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## Lisa Jones

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**From:** Terrainne Martin  
**Sent:** Tuesday, April 30, 2019 1:58 PM  
**To:** Lisa Jones  
**Subject:** RE: Ikea charge on pCard

I think they'll refund on the credit card since that was the way it was purchased.

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**From:** Lisa Jones  
**Sent:** Tuesday, April 30, 2019 1:56 PM  
**To:** Terrainne Martin <TMartin@dps61.org>  
**Subject:** RE: Ikea charge on pCard

Ok great, thanks! Do you know if they refund on the credit card or will they issue a check?

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**From:** Terrainne Martin  
**Sent:** Tuesday, April 30, 2019 1:55 PM  
**To:** Lisa Jones  
**Subject:** RE: Ikea charge on pCard

I've already taken care of this. They charge tax, then I have to email a request to have them removed.

Terrainne

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**From:** Lisa Jones  
**Sent:** Tuesday, April 30, 2019 11:17 AM  
**To:** Terrainne Martin <TMartin@dps61.org>  
**Subject:** Ikea charge on pCard

Good morning!

I noticed on the Ikea receipt for the swivel chair purchased 3/5/19, that sales tax was charged. Since we are a tax exempt organization, there should not be any sales tax on purchases. In the original paperwork that Kathy signed there is the tax-exempt letter that should be given/shown to the vendor. If you/she don't have it, I can send another copy to you. You'll need to contact Ikea and see how to get reimbursed for the \$4.37 that we paid in sales tax.

Please call me if you have any questions or if I can be of any assistance.

*Lisa Jones*  
*Claims Supervisor*  
*Decatur Public Schools #61*  
*Internal Ext. 013022/012014*  
*(217) 362-3022*  
*(217) 424-3263 - Fax*