

ROCK COUNTY, WISCONSIN



**NOTE: Time, Date
& Location**

**FINANCE COMMITTEE
THURSDAY – JULY 12, 2018 - 5:45 P.M.
JURY DELIBERATION ROOM - FOURTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

AGENDA

1. Call to Order
2. Approval of Agenda
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes – June 21, 2018
5. Transfers and Appropriations
6. Committee Review and Approval of Per Meeting Allowances
7. Review of Payments
8. Review of Payments over \$10,000
9. Resolutions and Committee Endorsements
 - A. Awarding the Contract for Renovation of the Staff Bathrooms at the Job Center and Amending 2018 Facilities Management Capital Budget
10. Updates
 - A. Semi-Annual Reports – Attendance at Conventions / Conferences
11. Adjournment

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JUNE 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
00-0000-0001-17100	POSTAGE METER CH				
		P1800036	06/14/2018	UNITED MAILING SERVICES INC	652.17
		P1800037	06/28/2018	UNITED STATES POSTAL SERVICE	20,000.00
00-0000-0001-22158	SHORT TERM DISAB				
		P1800340	06/14/2018	NATIONAL INSURANCE SERVICES OF	8,564.77
00-0000-0001-22159	LONG TERM DIS				
		P1800340	06/14/2018	NATIONAL INSURANCE SERVICES OF	7,122.22
				GENERAL FUND PROG TOTAL	36,329.16
00-0000-0063-29661	P & L TRUST				
		P1801748	06/14/2018	INTEGRITY MUTUAL INSURANCE	175,272.00
00-0000-0063-29663	W C TRUST				
			06/14/2018	ALLIANCE,THE	890.09
				ISF-SELF INS PROG TOTAL	176,162.09
00-0000-0071-29264	DLF-SUPPLIES/EXP				
		P1801884	06/28/2018	NATIONAL BAND AND TAG CO	728.00
				AGENCY FUNDS PROG TOTAL	728.00

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JUNE 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
05-1500-0000-63100	OFC SUPP & EXP	P1801788	06/21/2018	US BANK	19.05
05-1500-0000-63107	PUBL & LEGAL	P1800034	06/14/2018	BLISS COMMUNICATIONS INC	123.10
05-1500-0000-64200	TRAINING EXP	P1801788	06/21/2018	US BANK	2,245.56
05-1500-0000-68010	EXP.ALLOCATIONS	P1800038	06/14/2018	JP MORGAN CHASE BANK NA	2,729.53
		P1800334	06/14/2018	PACKAGE PRO EXPRESS DELIVERY I	3,530.74
		P1801788	06/21/2018	US BANK	4,235.07
FINANCIAL SERVICES PROG TOTAL					12,883.05
05-1520-0000-62119	OTHER SERVICES		06/14/2018	EMPLOYEE BENEFITS CORPORATION	1,048.16
SECTION 125 FLEXIBLE SPENDING PROG TOTAL					1,048.16
05-1560-0000-62400	R & M SERV	P1800165	06/21/2018	RHYME BUSINESS PRODUCTS	844.00
05-1560-0000-63104	PRNT & DUPLICATI	P1800038	06/14/2018	JP MORGAN CHASE BANK NA	2,397.55
		P1801788	06/21/2018	US BANK	1,205.84
05-1560-0000-63109	OTHER SUPP/EXP	P1800038	06/14/2018	JP MORGAN CHASE BANK NA	291.36
CENTRAL SERVICES PROG TOTAL					4,738.75

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JUNE 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
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I have reviewed the preceding payments in the total \$18,669.96

Date: _____ Dept _____
Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JUNE 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62119	OTHER SERVICES				
		P1800373	06/07/2018	CHARTER COMMUNICATIONS	1,349.53
07-1430-0000-62400	R & M SERV				
		P1800383	06/14/2018	JP MORGAN CHASE BANK NA	366.00
		P1801637	06/07/2018	QUALITY POWER SOLUTIONS LLC	1,477.07
07-1430-0000-62491	SOFTWARE MAINT				
		P1800383	06/14/2018	JP MORGAN CHASE BANK NA	31.64
		P1800636	06/28/2018	CDW GOVERNMENT INC	1,252.97
		P1801812	06/28/2018	SMARSH INC	850.00
07-1430-0000-63100	OFC SUPP & EXP				
		P1800387	06/14/2018	STAPLES BUSINESS ADVANTAGE	98.59
07-1430-0000-63407	COMPUTER SUPPL				
		P1800636	06/21/2018	CDW GOVERNMENT INC	209.45
07-1430-0000-64200	TRAINING EXP				
		P1800383	06/14/2018	JP MORGAN CHASE BANK NA	1,849.40
07-1430-0000-64701	SOFTWARE PURCH				
		P1801616	06/07/2018	AMC3 IDENTITY SOLUTIONS LLC	885.00
INFORMATION TECHNOLOGY PROG TOTAL					8,368.66
07-1435-0000-62400	R & M SERV				
		P1800769	06/14/2018	ENTERPRISE SYSTEMS GROUP	35,331.50
TELEPHONE OPERATIONS PROG TOTAL					35,331.50
07-1440-0000-64701	SOFTWARE PURCH				
		P1702101	06/14/2018	SUPERION-LLG	6,040.00
GENERAL LEDGER UPGRADE PROG TOTAL					6,040.00
07-1444-0000-64701	SOFTWARE PURCH				
		P1601559	06/07/2018	HIGHLINE CORPORATION	13,236.49
07-1444-0000-67161	CA \$5,000/MORE				
		P1801678	06/07/2018	ENTERPRISE SYSTEMS GROUP	8,941.00
		P1801727	06/14/2018	ENTERPRISE SYSTEMS GROUP	8,518.50
IT CAPITAL PROJECTS PROG TOTAL					30,695.99
07-1450-0000-62400	R & M SERV				
		P1800769	06/14/2018	ENTERPRISE SYSTEMS GROUP	3,046.00
07-1450-0000-62491	SOFTWARE MAINT				
		P1800636	06/28/2018	CDW GOVERNMENT INC	2,097.83
		P1801759	06/14/2018	REGAL SOFTWARE TECHNOLOGIES	1,900.00
		P1801835	06/28/2018	ROUTEMATCH SOFTWARE INC	7,126.00
07-1450-0000-67130	TERMINALS/PC'S				
		P1800637	06/14/2018	CDW GOVERNMENT INC	3,135.86
		P1800638	06/14/2018	CDW GOVERNMENT INC	11,302.44
		P1801546	06/14/2018	BAYCOM INC	6,392.00
07-1450-0000-67143	IT CROSS CHARGES				
		P1800637	06/28/2018	CDW GOVERNMENT INC	33.43
		P1800638	06/21/2018	CDW GOVERNMENT INC	948.39

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JUNE 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
		P1801758	06/21/2018	ENTERPRISE SYSTEMS GROUP	268.25
07-1450-0000-67161	CA \$5,000/MORE	P1701518	06/28/2018	MOTOROLA SOLUTIONS INC	218,859.60
IT-CROSS CHARGES PROG TOTAL					255,109.69

I have reviewed the preceding payments in the total \$335,545.83

Date: _____ Dept _____
Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JUNE 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
14-1410-0000-44155	WORK PERMITS				
		P1800047	06/14/2018	EQUAL RIGHTS DIVISION	157.50
14-1410-0000-63100	OFC SUPP & EXP				
		P1800044	06/07/2018	MID CITY OFFICE PRODUCTS	74.70
		P1800045	06/07/2018	STAPLES BUSINESS ADVANTAGE	231.23
		P1801667	06/14/2018	WISCONSIN DEPARTMENT OF FINANC	20.00
		P1801801	06/28/2018	B AND H PHOTO VIDEO	389.98
		P1801865	06/28/2018	JAX CUSTOM PRINTING INC	237.00
14-1410-0000-64200	TRAINING EXP				
		P1801744	06/14/2018	WISCONSIN COUNTIES ASSOCIATION	175.00
COUNTY CLERK PROG TOTAL					1,285.41

I have reviewed the preceding payments in the total \$1,285.41

Date: _____ Dept _____

Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JUNE 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
15-1540-0000-64901	TAX DEED EXP				
		P1800344	06/14/2018	BLISS COMMUNICATIONS INC	422.07
15-1540-0000-64926	BANK SERV.CHGS.				
		P1800343	06/21/2018	BRINKS INC	499.05
COUNTY TREASURER PROG TOTAL					921.12

I have reviewed the preceding payments in the total \$921.12

Date: _____ Dept _____
Committee _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JUNE 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
17-1710-0000-63100	OFC SUPP & EXP	P1800327	06/28/2018	WISCONSIN DEPARTMENT OF ADMINI	12.48
		P1800329	06/28/2018	OFFICE PRO INC	26.05
		P1800330	06/28/2018	STAPLES BUSINESS ADVANTAGE	108.97
17-1710-0000-63103	LEGAL FORMS				
		P1800325	06/28/2018	DEPARTMENT OF HEALTH SERVICES	2,940.27
17-1710-0000-64200	TRAINING EXP				
		P1800332	06/14/2018	JP MORGAN CHASE BANK NA	191.46
REGISTER OF DEEDS PROG TOTAL					3,279.23
17-1715-0000-62119	OTHER SERVICES				
		P1800326	06/21/2018	FIDLAR COMPANIES	1,975.00
ROD REDACTION PROJECT PROG TOTAL					1,975.00

I have reviewed the preceding payments in the total \$5,254.23

Date:

Dept

Committee

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JUNE 2018

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
19-1912-0000-61710	WORKERS COMP	P1800336	06/14/2018	WILLIS OF WISCONSIN INC	3,400.00
				WORKER'S COMPENSATION PROG TOTAL	<u>3,400.00</u>
19-1915-0000-62104	CONSULTING SERV	P1800336	06/14/2018	ASSOCIATED BENEFITS AND RISK C	6,500.00
19-1915-0000-62119	OTHER SERVICES		06/14/2018	ALLIANCE,THE	1,196.00
			06/14/2018	PBA INC	22,134.70
19-1915-0000-62199	OTHER SERV	P1800337	06/14/2018	COMPSTYCH	21,285.00
				HEALTH INSURANCE PROG TOTAL	<u>51,115.70</u>
19-1933-0000-64904	SUNDRY EXPENSE	P1800740	06/14/2018	JP MORGAN CHASE BANK NA	116.78
19-1933-0000-67160	CA \$500-\$4,999	P1801527	06/21/2018	DIRECT FITNESS SOLUTIONS	1,750.00
				EMPLOYEE WELLNESS ACTIVITIES PROG TOTAL	<u>1,866.78</u>
19-1960-0000-69510	HEALTHNET	P1801879	06/21/2018	HEALTH NET OF ROCK COUNTY INC	28,500.00
				COMMUNITY INITIATIVES PROG TOTAL	<u>28,500.00</u>

COMMITTEE REVIEW REPORT
FOR THE MONTH OF JUNE 2018

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
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I have reviewed the preceding payments in the total \$84,882.48

Date: Dept _____

Committee _____

Rock County

REPORT OF PAYMENTS OVER \$10,000

06/28/2018

<u>PO Number</u>	<u>Department Name</u>	<u>Program Name</u>	<u>Vendor Name</u>	<u>Amount Paid</u>
	ALL OTHER GEN	HEALTH INSURANCE	PBA INC	22,134.70
P1601559	INFORMATION TECH	IT CAPITAL PROJ	HIGHLINE CORPORATION	11,736.49
P1701518	INFORMATION TECH	IT-CROSS CHARGES	MOTOROLA SOLUTIONS INC	218,859.50
P1800037	NOT APPLICABLE	GENERAL FUND	UNITED STATES POSTAL SERVICE	20,000.00
P1800204	ROCK HAVEN	RH CONT SERV T18	GENESIS REHABILITATION SERVICE	58,572.99
P1800251	ROCK HAVEN	SUPP SERV ADMIN	WISCONSIN DEPARTMENT OF HEALTH	21,760.00
P1800337	ALL OTHER GEN	HEALTH INSURANCE	COMPSYCH	21,285.00
P1800340	NOT APPLICABLE	GENERAL FUND	NATIONAL INSURANCE SERVICES OF	15,676.99
P1800538	SHERIFF	CORR.FACILITY	ADVANCED CORRECTIONAL HEALTHCA	74,118.22
P1800541	SHERIFF	CORR.FACILITY	ARAMARK CORRECTIONAL SERVICES	44,127.69
P1800547	SHERIFF	CORR.FACILITY	BI INC	16,378.17
P1800616	SHERIFF	SHERIFF	KWIK TRIP EXTENDED NETWORK	21,576.96
P1800666	FACILITIES	ECLIPSE CENTER	HENDRICKS COMMERCIAL PROPRTIE	11,424.57
P1800667	FACILITIES	HWY BUILDINGS/GR	PETERSON CLEANING INC	21,086.81
P1800769	INFORMATION TECH	IT-CROSS CHARGES	ENTERPRISE SYSTEMS GROUP	38,377.50
P1800845	FACILITIES	COURTHOUSE SECUR	POTTER LAWSON ARCHITECTS INC	58,178.90
P1800846	FACILITIES	COURTHS FAC PROJ	DUDE SOLUTIONS INC	78,473.50
P1801253	FACILITIES	COURTHOUSE SECUR	GILES ENGINEERING ASSOCIATES I	20,618.00
P1801341	FACILITIES	JAIL CAP.IMPROV.	HONEYWELL INC	13,200.13
P1801748	NOT APPLICABLE	ISF-SELF INS	INTEGRITY MUTUAL INSURANCE	175,272.00
P1801879	ALL OTHER GEN	COMMUNITY INIT	HEALTH NET OF JANESVILLE INC	28,500.00

Rock County
REPORT OF PAYMENTS OVER \$10,000

06/28/2018

CLAIMS IN THE AMOUNT \$991,358.12 HAVE BEEN PAID FOR THE MONTH OF JUNE 2018 .

PLEASE CONTACT THE FINANCE DIRECTOR WITH ANY QUESTIONS:

SHERRY OJA

608-757-5534

SHERRY.OJA@CO.ROCK.WI.US

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee



Brent Sutherland –
Director of Facilities Management
DRAFTED BY

INITIATED BY

General Services Committee

June 22, 2018
DATE DRAFTED

SUBMITTED BY

Awarding the Contract for Renovations of the Staff Bathrooms at the Job Center and Amending 2018 Facilities Management Capital Budget

1 **WHEREAS**, funds were budgeted in 2018 in the amount of \$45,000 for the renovations of the
2 staff bathrooms at the Job Center; and
3

4 **WHEREAS**, the staff bathrooms are in need of renovation due to the age and condition of the
5 counters, floors, walls and partitions; and
6

7 **WHEREAS**, specifications were drafted and bids solicited with the lowest most responsive and
8 responsible bidder being Glen Fern Construction LLC in the amount of \$68,225.
9

10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
11 assembled this ____ day of _____, 2018 does hereby approve and authorize
12 awarding a contract in the amount of \$68,225 to Glen Fern Construction LLC of Lake Geneva,
13 WI, for the renovations to the staff bathrooms at the Job Center.
14

15 **BE IT FURTHER RESOLVED**, a contingency fund of \$6,800 be established to cover any
16 unforeseeable issues that arise.
17

18 **BE IT FURTHER RESOLVED**, the Facilities Management 2018 budget be amended as
19 follows:

<u>ACCOUNT/DESCRIPTION</u>	<u>BUDGET</u>	<u>INCREASE/ (DECREASE)</u>	<u>AMENDED BUDGET</u>
<u>Source of Funds</u>	<u>6/01/18</u>		
18-1821-0000-68000	(\$245,155)	(\$30,025)	(\$275,180)
Facilities Management Cost Allocations			
<u>Use of Funds:</u>			
18-1821-0000-67200	\$370,640	\$30,025	\$400,665
Job Center Capital Improvements			

Awarding the Contract for renovations of the Staff Bathrooms at the Job Center and Amending 2018 Facilities Management Capital Budget

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Respectfully submitted,

GENERAL SERVICES COMMITTEE

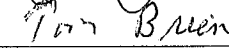
FINANCE COMMITTEE ENDORSEMENT

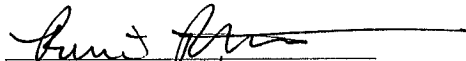

Henry Brill, Chair


Reviewed and approved on a vote of _____


Jeremy Zajac, Vice Chair

Mary Mawhinney, Chair


Tom Brien


Robert Potter


Yuri Rashkin

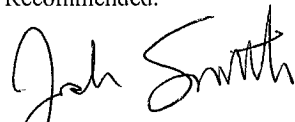
FISCAL NOTE:

This resolution authorizes the use of \$30,025 from the Job Center fund balance to help fund the Job Center staff bathrooms renovation.


Sherry Oja
Finance Director

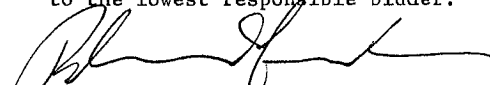
ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.


Richard Greenlee
Corporation Counsel

Executive Summary

Awarding the Contract for Renovations of the Staff Bathrooms at the Job Center and Amending 2018 Facilities Management Capital Budget

The resolution before you is awarding the contract for renovations to the staff bathrooms at the Job Center. The bathrooms are in need of repair due to age and condition of the partitions, counters, flooring and walls.

Bids were solicited with three contractors responding. The lowest, most responsive and responsible bidder was Glen Fern Construction LLC of Lake Geneva, WI in the amount of \$68,225. \$45,000 was budgeted in 2018 for this renovation. This resolution is also amending the Facilities Management 2018 budget and approving a 10% contingency fund.

Director of Facilities Management and Purchasing Manager are recommending awarding the bid to the lowest, most responsive and responsible bidder, Glen Fern Construction LLC of Lake Geneva, WI in the amount of \$68,225.00

ORIGINAL



BID SUMMARY FORM

BID NUMBER 2018-27
BID NAME JOB CENTER STAFF RESTROOM RENOVATIONS
BID DUE DATE JUNE 20, 2018 – 1:30 P.M.
DEPARTMENT FACILITIES MANAGEMENT

	GLEN FERN LAKE GENEVA WI	KLOBUCAR BELOIT WI	FORWARD CONSTRUCTION BELOIT WI
BASE BID	\$ 68,225.00	\$ 69,900.00	\$ 70,759.00
BID BOND	YES	YES	YES
ADDENDA	YES	YES	YES
START DATE	7/23/18	8/27/18	8/1/18
COMPLETION	8/10/18	9/28/18	9/1/18

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Six additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Glen Fern Construction LLC

[Signature] 6-22-18
 SIGNATURE DATE

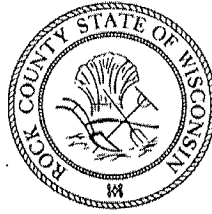
GOVERNING COMMITTEE APPROVAL:

[Signature] 5-0 7/3/18
 CHAIR VOTE DATE

ROCK COUNTY, WISCONSIN

*Office of the Rock County Clerk
51 South Main Street
Janesville, WI 53545*

*Lisa Tollefson, Rock County Clerk
Jenny Stanek, Deputy*



*Office (608) 757-5660
Fax (608) 757-5662
www.co.rock.wi.us
tollefson@co.rock.wi.us*

June 14, 2018

TO: Finance Committee Chair Mawhinney and Committee Members
Cc: Josh Smith, Administrator

Re: Semi-Annual Report Attendance at Conventions/Conferences

Dear Chair Mawhinney and Committee Members;

Per Resolution 06-9A-087 & 96-8A-050, I am required to submit semi-annually all instances of attendance at all training, conventions and conferences that exceed costs of \$1,000 per event, per employee.
January 1, 2018 – June 30, 2018

No training, convention, or conference attended exceeded \$1,000.

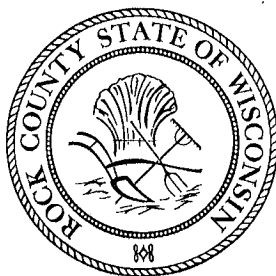
Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Lisa Tollefson", written in black ink.

Lisa Tollefson
Rock County Clerk

Michelle L Roettger
County Treasurer

Stephanie L Kleinheinz
Deputy Treasurer



Office of County Treasurer
51 South Main Street
P. O. Box 1508
Janesville, Wisconsin 53547-1508
Office: 608/757-5670
Fax: 608/757-5577

ROCK COUNTY, WISCONSIN

To: Finance Committee

From: Michelle Roettger, Rock County Treasurer

Date: June 11, 2018

Re: Semi-Annual – Attendance at Conferences/Conventions

No staff member in the Treasurer's Office attended any training, conference, or convention that exceeds the cost of \$1,000 per event, per employee over the past six months.

Cc: Josh Smith

MEMORANDUM

DATE: June 20, 2018
TO: Finance Committee
FROM: Sherry Oja, Finance Director *SO*
RE: Semi-Annual Report of Training Costs Exceeding
\$1,000 per Employee per Event

In accordance with Resolution 06-9A-087, adopted September 14, 2006, below is the Finance Department's semi-annual report of training costs exceeding \$1,000 per event for the period January 1, 2018 through June 30, 2018.

***GFOA Conference, St Louis, MO
May 6-9, 2018***

Attendee	Registration Fees	Travel	Lodging	Meals	Total
Sherry Oja Finance Director	\$ 535.00	\$ 155.87	\$ 736.11	\$ 50.51	\$ 1,477.49

***SPARK, Orlando FL
June 4-8, 2018***

Attendee	Registration Fees	Travel	Lodging	Meals	Total
Susan Balog Assistant to the Finance Director	\$ 400.00	\$ 457.79	\$ 916.90	\$ 126.20	\$ 1,900.89
Lynn Heimann Application Support Specialist	\$ 400.00	\$ 563.47	\$ 916.90	\$ 120.98	\$ 2,001.35
Susan Armstrong Accountant	\$ 400.00	\$ 473.96	\$ 916.90	\$ 99.25	\$ 1,890.11



MEMORANDUM

DATE: 06/20/2018
TO: Mary Mawhinney, Finance Committee Chair
CC: Josh Smith, County Administrator
FROM: Sandy Disrud
RE: Semi-Annual Report – Attendance at Conventions/Conferences

For the period January 1, 2018 – June 30, 2018, the Register of Deeds office did not have any training, conventions, or conferences that exceeded the total cost of \$1000 per event/per employee.

Information Technology
Semi-Annual Report
Training/Conferences over \$1,000
01/02/2018 – 06/30/2018

Date	Staff	Class	Location	Mileage Food	Hotel	Air/Msc	HP9000 HP3000	Network	Misc. Telecom	Total
03/13/18 - 03/16/18	Dave	Cisco	Madison, WI	\$288.24				\$3,595.00		\$3,883.24
04/24/18 - 04/27/18	Matt	Cisco	Madison, WI	\$279.08				\$3,150.00		\$3,429.08
05/7/18 - 05/11/18	Tim	Citrix	Anaheim, CA	\$56.19	\$886.40	\$559.90		\$1,445.00		\$2,947.49
06/4/18 - 06/8/18	Todd	SUGA	Orlando, FL	\$261.68	\$733.52	\$321.96	\$400.00			\$1,717.16
06/18/18 - 06/22/18	Tracy	HP Discover	Las Vegas, NV	\$51.36	\$1,233.56	\$588.00	\$1,595.00			\$3,467.92
Total				\$936.55	\$2,853.48	\$1,469.86	\$1,995.00	\$8,190.00		\$15,444.89