Journal ID: 0002122462

Date: 07/14/2011

Source: AAF

Description: PCD - Journal clearing P-card transactions for billing cycle Jul 11 (6-4-11 through 7-3-11) for cardholder gookin #9846

The description must start with PCD.

The Line Ref number is the journal reference number that you assign.

The final line of the journal should be a credit (a negative number) to the default cost center using the default account number 20109. The amount on this line should match the total amount from the cardholder's Expense Report. The credit line MUST list either the cardholder's last name or the last 4 digits of the card. Listing both is better if there is room. One journal entry can be done for more than one card, but each card MUST have its own credit line.

Approval History

<table>
<thead>
<tr>
<th>Step</th>
<th>Status</th>
<th>Date Timestamp</th>
<th>User ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>I</td>
<td>07/14/2011 02:49 PM</td>
<td>0103519</td>
<td>Gookin,Alicia A.</td>
</tr>
<tr>
<td>01</td>
<td>A</td>
<td>07/14/2011 04:16 PM</td>
<td>0078003</td>
<td>Thomas,Margaret D</td>
</tr>
<tr>
<td>02</td>
<td>A</td>
<td>07/19/2011 01:27 PM</td>
<td>0077611</td>
<td>Plumley,Linda L</td>
</tr>
<tr>
<td>03</td>
<td>A</td>
<td>07/19/2011 01:33 PM</td>
<td>0021342</td>
<td>Lockwood,Arlene A</td>
</tr>
</tbody>
</table>

Comments

07-14-11 02:49 PM : Dept/Coll/Div - AP - Accounting Office : Approve : Gookin,Alicia A.:
07-14-11 04:16 PM : Dept/Coll/Div - AP - Accounting Office : Approve : Thomas,Margaret D:

This is the approval route.
Expense Report
Posting Date: 06/04/2011 - 07/03/2011

ALICIA GOOKIN 759 UHCL
XX-9846
2700 BAY AREA BLVD
HOUSTON, TX 770581002 USA

Card Transactions

<table>
<thead>
<tr>
<th>Posting Date</th>
<th>Transaction Description</th>
<th>Expense Description</th>
<th>Receipt Amount</th>
<th>Posted Amount</th>
<th>Expense Reviewed Amount</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/15/2011</td>
<td>SAGE WEST OFFICE SUP-HOUSTON,TX,77055</td>
<td>Office supplies for Procurement Department</td>
<td>236.10 USD</td>
<td>236.10 USD</td>
<td>236.10 USD</td>
<td>✓</td>
</tr>
</tbody>
</table>

Accounting Codes
- BU: 00759
- Dept ID: C0140
- Program: F0984
- Speed Type: 14955
- Account: 20109
- Project/Grant: NA
- Fund: 2064
- BR: BP2011

Card Subtotal
- 236.10 USD

Grand Total
- 236.10 USD

Signed: Alicia Gookin
Date: 7-7-11

Authorized: [Signature]
Date: 7-7-11
**Procurement Card Transaction Log**

**Reporting Cycle Dates:** July 11 (June 4 - July 3, 2011)  
**Last 4 digits of card number:** 9846

**Cardholder Name:** Alicia Goozin  
**Default Cost Center:** 2004-C0140-F0984-NA

<table>
<thead>
<tr>
<th>Order Date</th>
<th>Received Date</th>
<th>Vendor Hold Check</th>
<th>Merchant Name</th>
<th>Amount</th>
<th>Description</th>
<th>Authorized Signature</th>
<th>GL Account</th>
<th>Cost Center Change</th>
<th>Alternate Cost Center (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-14-11</td>
<td>6-17-11</td>
<td>N/A</td>
<td>Sage West</td>
<td>$236.10</td>
<td>Office Supplies</td>
<td>53900</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Cardholder’s Signature: **Alicia Goozin**  
  Date: **7-7-11**

* Confirms listed transactions were for UHCL-approved purchases only and that no personal purchases were made.
SAGE WEST OFFICE SUPPLIES  
1213 WEST LOOP NORTH SUITE 120  
HOUSTON, TX 77055  
Ph: (713)862-6880 - Fx: (713)862-1956

** QUOTATION **
for account 25225  
Prepared by: SUSIE G CHIN  
Date prepared: 06/13/11

ATTN: ALICIA GOOKIN, B2123  
General Phone: (281)283-2150

for account 25225  
Prepared by: SUSIE G CHIN  
Date prepared: 06/13/11

ATTN: ALICIA GOOKIN, B2123  
General Phone: (281)283-2150

<table>
<thead>
<tr>
<th>Item</th>
<th>Mfr</th>
<th>Manufacturer</th>
<th>Description</th>
<th>Nbr.</th>
<th>Cde</th>
<th>Part Number</th>
<th>Unit</th>
<th>Qty</th>
<th>Ext'dd</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CRD</td>
<td>32120</td>
<td>ANTI MICRO CV LDR 2&quot;.</td>
<td>Ea</td>
<td>9.90</td>
<td>6</td>
<td>59.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CRD</td>
<td>32130</td>
<td>ANTI MICRO CV LDR 3&quot;.</td>
<td>Ea</td>
<td>13.99</td>
<td>1</td>
<td>13.99</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>AVE</td>
<td>25181</td>
<td>INDEX,PRM REINFD,MONT</td>
<td>Ea</td>
<td>5.94</td>
<td>6</td>
<td>35.64</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>ACC</td>
<td>72020</td>
<td>CLIP,BINDER,3/4&quot;.....</td>
<td>Dz</td>
<td>0.65</td>
<td>6</td>
<td>3.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>PIL</td>
<td>38611</td>
<td>PEN,RBL,P700,GELINK,F</td>
<td>Dz</td>
<td>18.89</td>
<td>1</td>
<td>18.89</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>MRC</td>
<td>4034</td>
<td>TISSUE,FACIAL,CUBE,6/ Pk/Pd</td>
<td>15.99</td>
<td>2</td>
<td>31.98</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>MMM</td>
<td>109</td>
<td>TAPE,RMVBLE,3/4&quot;X150&quot;</td>
<td>Ea</td>
<td>4.99</td>
<td>3</td>
<td>14.97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>DAX</td>
<td>N15786NT.</td>
<td>FRAME,8.5X11,BK/WHT.</td>
<td>Ea</td>
<td>12.40</td>
<td>1</td>
<td>12.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>AAG</td>
<td>701000512.</td>
<td>APPT BK, WKLY, TEL/AD</td>
<td>Ea</td>
<td>13.36</td>
<td>1</td>
<td>13.36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>SMD</td>
<td>10395</td>
<td>FOLDER,GUIDE HGHT,LTR</td>
<td>Bx</td>
<td>28.99</td>
<td>1</td>
<td>28.99</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>PAP</td>
<td>6137106</td>
<td>TAPE,CORRECTION,DRYLI</td>
<td>Ea</td>
<td>2.58</td>
<td>1</td>
<td>2.58</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub-Total->> 236.10
Sales Tax->> 0.00
Freight->> 0.00

Total Cost->> 236.10

This Quotation is Valid for 30 days through 07/13/11

Delivery: 1 days after receipt of Order

Page 1
**SAGE WEST OFFICE SUPPLIES**
**1213 WEST LOOP NORTH SUITE 120**
**HOUSTON, TX 77055**
**TEL:(713)862-6880  FAX:(713)862-1956**

**INVOICE NO:** 050810
**REF./PO#:** P1746
**FROM INV:** 04736

**DATE OF INVOICE:** 06/13/11
**SHIP TO:** UNIVERSITY OF HOUSTON-CLR LAKE
2700 BAY AREA BLVD.
ACCT PAYABLE DEPT., BOX 105
HOUSTON, TX 77058

**Fax:** (281)283-2156
**PHONE:** (281)283-2150

---

<table>
<thead>
<tr>
<th>Item</th>
<th>Part</th>
<th>Stock</th>
<th>Item</th>
<th>Description</th>
<th>UOM</th>
<th>Ordered</th>
<th>Shipped</th>
<th>Qty to</th>
<th>Unit</th>
<th>Price</th>
<th>Extended</th>
<th>Price St</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>32120</td>
<td>CRD</td>
<td>145974</td>
<td>ANTI MICRO CV LDR 2&quot;........</td>
<td>Ea</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>9.90</td>
<td>59.40</td>
<td>UC</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>32130</td>
<td>CRD</td>
<td>145975</td>
<td>ANTI MICRO CV LDR 3&quot;........</td>
<td>Ea</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>13.99</td>
<td>13.99</td>
<td>UC</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>25181</td>
<td>AVE</td>
<td>33847</td>
<td>INDEX,PRM REINFD,MONTHS....</td>
<td>Ea</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>5.94</td>
<td>35.64</td>
<td>UC</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>72020</td>
<td>ACC</td>
<td>259</td>
<td>CLIP,BINDER,3/4&quot;............</td>
<td>Dz</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>0.65</td>
<td>3.90</td>
<td>UC</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>38611</td>
<td>PIL</td>
<td>2556</td>
<td>PEN, RBL, P700, CELINK, FN, BE..</td>
<td>Dz</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>18.89</td>
<td>18.89</td>
<td>UC</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>4034</td>
<td>MRC</td>
<td>74793</td>
<td>TISSUE, FACIAL, CUBE, 6/PK...</td>
<td>Pk</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>15.99</td>
<td>31.98</td>
<td>U</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>109</td>
<td>MMM</td>
<td>4605</td>
<td>TAPE, RMBLE, 3/4&quot;X150&quot; CR...</td>
<td>Ea</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>4.99</td>
<td>14.97</td>
<td>UC</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>N15786NT</td>
<td>DAY</td>
<td>54180</td>
<td>FRAME, B. SKL, BK/WHT........</td>
<td>Ea</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>12.40</td>
<td>12.40</td>
<td>UC</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>701000512</td>
<td>AAG</td>
<td>179022</td>
<td>APPT BK, WRLY, TEL/ADD, BLK</td>
<td>Ea</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>13.36</td>
<td>13.36</td>
<td>U</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>10395</td>
<td>SMD</td>
<td>133038</td>
<td>FOLDER, GUIDE HSGT, LTR, MLA..</td>
<td>Bx</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>28.99</td>
<td>28.99</td>
<td>U</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>6137106</td>
<td>PAP</td>
<td>151093</td>
<td>TAPE, CORRECTION, DRYLINE, W..</td>
<td>Ea</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2.58</td>
<td>2.58</td>
<td>UC</td>
<td></td>
</tr>
</tbody>
</table>

---

**Overall savings on this invoice is $61.60**

---

**Card:** 236.10
**CARRIER:** OUR TRUCK
**FOB POINT:** YOUR OFFICE

---

**JUN 1 6 2011**

**Thank you for your business. We appreciate you!**
Inv 50810

SAGE W. OFFICE SUPPLIES
1213 WEST LOOP N STE 120
HOUSTON, TX  77055
713/862-6880
TID #009700058959001

COPY
06/13/2011  17:32
Sale:

Transaction #     3
Card Type:       MasterCard
Acc:             **********9846
Entry:           Manual
Sale:             236.10
Reference No.:   00000003
Auth.Code:       012508
Response:        APPROVED
University of Houston • Clear Lake

SHIPPING/RECEIVING DELIVERY SLIP

To: 

Date Received: JUN 16 2011 Vendor: Dale West

Number of Items: 2 Shipper:

Clerk: 

SHIPPING/RECEIVING HAS ACCEPTED THIS MERCHANDISE ADDRESSED TO YOU. UNLESS NOTIFIED BY YOU WITHIN 24 HOURS THAT THESE ITEMS ARE ON A PURCHASE ORDER, NO ACTION REGARDING PROCESSING OF RECEIVING REPORTS OR PAYMENT WILL BE TAKEN.

Received by: Alicia Gooch  Date: 6-17-11

Delivered by:  12/2008