




May 18, 2015

## MEMORANDUM

**TO:** District Board of Trustees

**FROM:** Jim Murdaugh, President 

**SUBJECT:** Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP April 27, 2015

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### Item Description

Request for approval to pay the Board's attorney.

### Overview and Background

On a monthly basis, the Board's attorney submits an invoice for services provided.

### Past Actions by the Board

The Board of Trustees approved the contract at the October 18, 2010 Board meeting and shall be effective through October 31, 2011. The contract may be renewed on an annual basis with four (4) consecutive one (1) year renewals for a total contract period of five (5) years. The Board approved year five (5) of the contract at the October 20, 2014 Board meeting which shall be effective until October 31, 2015. The Board shall be billed on an annual flat fee of \$175,000 for services of the firm as approved by the Board at the October 21, 2013 Board meeting.

### Funding/Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The total current amount due is \$15,043.16. This amount includes the monthly contracted amount of \$14,583.33 for legal services, plus the reimbursement of \$459.83 in travel costs for attendance at the FL College System Risk Management Consortium (FCSRMC) 2015 Risk Summit.

### Staff Resource

Bobby Jones

### Recommended Action

Authorize payment of invoice as presented.

# ANDREWS, CRABTREE, KNOX & ANDREWS, LLP

1558 VILLAGE SQUARE BLVD.

SUITE 1

TALLAHASSEE, FL 32309

TAX ID #59-3621660

April 29, 2015

Bobby Jones  
Interim Vice President for Administrative Services and Chief  
Financial Officer  
Tallahassee Community College  
444 Appleyard Drive  
Tallahassee, FL 32304

Invoice# 12968 JCK  
Our file# T00007 02276  
Billing through 04/27/2015

Tallahassee Community College (General)  
P.O. Number: PO-000023

## FOR PROFESSIONAL SERVICES RENDERED

03/25/2015	JCK	Receipt and review of email from S. Search re student directory information (.2); Email to A. Moran re student directory information (.1); Receipt and review of email from S. Search re student directory (.1); Receipt and review of email from A. Moran re email exchanges and student directory (.1); Email to A. Moran re email exchanges and student directories (.2);	0.70 hrs.
03/25/2015	WRM	Receipt and review of email from B. Babb re executive search firms (.1); Receipt and review of email from A. Gaughf re HR Director candidate (.1); Receipt and review of email from T. Smith re HR Director candidate (.1); Receipt and review of email from T. Smith re meeting on several matters (.1);	0.40 hrs.
03/26/2015	JCK	Receipt and review of email from A. Moran re student directory information (.1); Email to A. Moran re student directory information (.1); Receipt and review of email from A. Gaughf re contract review (.1); Review and analysis of Jump-N-Fun Rental liability waiver (.7); Email to A. Gaughf re contract review (.3); Telephone conference with A. Gaughf re liability waiver/release (.2); Telephone	5.20 hrs.

conference with A. Gaughf re liability waiver/release (.2); Receipt and review of email from J. Chaires-Lacey re employee issue (.1); Telephone conference with J. Chaires-Lacey re employee issue (.4); Receipt and review of email from D. Wildes re FPSI Project (.2); Receipt and review of email from D. Wildes re FPSI Project (.1); Receipt and review of email from J. Chaires-Lacey re withdrawal of FCHR claim (.1); Review and analysis of Notice of Withdrawal of Claim (.1); Review and analysis of FPSI bid Request for Proposals (1.1); Review and analysis of Florida law re bid protest (.9); Conference call with D. Wildes re FPSI contract (.3); Receipt and review of email from D. Wildes re bid protest citation (.1); Email to D. Wildes re bid protest citation (.1);

03/26/2015	BJL	Review and analysis of case law and statute re bid proposals on projects (1.1);	1.10 hrs.
03/26/2015	WRM	Receipt and review of email from D. Wildes re building specification (.1); Receipt and review of email from D. Wildes re FPSI constitution (.1); Receipt and review of email from A. Gaughf re HR Director candidate interview (.1); Receipt and review of email from A. Gaughf re Jump-N-Fun agreement (.1); Review (3-27-15 interview) HR Director applicant resume (.4);	0.80 hrs.
03/27/2015	JCK	Receipt and review of email from J. Chaires-Lacey re employee dispute (.2); Email to J. Chaires-Lacey re employee dispute (.1); Receipt and review of emails from J. Chaires-Lacey re employee dispute and related TCC campus police emails (.4); Email to J. Chaires-Lacey re response to employee complaint (.1); Review and analysis of Prime Displays, Inc. proposed contract (.3);	1.10 hrs.
03/27/2015	WRM	Telephone conference with P. Hurley re WTXL Lease (.2); Conference with T. Smith	2.40 hrs.

re several matters (.5); Attend interview of HR Director position candidate (1.3); Conference with HR Director Interview Committee (.4);

03/30/2015	JCK	<p>Receipt and review of email from J. Chaires-Lacey re student complaint (.1); Receipt and review of email from T. Smith re student complaint (.1); Receipt and review of email from J. Chaires-Lacey re student complaint (.1); Receipt and review of email from D. Wildes re TCC's CM Agreement re The Gadsden Center (.1); Review and analysis of CM Agreement re The Gadsden Center (1.4); Email to D. Wildes re CM Agreement review (.2); Receipt and review of email from D. Wildes re CM Agreement review (.1); Telephone conference with J. Chaires-Lacey re former student complaint (.3); Telephone call to former student re academy complaint (.6); Email to TCC re former student's complaint (.3); Receipt and review of email from T. Smith re former student's complaints (.1);</p>	3.40 hrs.
03/30/2015	WRM	<p>Receipt and review of emails (2) from B. Jones re HR Director position applicants (.2); Receipt and review of email from J. Chaires-Lacey re former student (.1);</p>	0.30 hrs.
03/31/2015	JCK	<p>Receipt and review of email from D. Wildes re CSI Contracting contract (.1); Review CSI Contracting contract (.9); Email to D. Wildes re CSI Contracting contract review (.1); Receipt and review of email from E. Eunice re former student complaint with supporting attachments (1.2); Telephone conference with E. Eunice re former student complaint and information related to student's academy attendance (.4); Telephone conference with former student re academy disclosures to prospective employers (.6); Email to E. Eunice re information on academy response to potential employers for former student (.1);</p>	3.40 hrs.
03/31/2015	WRM	<p>Receipt and review of email from T. Smith re</p>	1.00 hrs.

former FPSI student (.1); Receipt and review of email from P. Hurley re Capitol Center option to sublease (.1); email to T. Smith re former FPSI student (.1); Telephone conference with T. Smith re closure on matters (.4); Receipt and review of email from B. Jones re HR Director position candidates (.1); Receipt and review of email from K. Bassett re HR Director position candidate (.1); Receipt and review of email from M. Balinsky re HR Director position candidates (.1);

04/01/2015	JCK	Receipt and review of email from B. Jones re contact and emergency contact information (.1); Email to B. Jones re contact information (.2); Preparation of memorandum to J. Murdaugh re current administrative acts and litigation involving TCC (1.3);	1.60 hrs.
04/02/2015	JCK	Receipt and review of email from B. Jones re J. Young Complaint (.1); Receipt and review of email from C. Summers re J. Young Complaint (.1); Email to B. Jones re J. Young Complaint (.1); Receipt and review of correspondence from J. Young with attachments (.3); Receipt and review of email from C. Summers re J. Young letter (.1); Email to C. Summers re J. Young letter (.1);	0.80 hrs.
04/03/2015	JCK	Receipt and review of email from A. Moran re Memorandum of Understanding (.1); Email to A. Moran re Memorandum of Understanding (.1); Revise report to J. Murdaugh on pending administrative and civil litigation (.6); Receipt and review of email from A. Moran re Memorandum of Understanding (.1); Review and analysis of proposed Memorandum of Understanding between TCC and Gadsden County Developmental council (.6); Review and analysis of Prime Display contract (.7); Preparation of proposed MOU with Gadsden County Developmental Council (1.3); Email to A. Moran re revised MOU and questions (.2); Receipt and review of email from A. Moran re	4.30 hrs.

revised MOU (.1); Receipt and review of email from A. Moran re second revised MOU (.1); Review and analysis of second revised MOU (.4);

04/06/2015	JCK	<p>Receipt and review of email from J. Chaires-Lacey re J. Steele unemployment compensation appeal (.1); Email to J. Chaires-Lacey re J. Steele unemployment appeal (.1); Receipt and review of email from J. Chaires-Lacey re potential termination of TCC employee (.1); Review and analysis of investigative materials re employee's termination from employment (.8); Preparation of correspondence to J. Chaires-Lacey re termination decision (.1); Receipt and review of email from A. Moran re Smart Procure public records request (.1); Review and analysis of Smart Procure public records request (.2); Receipt and review of email from A. Moran re Smart Procure public records request (.1); Receipt and review of email from A. Moran re public records request for student directory (.1); Review and analysis of public records request for student directory information (.2); Preparation of proposed response to request for student directory information (.2); Receipt and review of email from A. Moran re request for student directory information (.1); Receipt and review of email from J. Chaires-Lacey re unemployment appeal of J. Steele (.1); Email to J. Chaires-Lacey re unemployment appeal of J. Steele (.1); Receipt and review of email from J. Chaires-Lacey re A. Morgan incident (.2); Email to J. Chaires-Lacey re A. Morgan incident (.1); Receipt and review of email from Ki. Moore re Unlimited Path contract (.1); Review and analysis of contract amendment between the Unlimited Path of Central Florida and TCC (.9); Email to Ki. Moore re contract amendment revisions (.1);</p>	3.90 hrs.
04/07/2015	JCK	<p>Receipt and review of email from Ki. Moore re</p>	5.90 hrs.

		contract amendment with Unlimited Path (.1); Receipt and review of email from A. Moran re Workforce Development contract form (.1); Review and analysis of proposed Workforce Development contract form (.4); Revise proposed Workforce Development contract form (1.2); Email to A. Moran re suggested changes to release (.2); Travel to Gainesville, FL for FCSRMC Summit (2.7); Attend Property & Casualty Session (1.2);	
04/08/2015	JCK	Attend FCSRMC Risk Management Summit (8.7);	8.70 hrs.
04/09/2015	JCK	Attend FCSRMC Risk Management Summit (4.2); Travel from Gainesville to Tallahassee (2.7); Receipt and review of email from A. Moran re WD consent form (.1); Receipt and review of email from A. Gaughf re travel contract (.1); Review and analysis of Collette proposed contract (.8); Email to A. Gaughf re Collette contract review (.4);	8.30 hrs.
04/10/2015	JCK	Receipt and review of email from C. Summers re scenario of potential liability (.4); Email to C. Summers re potential liability scenario (.6); Receipt and review of email from D. Wildes re Coastal Plywood contract and FPSI contract for forestry management (.1); Review and analysis of Coastal Plywood Timber Cutting Agreement (1.4); Email to D. Wildes re contract review and suggested changes (.4); Receipt and review of email from D. Wildes re contract revision (.1);	3.00 hrs.
04/13/2015	JCK	Receipt and review of email from A. Moran re Capital Center branding (.2); Review and analysis of TCC identity and branding system (.8); Review and analysis of TCC Reverse Advertising Guidelines (.4); Review and analysis of TCC Collaborative Marketing Guidelines (.4); Review and analysis of proposed TCC Center Partner Branding Guidelines (.5);	2.30 hrs.

04/14/2015	JCK	Receipt and review of email from A. Moran re TCC Capital Center Branding Guidelines (.1); Email to A. Moran re legal review of draft TCC Capital Center Branding Guidelines (.2); Receipt and review of email from J. Murdaugh re DOE same sex marriage determinations (.1); Review and analysis of DOE materials on recognition of same sex marriages for residency determinations (.2); Receipt and review of email from S. Search re recognition of same sex marriages for residency determinations (.1); Receipt and review of email from R. Green re memorandum on same sex marriage residency determinations (.1); Email to C. Summers re "Guns on Campus" bill (.1); Receipt and review of email from C. Summers re "Guns on Campus" background information and ethics complaint (.4); Email to C. Summers re "Guns on Campus" ethics complaint (.1); Receipt and review of email from J. Chaires-Lacey re employee overpayment (.2); Email to J. Chaires-Lacey re employee overpayment (.1); Receipt and review of email from C. Summers re "Guns on Campus" complaint (.2);	1.90 hrs.
04/14/2015	MK	Review and analysis of case law on cause of action a party can bring when an employee is overpaid and receives too many benefits (1.2);	1.20 hrs.
04/15/2015	JCK	Receipt and review of email from J. Chaires-Lacey re conference call re overpaid employee (.1); Email to J. Chaires-Lacey re information needed to assess response to overpaid employee (.1); Receipt and review of email A. Moran re directory information for University partners (.1); Receipt and review of email string re directory information for University partners (.2); Review and analysis of Articulation Agreement between TCC and Flagler College (.7); Conference call with J. Chaires-Lacey and B. Jones re employee overpayment issue (.5); Telephone conference	4.00 hrs.



with H. Mitchell re proposed TCC alcohol policy (.1); Review and analysis of proposed TCC alcohol policy (.3); Revise/draft TCC's proposed alcohol policy (1.4); Email to H. Mitchell re changes to draft TCC alcohol policy (.2); Email to A. Moran re disclosure of student email addresses (.3);

04/15/2015	MK	Review and analysis of case law on when FERPA and/or Florida law allows a school to disclose a student's emails to another entity (1.9);	1.90 hrs.
04/16/2015	JCK	Receipt, review and analysis of email from H. Mitchell re draft TCC alcohol policy (.1); Email to H. Mitchell re draft TCC alcohol policy (.2); Preparation of proposed promissory note for repayment of employee overpayment (1.8); Email to B. Jones and J. Chaires-Lacey re proposed Promissory Note (.2); Receipt and review of email from B. Hollimon re invoice (.1); Review and analysis of invoice from B. Hollimon (.1); Email to B. Jones re B. Hollimon invoice (.1); Receipt and review of email from B. Jones re Hollimon invoice (.1);	2.70 hrs.
04/17/2015	JCK	Receipt and review of email from B. Jones re conflict review for Trane sponsored training for TCC staff (.1); Receipt and review of affidavit from B. Jones to Trane (.2); Email to B. Jones re Trane training for staff (.2); Review and analysis of TCC Board Agenda for 4.20.15 (2.8); Receipt and review of email from B. Jones re Trane training for staff (.1);	3.40 hrs.
04/17/2015	MK	Review and analysis of case law re payment of travel expenses, entertainment, room and lodging to public employees by a private entity (1.7);	1.70 hrs.
04/20/2015	JCK	Receipt and review of of correspondence from Ki. Moore re independent contract agreement (.1); Review and analysis of proposed	6.20 hrs.

		independent contractor agreement (1.2); Email to Ki. Moore re suggested changes to independent contract agreement (.3); Attend TCC Board Meeting (4.6);	
04/21/2015	JCK	Receipt and review of email from R. Frazier re J. Young (.1); Receipt and review of email from Ki. Moore re J. Young (.1); Email to Ki. Moore re J. Young (.1); Receipt and review of email from Ki. Moore re J. Young (.1); Telephone conference with J. Young re document questions (.4); Email to R. Frazier re documents request from J. Young (.2); Receipt and review of email from H. Mitchell re revisions to draft alcohol policy (.1); Email to H. Mitchell re revisions to draft alcohol policy (.2); Review draft revisions to alcohol policy (.6);	1.90 hrs.
04/22/2015	JCK	Receipt and review of email from H. Mitchell re draft alcohol policy (.1); Revise/edit draft of TCC's proposed alcohol policy (1.8); Receipt and review of email from R. Frazier re J. Young with attachments to letter (.2); Email to R. Frazier re J. Young information request (.1); Receipt and review of email from B. Mabile re email and manuals received from M. Fry (.1); Receipt and review of email from M. Fry re T. Smith affidavit (.2); Review and analysis of proposed affidavit from T. Smith (.1); Review and analysis of affidavit of J. Mooshie with attachments (.7); Email to B. Jones re persons at TCC who can sign affidavit (.3); Telephone conference with B. Jones re potential TCC staff members capable of executing affidavit (.3); Receipt and review of emails from B. Ingerman re HIPAA application (.2); Email to M. Fry re requested affidavit from TCC (.2); Receipt and review of email from M. Fry re affidavit (.1);	4.40 hrs.
04/22/2015	MK	Review and analysis of case law addressing compliance with HIPAA regarding software for mental health services (1.6); Contact	1.90 hrs.

Titanium Schedule for Mental Health Services to discuss what additional HIPAA services we can provide to supplement their product (.3);

04/23/2015	JCK	<p>Receipt and review of email from R. Frazier re J. Young (.1); Receipt and review of email from B. Jones re T. Smith affidavit (.1); Receipt and review of email from H. Mitchell re alcohol policy (.1); Email to H. Mitchell re alcohol policy (.1); Receipt and review of email from H. Mitchell re revisions to alcohol policy (.1); Revise alcohol policy draft (.2); Email to H. Mitchell re revised alcohol policy draft (.1); Receipt and review of email from B. Ingerman re HIPAA and mental health counseling software (.2); Receipt and review of email from R. Frazier re transcript information for J. Young (.1); Email to R. Frazier re J. Young (.1); Receipt and review of email from B. Jones re T. Smith affidavit (.1); Email to M. Fry re T. Smith affidavit (.1); Email to B. Jones re T. Smith affidavit (.1); Telephone call to J. Young re information requests to TCC (.7);</p>	2.20 hrs.
04/23/2015	MK	<p>Review and analysis of case law &amp; statutes discussing what policies and procedures a covered entity must abide by to protect against information in their possession (.9); Review and analysis of case law &amp; statutes discussing the exceptions to when a health care provider under HIPAA may provide information to another without permission from the client (.8); Review and analysis of case law &amp; statutes discussing the general requirements for a health care provider to be a covered entity under HIPAA (.7); Review and analysis of case law &amp; statutes discussing the standards and requirements to determine what type of information a healthcare provider cannot disclose to another entity under HIPAA (.9); Draft memorandum to C. Knox discussing findings from HIPAA research and compliance with HIPAA (.6);</p>	3.90 hrs.

04/24/2015	JCK	Review and analysis of memo from M. Kelly re HIPAA and TCC Mental Health Counseling Center (.4); Prepare draft opinion letter on HIPAA compliance for TCC Mental Health Services (.6); Receipt and review of email from M. Fry re deposition of T. Smith (.1); Email to B. Jones re deposition of T. Smith (.1); Receipt and review of email from B. Jones re unable to locate witness with knowledge of Wakulla lease issue (.1); Receipt and review of email from A. Gaughf re Marriott Group Sales Agreement (.1); Review and analysis of Marriott Group Sales Agreement (.7); Email to A. Gaughf re contract review (.2); Receipt and review of email from L. Kleng re employee termination (.1); Email to L. Kleng re employee termination (.1);	2.50 hrs.
04/24/2015	MK	Review and analysis case law re federal law on when colleges have exempt status for business incomes they receive from advertisements (1.6); Review and analysis of case law and the Florida Administrative Code re state law on what limits a college has to allowing advertisers to post billboards on their property (1.3); Contact Florida Department of Revenue re regulations pertaining to billboards on college property (.8);	3.70 hrs.
04/27/2015	JCK	Receipt and review of email from Ki. Moore re Gadsden Re-Entry Center (.1); Review and analysis of subcontract with Unlimited Path contract and amendment to contract (1.4); Revise opinion letter to B. Ingerman re HIPAA compliance (.3); Receipt and review of email from A. Moran re advertising issues (.1); Review and analysis of Reverse Advertising Guidelines (.6); Email to A. Moran re advertising issues (.4); Receipt and review of email from B. Ingerman re HIPAA exemptions (.4); Email to B. Ingerman re HIPAA exemptions (.1); Receipt and review of email	3.80 hrs.

from A. Moran re billboard earnings (.1);  
 Email to A. Moran re billboard earnings (.1);  
 Receipt and review of email from A. Moran re  
 billboard earnings (.1); Email to A. Moran re  
 billboard earnings (.1);

04/27/2015	MK	Review and analysis of case law and Titanium Schedule website to see if this program disseminates information to others via a cloud based system or just on a server (.3); Preparation of memo to C. Knox re transmittal of health information to others if distributed to the cloud or stored on server (.2); Review and analysis of case law and the Florida Administrative Code re when a public entity is exempt from ad valorem taxes (.9); Review and analysis of case law and the Florida Administrative Code re determining whether property is entitled to an educational exemption from paying ad valorem taxes (1.7); Review and analysis of case law and the Florida Administrative Code re when a public entity is exempt from ad valorem taxes (1.6); Contact Florida Department of Revenue re Florida law on what limits a college has to allow advertisers to post billboards on their property (.8);	5.50 hrs.
04/27/2015	JCK	Portion of Monthly Fee;	10,937.50
04/27/2015	MK	Portion of Monthly Fee;	3,645.83
		Fees for this matter	\$14,583.33

DISBURSEMENTS

04/07/2015	Out-of-Town Travel to Gainesville for Florida College Risk Management Consortium Meeting - TCC 4/1/15 - 4/9/15 - JCK for Hotel - Mileage	459.83
	Disbursements for this matter	<hr/> \$459.83

BILLING SUMMARY

Knox, J. Craig	Partner	85.60 hrs	\$10,937.50
Kelly, Michael	Attorney	19.80 hrs	\$3,645.83
Longfellow, B. Joe	Partner	1.10 hrs	
Mabile, William R	Attorney	4.90 hrs	

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Fees	111.40 hrs	\$14,583.33
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Disbursements

TOTAL CHARGES FOR THIS BILL

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\$459.83  
\$15,043.16

**TALLAHASSEE COMMUNITY COLLEGE  
TRAVEL REIMBURSEMENT REQUEST FORM**

*(Submit to Business Office in Duplicate)*

Date: 4/29/2015 Budget/Account Number: \_\_\_\_\_ Travel Number: \_\_\_\_\_

Name: J. Craig Knox Employee ID: 4000 12972

Travel performed from point of origin and destination: FCSRMC 2015 Risk Summit

Date:	Enter Origin / Destination of Travel:	Time of Departure/Return:
4/7/2015	Tallahassee, FL/Gainesville, FL	10:00 <u>am/pm</u>
4/9/2015	Gainesville, FL/Tallahassee, FL	3:00 <u>am/pm</u>
		am/pm
		am/pm
		am/pm

**REIMBURSABLE EXPENSES:**

Expense	Amount	Remarks
Per diem <u>                    </u> Quarters @ \$20.00	\$ -	
Official Mileage <u>          290</u> @ \$0.445/mi	\$ 129.05	
Vicinity Mileage <u>                    </u> @ \$0.445/mi	\$ -	
Rental car <u>                    </u> days @ \$26.50/day	\$ -	
Carrier/Airline cost	\$ -	
Meals (less any included with paid registration)	\$ -	
Lodging/Room cost	\$ 330.78	
Toll(s)	\$ -	
Registration (must attach conference agendas)	\$ -	
Other Costs (parking, taxi, etc. - Specify)	\$ -	
Subtotal Cost	\$ 459.83	
Less Non-Reimbursable Items on Purchasing Card	\$ -	
<b>Total Reimbursement For Travel</b>	<b>\$ 459.83</b>	

I hereby certify that this travel claim is true and correct in every material matter that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties; and that the same conforms in every respect with the requirements of the policies adopted by the Board of Trustees.

Signature: 

Budget Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

If reimbursement is more than 10% of the original request, approval must be obtained from the appropriate Vice President or President if necessary.

Vice President/President Approval: \_\_\_\_\_ Date: \_\_\_\_\_

NAME AND ADDRESS:

NOX, JOHN  
883 HIGH GROVE ROAD  
ALLAHASSEE FL 32309  
UNITED STATES OF AMERICA

Room: 340/K1  
Arrival Date: 4/7/2015 3:35:00 PM  
Departure Date: 4/9/2015  
Adult/Child: 1/0  
Room Rate: 149.00  
Rate Plan: FCS415  
HH #: 333202229 BLUE  
AL:  
Car:

Confirmation Number: 3175929504

4/8/2015



DATE	REFERENCE	DESCRIPTION	AMOUNT
4/7/2015	3135389	GUEST ROOM	\$149.00
4/7/2015	3135389	STATE TAX	\$8.94
4/7/2015	3135389	LODGING TAX	\$7.45
4/8/2015	3136271	GUEST ROOM	\$149.00
4/8/2015	3136271	STATE TAX	\$8.94
4/8/2015	3136271	LODGING TAX	\$7.45
		WILL BE SETTLED TO AX*1000	\$330.78
		EFFECTIVE BALANCE OF	\$0.00



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ACCOUNT NO.	DATE OF CHARGE	FOLIO NO./CHECK NO.
		620666 A
CARD MEMBER NAME	AUTHORIZATION	INITIAL
ESTABLISHMENT NO. & LOCATION	PURCHASES & SERVICES	
	TAXES	
	TIPS & MISC.	
CARD MEMBER'S SIGNATURE	TOTAL AMOUNT	
MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.		
	PAYMENT DUE UPON RECEIPT	