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

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

## Tracking for COVID Related Expenses - Materials

								_		Total Cost \$ 2,499.36	5		_		
					Invoice/Order						Method of Payment				CARES
Department Name				Vendor Name	Date	Invoice/Order #	Qty	Unit Cost	Extended		(i.e., PO/P-card)	Check/Wire #	Date Paid	Use/Reasoning	Eligibility Code
Police	55-5-01-5130		3-ply cotton face mask/customized	customink.com	7/2/2020	41575057	50	\$7.71	\$ 385.50			23603		PPE for Police Dept	2b
Public Works	55-5-01-5130	6/23/2020	laptop and monitor riser stand (for D. Witt)	Amazon	6/23/2020	6405028	1	\$21.95	\$ 21.95		5 P-Card	23603		new equipment for staff to work from home	4c
Police	55-5-01-5130	6/25/2020	Cavi/WipesDisinfecting Wipes 160 count	Amazon	6/25/2020	2322625	10	\$34.99	\$ 349.90		P-Card	23603		cleaning supplies for Police Dept	2c
Police	55-5-01-5130	6/25/2020	Wall mount for disinfecting wipes	Amazon	6/25/2020	6346605	1	\$26.52	\$ 26.52		P-Card	23603		cleaning supplies for Police Dept	2c
Police	55-5-01-5130	7/6/2020	protective face shields/100 pack	Amazon	7/6/2020	7473030	100	\$1.57	\$ 157.00		P-Card	23603		PPE for Police Dept	2b
Police	55-5-01-5130	7/6/2020	3-ply disposable face mask/50 pack	Amazon	7/6/2020	1295416	6	\$18.99	\$ 113.94		4 P-Card	23603		PPE for Police Dept	2b
Police	55-5-01-5130	7/6/2020	reusable cotton face masks	Sirchie	7/6/2020	100076620	50 10	\$6.50 \$40.00	\$ 325.00 \$ 400.00		1 P-Card D P-Card	23603 23603		PPE for Police Dept	2b
Administration Public Works	55-5-01-5410 55-5-01-5130	7/8/2020 7/10/2020	triple ply cotton face masks/10 pack	custom ink.com	7/8/2020 7/10/2020	S-3856013 025056	2	\$40.00	\$ 400.00 \$ 15.98		B P-Card	23603	8/19/2020	PPE for staff PPE for staff	2b
		7/10/2020	disposable face shield/face protection gaiter	Riverside Survival Supply		9197826	8	\$7.99	\$ 15.98 \$ 171.12		P-Card	23603			20
Administration	55-5-01-5130 55-5-01-5130	7/10/2020		Amazon	7/10/2020	9197826	1	\$21.39	\$ 171.12		B P-Card	23603		New laptop carrier for staff to work from home	4c
Administration	55-5-01-5130	7/10/2020	laptop storage cabinet	Amazon	7/10/2020 7/14/2020	4081056		\$233.88	\$ 233.88		9 P-Card	23603		laptop storage cabinet PPE for staff	2b
Development			face shield	Amazon			1				D P-Card				20
Administration	05-5-01-5130	7/23/2020	laptop case shoulder bag	Amazon	7/23/2020	8636233	1	\$25.00	\$ 25.00			23603		New laptop carrier for staff to work from home	4c
Administration	05-5-01-5130	7/23/2020		Amazon	7/23/2020	8636233	1	\$23.99	\$ 23.99		P-Card	23603		new equipment for staff to work from home	4c
Administration	05-5-01-5130	7/24/2020	laptop case shoulder bag	Amazon	7/24/2020	2703463	1	\$25.00	\$ 25.00		P-Card	23603		New laptop carrier for staff to work from home	4c
Administration	55-5-01-5130	8/6/2020	Clorox disinfecting wipes 75 count	Quill	8/6/2020	9679329	4	\$5.79	\$ 23.16		5 check	23640		cleaning supplies for Admin Dept.	2c
Administration	55-5-01-5130	8/18/2020	3-ply cotton face masks	Quill	8/18/2020	9681929	2	\$11.06 \$7.66	\$ 22.12 \$ 38.30		2 check O check	23640		PPE for staff	2b
Administration	55-5-01-5130	8/18/2020	Pledge Wipes (for lobby tables)	Quill	8/18/2020	9681929	5	\$7.66	\$ 38.30	\$0.00 \$ 38.30	Check	23640	8/26/2020	cleaning supplies for Admin. Dept.	2c
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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**

Total Cost \$ 27,372.50

				_	Invoice/Order			Method of Payment				CARES
Department Name	Account Number	Services Date	Vendor Services	Vendor	Date	Invoice/Order#	Cost	(i.e., PO/P-card)	Check/Wire #	Date Paid	Use/Reasoning	Eligibility Code
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Development	01-5-03-5108			Dan Bounds	7/20/2020	20200811	\$520.00				Set up new laptop for Development Director and Admin Asst	4c
Parks & Recreation	01-5-03-5108	7/21/2020	o,	Dan Bounds	7/21/2020	20200811	\$455.00				Set up new laptop for Parks and Rec Director and Manager	4c
Parks & Recreation	01-5-03-5108	7/22/2020		Dan Bounds	7/22/2020	20200811	\$195.00				Set up spare new laptop for Parks and Recreation	4c
Finance	01-5-03-5108	7/23/2020	Information Technology Services	Dan Bounds	7/23/2020	20200811	\$162.50				Set up spare new laptop for Finance	4c
Police	01-5-03-5108	7/23/2020		Dan Bounds	7/23/2020	20200811	\$260.00				Set up new laptop for Police Admin Assistant	4c
Finance	01-5-03-5108	7/23/2020	Information Technology Services	Dan Bounds	7/23/2020	20200811	\$162.50				Correct profiles on Finance Laptops	4c
Administration	01-5-03-5108	7/27/2020	Information Technology Services	Dan Bounds	7/27/2020	20200811	\$227.50	Check	23573	8/13/2020	Set up new laptop for Management Assistant	4c
Public Works	01-5-03-5108	7/28/2020	Information Technology Services	Dan Bounds	7/28/2020	20200811	\$195.00	Check	23573	8/13/2020	Set up new laptop for Streets Administrative Assistant	4c
Development	01-5-03-5108	7/29/2020		Dan Bounds	7/29/2020	20200811	\$195.00	Check	23573		Set up new laptop for Building Inspector	4c
			Administration of resident housing and utility								Administer/Review/Execute Grant Requests. \$25,000 includes both cost of the utility and housing	
Administration	55-5-01-5200	8/18/2020	asssitance grants	Northland Assistance Cer	8/18/2020	Res. 819	\$25,000.00	Check	23614	8/19/2020	assistance grants and the administrative fee.	6
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Supporting documentation: copies of invoices, purchase orders, checks/wire confirmations, other documents providing additional detail

Tracking for Hours and Overtime	e Costs Related to Co	OVID Respons	se		Total Reg	Total OT	To	tal Cost
Supporting documentation: copy of timecards or similar report from	payroll system		Combine	d Summary	0.30	-	\$	48.44
	Enter period start date in	Period #1:	8/3/2020	8/9/2020	-	-	\$	-
	yellow box to right	Period #2:	8/10/2020	8/16/2020	0.30	-	\$	48.44
	(autofills to end of month).	Period #3:	8/17/2020	8/23/2020	-	-	\$	-
		Period #4:	8/24/2020	8/30/2020	-	-	\$	-
		Period #5:	8/31/2020	9/6/2020	-	-	\$	-

Department Name				D	ate and Ho	urs					Period #1:	8	8/3/2020	8/9/2020					
Fund/Department Number		3-Aug	4-Aug	5-Aug	6-Aug	7-Aug	8-Aug	9-Aug							_				
Name		Reg	Reg	Reg	Reg	Reg	Reg	Reg	Total	Hourly	Hazard	Su	ubtotal		All In	clusive	Total		
Title	Туре	OT	OT	OT	OT	OT	OT	ОТ	Hours	Rate	Pay Rate	I	Rate	Benefits	Hour	ly Rate	Cost	Task Performed	Location
John Reddoch	Hourly								-	\$ 150.00		\$	150.00	\$ 11.48	\$	161.48	\$ -	See attached	
City Attorney									-	\$ -		\$	-		\$	-	\$ -	documentation	
Scott Sullivan	Hourly								-	\$ 150.00		\$	150.00	\$ 11.48	\$	161.48	\$ -		
City Attorney									-	\$ -		\$	-		\$	-	\$ -		
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Department Name					ate and Ho						Period #2:	8/1	0/2020	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	Hourly	Hazard	Sub	total		All Inclusive	Total		
Title	Туре	ОТ	OT	OT	ОТ	ОТ	ОТ	ОТ	Hours	Rate	Pay Rate	Ra	ate	Benefits	Hourly Rate	Cost	Task Performed	Location
John Reddoch	Hourly								-	\$ 150.00		\$ 1	150.00	\$ 11.48	\$ 161.48	\$ -		
City Attorney									-	\$ -		\$	-		\$ -	\$ -		
Scott Sullivan	Hourly				0.30				0.30	\$ 150.00		\$ 1	150.00	\$ 11.48	\$ 161.48	\$ 48.44		
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Department Name					ate and Ho	urs					Period #3:	8/17/2020	8/23/2020				
Fund/Department Number		17-Aug	18-Aug	19-Aug	20-Aug	21-Aug	22-Aug	23-Aug						_			
Name		Reg	Reg	Reg	Reg	Reg	Reg	Reg	Total	Hourly	Hazard	Subtotal		All Inclusive	Total		
Title	Type	OT	ОТ	OT	OT	OT	ОТ	ОТ	Hours	Rate	Pay Rate	Rate	Benefits	Hourly Rate	Cost	Task Performed	Location
John Reddoch	Hourly								-	\$ 150.00		\$ 150.00	\$ 11.48	\$ 161.48	\$ -		
City Attorney									-	\$ -		\$ -		\$ -	\$ -		
Scott Sullivan	Hourly								-	\$ 150.00		\$ 150.00	\$ 11.48	\$ 161.48	\$ -		
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Department Name					ate and Ho	urs					Period #4:	8/24/2020	8/30/2020				
Fund/Department Number		24-Aug	25-Aug	26-Aug	27-Aug	28-Aug	29-Aug	30-Aug						_			
Name		Reg	Reg	Reg	Reg	Reg	Reg	Reg	Total	Hourly	Hazard	Subtotal		All Inclusive	Total		
Title	Type	OT	ОТ	OT	OT	OT	ОТ	ОТ	Hours	Rate	Pay Rate	Rate	Benefits	Hourly Rate	Cost	Task Performed	Location
John Reddoch	Hourly								-	\$ 150.00		\$ 150.00	\$ 11.48	\$ 161.48	\$ -		
City Attorney									-	\$ -		\$ -		\$ -	\$ -		
Scott Sullivan	Hourly								-	\$ 150.00		\$ 150.00	\$ 11.48	\$ 161.48	\$ -		
City Attorney									-	\$ -		\$ -		\$ -	\$ -		
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Department Name				Da	ate and Ho	urs					Period #5:	8/31/2020	9/6/2020				
Fund/Department Number		31-Aug	1-Sep	2-Sep	3-Sep	4-Sep	5-Sep	6-Sep						-			
Name		Reg	Reg	Reg	Reg	Reg	Reg	Reg	Total	Hourly	Hazard	Subtotal		All Inclusive	Total		
Title	Type	ОТ	ОТ	OT	OT	ОТ	ОТ	OT	Hours	Rate	Pay Rate	Rate	Benefits	Hourly Rate	Cost	Task Performed	Location
John Reddoch	Hourly								-	\$ 150.00		\$ 150.00	\$ 11.48	\$ 161.48	\$ -		
City Attorney									•	\$ -		\$ -		\$ -	\$ -		
Scott Sullivan	Hourly								-	\$ 150.00		\$ 150.00	\$ 11.48	\$ 161.48	\$ -		
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