

	Totals	Total Hrs	Reg Hrs	OT Hrs
Total Expenses	\$ 43,183.69			
Equipment	\$ 13,263.39			
Materials	\$ 2,499.36			
Rentals	\$ -			
Vendor Services	\$ 27,372.50			
Sick & W/C	\$ -			
Payroll Totals	\$ 48.44	0.30	0.30	-

Tracking for COVID Related Expenses - Equipment

											Total Cost	\$ 13,263.39				
Department Name	Account Number	Purchase Date	Purchased Item	Vendor Name	Invoice/Order Date	Invoice/Order #	Qty	Unit Cost	Extended	Shipping	Total Cost	Method of Payment (i.e., PO/P-card)	Check/Wire #	Date Paid	Use/Reasoning	CARES Eligibility Code
Finance	55-5-01-5120	7/10/2020	HP Probook anti-glare laptop	Amazon	7/10/2020	2329830	3	\$899.99	\$ 2,699.97	\$ -	\$ 2,699.97	P-Card	23603	8/19/2020	New laptop for staff to work from home	4c
Administration	55-5-01-5120	7/10/2020	HP Probook anti-glare laptop	Amazon	7/10/2020	6081004	5	\$899.99	\$ 4,499.95	\$ -	\$ 4,499.95	P-Card	23603	8/19/2020	New laptop for staff to work from home	4c
Development	55-5-01-2120	7/21/2020	HP docking station for laptop	Amazon	7/21/2020	6188249	1	\$92.99	\$ 92.99	\$ -	\$ 92.99	P-Card	23603	8/19/2020	new equipment for staff to work from home	4c
Development	55-5-01-2120	7/21/2020	laptop and monitor riser stand	Amazon	7/21/2020	5713004	1	\$21.95	\$ 21.95	\$ -	\$ 21.95	P-Card	23603	8/19/2020	new equipment for staff to work from home	4c
Development	55-5-01-2120	7/21/2020	wireless keyboard and mouse	Amazon	7/21/2020	5713004	1	\$19.99	\$ 19.99	\$ -	\$ 19.99	P-Card	23603	8/19/2020	new equipment for staff to work from home	4c
Development	55-5-01-2120	7/21/2020	LG 24" monitor	Amazon	7/21/2020	5713004	1	\$99.99	\$ 99.99	\$ -	\$ 99.99	P-Card	23603	8/19/2020	new equipment for staff to work from home	4c
Development	55-5-01-2120	7/21/2020	bluetooth headset with microphone	Amazon	7/21/2020	5713004	2	\$34.99	\$ 69.98	\$ -	\$ 69.98	P-Card	23603	8/19/2020	new equipment for staff to work from home	4c
Administration	55-5-01-5120	7/21/2020	wireless keyboard and mouse	Amazon	7/21/2020	8296238	1	\$19.99	\$ 19.99	\$ -	\$ 19.99	P-Card	23603	8/19/2020	new equipment for staff to work from home	4c
Administration	55-5-01-5120	7/21/2020	LG 24" monitor	Amazon	7/21/2020	8296238	2	\$99.99	\$ 199.98	\$ -	\$ 199.98	P-Card	23603	8/19/2020	new equipment for staff to work from home	4c
Administration	55-5-01-5130	7/21/2020	HP docking station for laptop	Amazon	7/21/2020	1537054	1	\$92.99	\$ 92.99	\$ -	\$ 92.99	P-Card	23603	8/19/2020	new equipment for staff to work from home	4c
Administration	55-5-01-5120	7/21/2020	bluetooth headset with microphone	Amazon	7/21/2020	2152224	1	\$34.99	\$ 34.99	\$ -	\$ 34.99	P-Card	23603	8/19/2020	new equipment for staff to work from home	4c
Administration	55-5-01-5120	7/21/2020	3" HDMI Cable for laptop	Amazon	7/21/2020	2152224	1	\$17.99	\$ 17.99	\$ -	\$ 17.99	P-Card	23603	8/19/2020	new equipment for staff to work from home	4c
Administration	55-5-01-5120	7/21/2020	LG 24" monitor	Amazon	7/21/2020	2152224	2	\$99.99	\$ 199.98	\$ -	\$ 199.98	P-Card	23603	8/19/2020	new equipment for staff to work from home	4c
Administration	55-5-01-5120	7/22/2020	HP 17.3" Laptop	Amazon	7/22/2020	4622603	2	\$847.56	\$ 1,695.12	\$ -	\$ 1,695.12	P-Card	23603	8/19/2020	new equipment for staff to work from home	4c
Administration	55-5-01-5130	7/22/2020	wireless keyboard and mouse	Amazon	7/22/2020	6614627	2	\$19.99	\$ 39.98	\$ -	\$ 39.98	P-Card	23603	8/19/2020	new equipment for staff to work from home	4c
Development	55-5-01-5120	7/22/2020	HP 17.3" Laptop(for Jim W.)	Amazon	7/22/2020	0555448	1	\$847.56	\$ 847.56	\$ -	\$ 847.56	P-Card	23603	8/19/2020	new equipment for staff to work from home	4c
Administration	55-5-01-5130	7/24/2020	wireless keyboard and mouse	Amazon	7/24/2020	2703463	1	\$19.99	\$ 19.99	\$ -	\$ 19.99	P-Card	23603	8/19/2020	new equipment for staff to work from home	4c
Administration	55-5-01-2120	8/19/2020	Victory Hand Held Sprayer	Northland Regional Ambula	8/19/2020	20200819	1	\$2,590.00	\$ 2,590.00	\$ -	\$ 2,590.00	Check	23633	8/21/2020	Cleaning equipment for ambulance district	2b
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Supporting documentation: copies of invoices, purchase orders, checks/wire confirmations, other documents providing additional detail

Tracking for COVID Related Expenses - Materials

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Supporting documentation: copies of invoices, purchase orders, checks/wire confirmations, other documents providing additional detail

Tracking for COVID Related Expenses - Vendor Services

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Supporting documentation: copies of invoices, purchase orders, checks/wire confirmations, other documents providing additional detail

Tracking for Hours and Overtime Costs Related to COVID Response		Total Reg	Total OT	Total Cost
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Supporting documentation: copy of timecards or similar report from payroll system

Enter period start date in yellow box to right (autofills to end of month).

Period #1:	8/3/2020	8/9/2020	-	-	\$ -
Period #2:	8/10/2020	8/16/2020	0.30	-	\$ 48.44
Period #3:	8/17/2020	8/23/2020	-	-	\$ -
Period #4:	8/24/2020	8/30/2020	-	-	\$ -
Period #5:	8/31/2020	9/6/2020	-	-	\$ -

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Department Name		Date and Hours							Period #2:		8/10/2020	8/16/2020					
Fund/Department Number		10-Aug	11-Aug	12-Aug	13-Aug	14-Aug	15-Aug	16-Aug									
Name		Reg	Reg	Reg	Reg	Reg	Reg	Reg	Total Hours	Hourly Rate	Hazard Pay Rate	Subtotal Rate	Benefits	All Inclusive Hourly Rate	Total Cost	Task Performed	Location
Title	Type	OT	OT	OT	OT	OT	OT	OT									
John Reddoch	Hourly								-	\$ 150.00		\$ 150.00	\$ 11.48	\$ 161.48	\$ -		
City Attorney									-	\$ -		\$ -		\$ -	\$ -		
Scott Sullivan	Hourly				0.30				0.30	\$ 150.00		\$ 150.00	\$ 11.48	\$ 161.48	\$ 48.44		
City Attorney									-	\$ -		\$ -		\$ -	\$ -		
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