

Tracking for COVID Related Expenses- Public Administrator

Department								
Name	Purchase Date	Description	Qty	Unit Cost	Extended	Shipping	Total Cost	
Pub Admin	5/18/2020	Verizon phone minute overage charges	1	\$ 183.00	\$ 183.00	\$ -	\$ 183.00	
Pub Admin	5/14/2020	Facemasks for pub admin staff	3	\$ 17.99	\$ 53.97	\$ 8.99	\$ 62.96	
Pub Admin	12/11/2020	Laptop mice	11	\$ 7.99	\$ 87.89	\$ -	\$ 87.89	
Pub Admin	12/8/2020	Phone cases	6	\$ 15.99	\$ 95.94	\$ -	\$ 95.94	
Pub Admin	12/8/2020	Laptop cases	11	\$ 18.49	\$ 203.39	\$ -	\$ 203.39	
Total Spent							\$	<u>633.18</u>

CARES Allocation	\$ 18,688.00
Total Spent	\$ 633.18
Reappropriated in 2021	\$ 18,054.82
Remaining Balance	\$ -