

# **CITY OF ALLENTOWN**

## **P-CARD REVIEW For the Month: September 2020**

**Date of Report: November 18, 2020**

### **OBJECTIVE**

A purchasing card (also abbreviated as PCard or P-Card) is a form of company charge card that allows goods and services to be procured without using a traditional purchasing process.

Purchasing Cards are issued to employees who are expected to follow the City of Allentown's policies and procedures related to P-Card use, including reviewing and approving transactions according to a set schedule. The City can implement a variety of controls for each P-Card; for example, a single-purchase dollar limit, a monthly limit, merchant category code (MCC) restrictions and so on.

The objective of the monthly P-Card review is to review each cardholder's P-Card activity independent of the cardholder, to determine whether the individual payments made with the P-Card and their corresponding documentation comply with the requirements of the policies, guidelines, and procedure outlined in the AIMs and to identify any areas for improvement.

### **PROCEDURES**

A review of all the P-Card transactions generated for the period tested, including a review of the invoices being paid and their corresponding documentation, approvals, compliance to AIMs and reasonableness of expenditure.

# of P-Cards statements reviewed for the period: 58

\$ Amount of the P-Card transactions reviewed for the period: \$141,590.51

### **FINDINGS AND RESOLUTIONS**

#### **1. Incorrect Expense Account Used**

COMMUNITY & ECONOMIC DEVELOPMENT (CED) charged 2 (two) invoices totaling \$2,088.07 for "GIANT GROCERY FOOD HOMELESS COVID" and "COVID HOTEL" to AC 40 – Civic Expenses. The expense should be charged to AC 50 – Other Services and Charges.

RECREATION charged 2 (two) invoices totaling \$441.84 for "RETURN SHELL FOR DESK" and "MAHOGANY DESK" to AC 72 – Equipment. The expenses should be charged to AC 68 – Operating Materials & Supplies.

LAW charged 1 (one) invoice totaling \$57.22 for “SUPPLIES - BOOK PURCHASE” to AC 68 – Operating Materials & Supplies. The expense should be charged to AC 32 – Publications & Memberships.

RISK charged 1 (one) invoice totaling \$28.99 for “FIRST AID KIT REFILL ITEMS” to AC 46 – Other Contract Services. The expense should be charged to AC 68 – Operating Materials & Supplies.

MAYOR’S OFFICE charged 1 (one) invoice totaling \$17.55 for “LEHIGH VALLEY PLANNING COMMISSION 7TH ANNUAL GALA” to AC 34 – Training and Professional Development. The expense should be charged to AC 40 – Civic Expenses.

### **Resolution**

All Bureaus were advised of the issues:

CED – CED will completed the Journal Entry reclasses for the expenses.

RECREATION – RECREATION will do a journal entry to correct the errors as soon as a budget transfer goes through to provide the necessary funds.

LAW - LAW will prepare a Journal Entry Correction and get it processed.

RISK – RISK completed a journal entry reclass and will have the Director sign it when she returns and process it through Treasury.

MAYOR’S OFFICE – A journal entry was completed and submitted to Treasury for posting.

## **2. Sales Tax Paid on Invoice**

The City of Allentown is tax exempt from PA sales tax.

We identified 2 (two) FIRE invoices which included sales tax paid of \$39.19.

### **Resolution**

FIRE contacted the vendor and received a credit for the sales tax.

## **3. Untimely Payment of Invoices**

We identified:

- 5 (five) charges for 5 POLICE invoices dated 03/2020, 05/2020, and 06/2020, and
- 1 (one) charge for 1 IT invoice dated 06/2020.

### **Resolution**

All Bureaus were advised of the issues:

POLICE:

- 03/2020 Invoice: POLICE was made aware of this invoice when they received a statement from the vendor showing an outstanding invoice. Once a detailed invoice was received, it was processed for payment.
- 05/2020 and 06/2020 Invoices: When the order was placed, POLICE provided the credit card number to process the payment. It did not show up on the P-Card transaction until 09/2020.
- 05/2020 Invoice: The invoice date was created when the officer was registered for the training. Once it was confirmed that the officer attended the class, the vendor was contacted for the invoice to process the payment.

IT: This invoice was simply overlooked; The vendor sent an email to IT in June and apparently, the vendor is not sending the invoice directly to AP.

**4. Documentation Not Attached in EDEN**

To provide a proper audit trail and document the expenditure, the hard copy of the invoice and all pertinent payment information including claim numbers are scanned and attached in EDEN.

For the period September 2020, the following department did not have the proper documentation attached in EDEN:

HUMAN RESOURCES (HR) – 4 (four) instances, and  
BUILDING STANDARDS & SAFETY – 1 (one) instance.

**Resolution**

HR and BUILDING STANDARDS & SAFETY were advised of the issue and the proper documentation was scanned into EDEN.

**5. Missed Discount**

We identified 1 transaction with a vendor who offered a discount of 2% (\$2.76) if the invoice was paid within 10 days. The invoice was paid within 10 days, but the discount was not taken.

**Resolution**

PURCHASING was advised of the missed discount and contacted the vendor who issued a credit. Due to the cost of voiding and reissuing the check, the check was released.

**6. Invoice Naming Consistency**

During our review of the P-Card transactions we noted several instances where the invoice number was not used.

In some instances, the departments were using the credit card authorization number, others were creating their own invoice numbers and others were using the sales transaction numbers. As Internal Audit relies more on data analytics to review trends, potential duplicates, etc. it becomes even more important to have the correct and consistent information in EDEN.

**Resolution**

PURCHASING was contacted to provide direction to the departments.

2433

00085066

10/15/2020

BERGER, THEODORE 3928	6,532.66
WETHERHOLD, DENNIS 4092	3,658.79
KOLAWOLE, OLAYINKA 8063	1,391.92
REGECE, THOMAS 8864	253.28
DECKER, CHARLES 8849	34.39
FICHTER, CHARLES 8823	66.63
REVERIE, CHRISTOPHER 2708	2,059.69
WOODWARD, IRENE 9441	4,211.71
BOWER, JOHN 1744	416.25
HENDRICKS, CHRISTOPHER 4599	458.00
FATZINGER, TYLER 4573	499.87
LAGOSKY, MICHAEL 4581	658.57
BERNHARD, ERICK 2872	2,111.72
DELFI, JOSE 5586	1,072.22
RICKERBY, WILLIAM 2922	43.11
VARUGHESE, NELSON 2997	28.99
BANOTAI, THOMAS 2864	120.93
WHITEHEAD, TAWANNA 5703	3,860.90
HARTNETT, JERALD 4538	9,273.75
FERRY, JOHN 4553	2,315.07
SELIG, ZACARY 5858	112.43
PETRUCCELLI, ANDREW 1669	151.40
MOORE, JACQUELINE 4722	168.51
HEFFNER, BRYNE 2504	428.14
WESTERMAN, HEIDI 4183	220.87
HARTNETT, JERALD 4191	550.29
QUIGNEY, MARIA 5932	3,480.17

141,590.51

TD Bank, N.A.  
Allentown, PA 18101

3-180  
360

2433

10/15/2020

VOID

\*\*\*\*\*EFT PAYMENT NOTICE ONLY - DO NOT CASH\*\*\*\*\*

Pay  
to the  
order of

TD BANK, N.A.  
2035 LINESTONE ROAD  
WILMINGTON, DE 19808-5529

NON-NEGOTIABLE

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2432

00085066

10/15/2020

YANEK, DANIELLE 2658	13,899.53
PEPE, CHRISTA 5194	1,370.54
MCMAHON, JOSEPH 5186	252.55
FASANO, TERRY 2773	160.95
MARINO, ANGELA 2575	2,821.94
GRATZ, ERIC 2617	290.00
WAGENHURST, BARBARA 6630	241.29
FASANO, TERRY 3040	212.00
FLECK, WILLIAM 2898	533.07
MCGINNISS, MICHELLE 2682	1,376.42
WILLIAMS, MARIANNE 6876	6,024.34
HOLTZMAN, RICHARD 2666	3,943.56
KALE, RUBINA 2823	4,070.42
LOPEZ, JEIKENELYS 2856	3,595.24
WETHERHOLD, DENNIS 3011	4,350.30
COCCA, LISA 3078	2,317.55
RHOADS, ROBERT 2716	1,967.94
GRIFFITHS, RYAN 2732	4,968.78
NELSON, JEFFREY 3094	5,301.65
WEHR, JAMES 2583	2,386.98
HEINEY, GABRIELLE 2963	1,653.35
HOFFMAN, JUSTIN 2849	1,142.14
AGOSTO JR, EFRAIN 2470	1,418.77
HEFFNER, BRYNE 2488	2,612.09
MAGLIANE, CASANDRA 3052	29.99
VELEZ, ELIZABETH 2934	773.22
LIGHTNER, LEONARD 2740	434.64
LEIBERT, MATTHEW 3110	3,984.81
BARAKET, JESSICA 2526	50.00
O'NEILL, SETH 2693	167.05
SNYDER, JUDY 0121	25,059.14
	141,590.51

TD Bank, N.A.  
Allentown, PA 18101

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2432

10/15/2020

VOID

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NON-NEGOTIABLE

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Voucher List  
CITY OF ALLENTOWN

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Bank code : tde

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
2433	10/15/2020	00085066 TD BANK, N.A.	000008		CEDAR POOL	132.00
			001		LEHIGH VALLEY PLANNING COMMISSI	17.55
			00209416		GAS METER CALIBRATION - STORM 20	185.00
			009049/3014693		CARPENTRY SUPPLIES	76.88
			0149865-IN		ANTENNA AND CABLES OFF REQ 22-0	576.26
			0180963		SURVEY STAKES AND LATH BAG NEEC	180.45
			0206165-IN		SURVEYING SUPPLIES	472.80
			024338965000		MORNING CALL AD	301.02
			025342/2086918		CITY HALL REAR ELEVATOR	250.95
			028438/8015226		PODIUM REPAIR	54.32
			033993		GIANT GROCERY FOOD HOMELESS C	25.57
			061294/3023507		STREETS	25.15
			062261/2020787		CARPENTER SHOP SUPPLIES	41.64
			07042020		SERVICE FEE - COURT CASE WITH ES	4.50
			072964		TAB PAGES OFF ORIG REQ #07-001397	565.25
			082851/9015066		ROOF SUPPLIES	39.97
			087750/3054560		RECYCLING DROP OFF CENTER	8.54
			09042020		COURT FILING - ESTHER ALEJANDRO	71.15
			09092020		WELLNESS GIVEAWAYS	427.00
			09112020		WEBINAR- M. SALLIE-DOSUNMU CORC	197.00
			09162020-filing fee		CASE # 2020-C-1990 - FILING FEE	10.00
			09162020-S		CASE # 2020-C-1990 - SERVICE FEE	2.50
			09212020		FINANCE DIRECTOR JOB POSTING	150.00
			09212020		FINANCE DIRECTOR JOB POSTING	50.00
			09212020		FINANCE DIRECTOR JOB POSTING	175.00
			092838		MUMS FOR TREXLER PARK	108.00
			093920		FALL PLANTS	237.50
			1001417587		VIRTUAL TRAINING	458.00
			100940148		EXAM 64-PROPERTY MAINTENANCE &	219.00
			100943895		ICC BOOKS 2015 IPMC	121.25
			102098530-001		SPRAY TANK REPAIR PARTS	60.40
			104176402-1		MCKENNA- TOLLS TO ATTEND A TRAIN	60.60
			1085444-00		BARK BLOWER DOOR HINGES	154.37
			1099366-1		MISC PARTS	63.83
			1103675-0002		2020 G&S FASTENING PURCHASES (S	7.02
			1103678-1		2020 G&S FASTENING PURCHASES (S	321.10

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Bank code : tde

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
2433	10/15/2020	00085066 TD BANK, N.A.	(Continued)			
			1105127-1		SHOP	74.21
			1105432-1		HEALTH BUREAU	83.14
			1110630A		AWARDS CEREMONY CERTIFICATE AC	33.45
			111-1339766-1365833		TOILET SEAT COVER DISPENSER	16.99
			111-2170827-8536207		PLUGS/POWER SUPPLY ADAPTER	103.94
			111-2231351-0852259		2020 AMAZON PURCHASES (STREETS	858.00
			111-2417491-8095407		2020 AMAZON PURCHASES (STREETS	266.74
			111-2515363-7510623		FIRST AID KIT REFILL ITEMS	44.80
			111-2788371-5785831		WINTERIZING PLUGS	106.00
			111-4014623-5457859		LETTER STENCIL FOR ENGRAVER	3.36
			111-4607936-1337046		SUPPLIES - BOOK PURCHASE	57.22
			111-4685638-2110630		2020 AMAZON PURCHASES (RAIN GAR	145.96
			111-7353775-6000233		DIVIDERS FOR USE IN BUDGET BOOK	209.37
			111-7606196-3881022		USB C HUB	29.99
			111-8971250-5926654		ENGRAVER TOOL KIT	23.97
			112-0582231-1526640		WEEDWACKER HEADS	33.98
			112-0947678-2062658		HP INK	249.56
			112-1594451-8281844		LOADING RAMPS	123.89
			112-3044508-2265843		LIP SUPPLIES	163.44
			112-3287890-5380262		CLUTCH PIN BACKINGS	12.98
			112-4087235-6432212		BOX FOR INFORMATION	18.99
			112-8169354-9923465		50 INCH TELEVISION, WALLMOUNT, KE	434.64
			112-9520585-4691437		DATACARD RIBBON	195.90
			113-0029553-1841844		AMAZON - FIBER NETWORK PATCHES	28.50
			113-0254970-2073009		2021 WEEKLY AT A GLANCE	23.05
			113-1542215-6265862		POLY INDEX CARDS FOR AHB	17.50
			113-2980599-5989045		VEHICLE SHAMPOO FOR AMBULANCE	50.29
			113-3949673-8617064		INDEX CARDS AND 2020 MONTHLY PL	37.93
			113-4768033-5297869		1.1 GALLON INSECT KILLER	13.99
			113-5013690-9795456		1 GALLON BED BUG KILLER	59.95
			113-5330398-9834642		WEATHERPROOF SELF-FUSING SILIC	53.85
			113-5606760-7585050		A112 LOCKS	95.11
			113-6631809-5377009a		AMAZON - REPLACEMENT SSD DRIVE	501.80
			113-6631809-5377009b		AMAZON - USB HUB	19.99
			113-7849918-3774632		2021 MONTHLY PLANNERS - 8X12	31.58
			113-8104468-9453818		HAND SANITIZER	47.04

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Bank code : tde

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
2433	10/15/2020	00085066 TD BANK, N.A.	(Continued)			
			113-8385580-2462642A		LABEL TAPE	16.49
			113-8385580-2462642B		LABEL TAPE & EXIT BUTTON PSB	94.96
			114-0830160-2388222		HAZMAT 100K GRANT FOLDING CART	59.99
			114-2710476-3957007		DECON HOSE FOR E9	34.95
			114-3386850-9542639		LETTER OPENERS	5.99
			114-4552903-3053863		HAZMAT 100K GRANT HAND TRUCK	156.90
			114-4574180-3798665		HAZMAT 100K GRANT TV MONITOR	975.00
			114-5038089-8988248		PVC HEATING BLANKET	206.09
			114-5484086-0873042		GOLD SEALS FOR AWARDS CEREMON	31.90
			114-6177951-4375415		AMAZON OFFICE SUPPLIES	14.74
			114-6177951-4375415R		REFUND AMAZON OFFICE SUPPLIES	-14.74
			114-7681744-8343448		HAZMAT 100K GRANT SUPPLIES	226.88
			114-8082786-2694623		AMAZON OFFICE SUPPLIES	14.74
			114-8749333-7955448		OFFICE CHAIRS FOR MACK SOUTH EN	359.97
			114-9198454-8289009		ELEVATOR LIGHTS	79.21
			115620		2020 CONTRACTORS EQUIPMENT PUF	16.00
			11-8114941-3025041		GLOSS COPY PAPER FOR PRINTING B	10.93
			1190623		CHARGER OFF ORIG REQ #24-001471	119.90
			1231064-00		ARTS PARK IRRIGATION	8.58
			124012 & 124011		ANALYNC SOIL REPORTS	190.00
			124040		SOIL PENETRANT	212.00
			124082		WIRELESS SENSORS	798.00
			124157147		MAIL CART OFF ORIG REQ #07-001396	227.45
			1254677779		ADOBE SEPT 2020 SUBSCRIPTION	20.99
			1363401		RETURN SHELL FOR DESK	79.20
			1462810-20200831		LEXIS NEXIS FOR AUG 2020	859.03
			1509846		WEBCAMS	295.00
			1510080		SEPTEMBER FEE FOR DOG PARK CEL	26.95
			155611039		NRA MEMBERSHIP - YETTER	35.00
			16		MULTI-PURPOSE DISINFECTANT WIPE	1,061.07
			16000905637788		REGISTRATION TO AREA 2 VIRTUAL C	50.00
			16260		2020 WHITEHALL TURF PURCHASES (S	82.37
			1673		PENNBOD WEBINAR	110.00
			1675		PENNBOD WEBINAR	110.00
			167728153		LEAD LICENSE REFRESHER COURSE	117.30
			1751803636		GODADDY CERTIFICATES	739.98

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Voucher List  
CITY OF ALLENTOWN

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Bank code : tde

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
2433	10/15/2020	00085066 TD BANK, N.A.	(Continued)			
			1771-6057		OFC HAAS ACTAR TESTING FEE	50.00
			17810		MIX FUEL	42.87
			18		MULTI-PURPOSE DISINFECTANT WIPE	901.44
			194822318		MONTHLY RECURRING - SOFTWARE	155.00
			1970624		BATTERIES OF ORIG REQ #24-001471	134.60
			200043796		SGT LEONARD REGISTRATION FEE	695.00
			200161671		PESTICIDE TRAINING	25.00
			200902-0032 & -0063		REPAIRS TO OVEN AT MACK SOUTH	994.06
			20176364		RISK MANAGEMENT WRITING PENS	218.27
			20180		CEDAR POOL VDF REPAIR	340.00
			2020-1580		CONTINUING TRAINING FOR BRYAN FI	290.00
			2020-N-0887		DISTRICT JUSTICE TRANSCRIPT	80.90
			2020-N-1013		DISTRICT JUSTICE TRANSCRIPT	86.15
			20220		FIRE SHOES FOR DEPUTY CHIEF AGO	334.00
			20-27607018		FMLA COMPLIANCE UPDATE TRAINING	199.00
			2030951		HOLSTERS	106.47
			2030951.001		HOLSTERS	70.98
			2030951.002		GLOCK REPLACEMENT WEAPON	857.00
			20-4809458		CHILD ABUSE RECOGNITION AND REP	20.00
			2049256		5.11 MULTICAM/TDU PANTS	127.97
			2051161		CMC CARABINER FOR BAIL OUT SYST	382.00
			2056754		METER PLAN PARTS	264.43
			20-638		LIGHTS TO REPAIR PUBLIC WORKS VE	1,344.00
			20-661-20-671-20-680		VEHICEL LIGHT REPAIR PARTS	2,341.88
			213304370		DISINFECTANT WIPES FOR COVID PPE	1,049.65
			213343827		OFFICE SUPPLIES OFF REQ #07-00139	384.50
			214111154		OFFICE SUPPLIES FOR MAILROOM FO	987.25
			2227464		CARBURETOR	46.94
			225990		T AMATO 2020 CHILD ABUSE RENEWA	35.00
			226104		A KLEINTOP 2020 CHILD ABUSE RENE	35.00
			2267377		10TH ST POLICE STATION	43.11
			2294367		SKILLPATH TRAINING: R KALE (REFUN	-1.92
			2317		METER	383.70
			242288		2020 ACTION RENTAL REFUND (STREE	-36.16
			24271500		MATERIALS FOR BOILER CLEANINGS	35.56
			25435		GENETEC SERVER ISSUE	500.00

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Bank code : tde

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
2433	10/15/2020	00085066 TD BANK, N.A.	(Continued)			
			254366-Aug		ONLINE SERVICES - AUG 2020	280.00
			2564		REPLACEMENT PART FOR LEAD XRF 1	71.00
			256823		AIR PURIFIERS OFF REQ #31-003675	2,740.00
			256823.1		AIR PURIFIERS OFF ORIG REQ #31-003	990.00
			2814-183606		CEDAR POOL	7.49
			2814-183796		BATTERY & STOCK SHOP	101.73
			2814-183814		GREASE	63.80
			2814-183919		3RD FLOOR CITY HALL MOTOR REPAIR	2.67
			2814-183971		2020 QUAKER / NAPA - STORM	10.49
			2814-184053		BATTERY CHARGER	74.01
			29527		DRUM UNITS OFF REQ 31-003670	138.00
			3025-1		GOLF COURSE DOOR/ CARPENTER SI	52.21
			3092835415		LEXISNEXIS - MONTHLY SUBSCRIPTIO	716.00
			3280696		SKILLPATH TRAINING: R KALE	137.82
			3418711		BADGE PRINTER COLOR RIBBON - YM	193.92
			344488		SAFETY SUPPLIES FOR THE POOLS	3,505.08
			344488(2)		REPLACEMENTS FOR DISCONTINUED	78.21
			3489356		REFUND FOR DOCUMENT #720650 FO	-360.32
			35120002		INDEED FOR AUGUST 2020	200.27
			3522767		PART OF ORDER TO REPLACE REFUN	225.20
			3525935		TONERS TO REPLACE COMMUNICATIO	339.98
			3525962		PRINTER KIT OFF ORIG REQ #19-0058	62.04
			3529133		TONER CARTRIDGES OFF REQ #48-00	50.39
			3529142		TONER CARTRIDGE	4.14
			357863		WATER SOFTNER REPAIR	901.48
			362875-00		2020 ROOFMASTER PURCHASES (STR	209.01
			3774-4		MACK POOL PAINT	39.89
			386592		TULIP BULBS	3,943.56
			3C104403		GASKET FOR MOWER	35.34
			401350		AIR HOSE FITTINGS	6.15
			411001591162-Sep		1304 W FAIRVIEW ST - TECH SVC HEAT	31.82
			4140 00001 41523		PERCY RUHE SNACK DOOR	23.06
			4140 00001 46951		STEEL BUILDING LIGHTING	23.84
			4140 00001 84994		HOSE REPAIR	8.56
			4140 00002 21283		ROBINHOOD BRIDGE TEMP HANDRAIL	174.67
			4140 00002 62501		CEDAR POOL	50.01

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Voucher List  
CITY OF ALLENTOWN

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
2433	10/15/2020	00085066 TD BANK, N.A.	(Continued)			
			4140 00002 65082		BENCH REPAIR	34.30
			4140 00002 70181		CHEMICAL STORAGE BUILDING KEYS	4.78
			4140 00002 92789		PERCY RUHE SIGNS	21.25
			4140 00052 60682		CEDAR POOL	1.18
			4140 00062 55657		CEDAR POOL	8.21
			4140-00002-17471		2020 HOME DEPOT PURCHASES (STOI	211.94
			4140-00002-65868		2020 HOME DEPOT PURCHASES (STRI	11.95
			415605		SERVICE FEE FOR RE-RECORDING OF	7.00
			42321		TOWELS, CONCRETE ANCHORS	35.95
			427971289		TOOLS	39.98
			4328		TASER HOLDERS - OUTER CARRIERS	845.00
			439523-3		CEDAR POOL PUMP RENTAL - FLOOD I	786.60
			46319		9270 JACOBSEN DECK	77.16
			47260		9270 JACOBSEN IGNITION SWTCH	121.73
			50204		GARAGE DOOR REPAIRS AT CITY GAR	4,252.00
			51143139-00		PARKS LIGHT FIXTURES	1,750.10
			51143620-01		STOCK	216.16
			51143901-00		FIRE STATIONS/STOCK	161.90
			51143907-00		CONNECTORS FOR FIREHOUSE ENGLI	203.77
			51144024-00		STREETS HANGER SIDE- TOOL ROOM	76.58
			5425024		DESK	88.52
			5761844		CARBURETOR	46.94
			585358		CHEMSTRIPS OFF ORIG REQ #31-0036	166.95
			605085-1		2020 ACTION RENTAL PURCHASES (S1	157.07
			60857		STAKES FOR PLANNING OFF REQ #25-	20.01
			6111K		WOODS DECK PARTS	248.18
			6272020		REPAIRS TO BOAT	475.81
			6332590179		X CHAIRS OFF REQ #24-001470	1,734.00
			6332592448		X CHAIRS WITH HEADREST AND CAST	4,522.00
			6403466		WORK LIGHTS	149.97
			6507K		WOODS DECK RIM	106.24
			665424		RESUSCITATION MASKS	1,125.00
			6719447		COMPUTER STAND	88.75
			6757193		MORNING CALL AD	946.18
			6759028		ALLENTOWN COMMISSION ON THE HC	223.38
			6759035		ANNUAL CITY AUDIT - ZELENKOF/SKE /	417.48

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
2433	10/15/2020	00085066 TD BANK, N.A.	(Continued)			
			6761737		MORNING CALL AD	961.70
			6762453		HUMAN RESOURCES, ADMIN, APPTS, I	324.31
			6763842		MORNING CALL AD	231.90
			6768197		PUBLIC HEARING N. FRONT STREET -	1,800.20
			6769824		RULES, CHAMBERS INTERGOVERNME	245.05
			6773032		ACTION PLAN - COVID 19	1,417.67
			6773159		PUBLIC HEARING LIQUOR LICENSE TR	409.71
			6773207		MORNING CALL INVOICE FOR ZHB	1,023.82
			6775520		MORNING CALL LEGAL AD FOR 9/27/20	75.87
			6775784		COMMUNITY AND ECONOMIC DEVELO	440.77
			6780093		MORNING CALL AD	961.70
			6780913		MORNING CALL AD	318.31
			67868		GITHUB	20.00
			67868		SITEIMPROVE	3,085.88
			68436936		10TH ST POLICE	189.06
			68479367		BOILER SERVICING	448.77
			68500098		BM SHOP	361.36
			68509734		BM SHOP -WATER HEATER INSTALLAT	406.81
			68531557		MATERIALS FOR BOILER CLEANINGS	121.99
			68544429		BM SHOP	101.12
			68562859		WATERSHED	108.54
			68579279		BOILER CLEANING TOOL	423.19
			68607836		FURNACE PARKS WATERSHED	3,977.61
			68639339		BM SINK & WATER HEATER	86.96
			68722128		CEDAR POOL	93.90
			7001798508		AMERICAN WATER WORKS ASSOCIATI	235.00
			7278-0		STREETS WATER FOUNTAIN	87.28
			74821		CITY DECALS	75.00
			753313-1		HAND SOAP	283.70
			757730		HAND SANITIZER & DISINFECTANT WIF	1,350.00
			7678662		COMPUTER SPEAKERS	59.99
			7763415		CHAIR MAT	51.54
			78241/78242		DUST BAGS	230.76
			84721600353008		OFC HARRIS TRAINING REGISTRATIO	385.00
			852020		REPAIRS TO BOAT	216.62
			8639461		WEBCAM	54.99

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
2433	10/15/2020	00085066 TD BANK, N.A.	(Continued)			
			8865015		LABELS OFF REQ #25-000639	57.96
			8874420		RETURN-CURB ADAPTERS	-1,327.00
			8919099		CURB ADAPTERS BW HVAC UNITS	1,327.00
			89559		HID PROX CARDS	1,605.00
			9003454		MAHOGANY DESK	362.64
			9252257		WALL CLOCK	34.99
			9-28-20 MC		MORNING CALL VARIOUS ADS	235.37
			941524		2020 SEEDWAY PURCHASES (RAIN GA	948.96
			9463440		FREE-STANDING FIXED PEDESTALS	560.76
			9642854518		2020 GRAINGER PURCHASES (STREE	383.70
			9644781396		2020 GRAINGER PURCHASES (STREE	4.62
			9661206475		SHOP	52.93
			9663235589		2020 GRAINGER PURCHASES (STREE	25.44
			9665622883		2020 GRAINGER PURCHASES (STREE	231.00
			9668469639		2020 GRAINGER PURCHASES (STREE	243.32
			9670074997		2020 GRAINGER PURCHASES (STREE	96.00
			9862148185		VERIZON WIRELESS - SEPT 2020 CITY	9,273.75
			9862148186		DATA MODEMS - AUG 05 - SEP 04	3,626.97
			9957804		CABLE SPLITTERS FOR SCREEN DUPL	20.76
			ACFE 10-1-2020		ACFE VIRTUAL EVENT 10-1-2020	15.00
			AI-99981-28092020		CASPIO	39.95
			B98009		BELTS	134.74
			BBY01-806306961363		2020 BEST BUY PURCHASES (STORM)	519.99
			BBY01-806306961363CR		2020 BEST BUY REFUND (STORM)	-519.99
			BCO-152		WEBINAR-BCO 152 RESIDENTIAL PLAN	45.00
			CA040464		FRIENDS OF THE PARKWAY	79.51
			CA043158		ALLENTOWN POLICE ACADEMY	14.98
			CA052274		CANAL	17.25
			CA065449		STREETS	2.71
			CA065679		BIT FOR SEWER MACHINE	62.72
			CD2486511		FILTERS, GLOVES, TOWELS	144.15
			Cert#001113-2nd Qtr		DCED UNIF CONSTR CODE 2ND QTR	4,392.00
			COA0023		COVID 19 RESPONSE   SANITIZING WII	2,052.00
			COA0026		VINYL GLOVES FOR INSPECTORS	275.17
			DT177036		LEARN TO SWIM OFF REQ #28-001303	2,332.50
			EV-20-443		VEHICLE LIGHTS	339.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
2433	10/15/2020	00085066 TD BANK, N.A.	(Continued)			
			GC62132		MACK SOUTH	184.91
			Home Depot 9-18-20		CAULK NEEDED FOR CHURCH & EMAI	28.99
			Keppel 1790E64		PEARSON VUE EXAM FOR JASON KEP	219.00
			liens - Sept 2020		CURB AND SIDEWALK LIENS SEPTEME	302.60
			Liens Curb SW sept		CURBING AND SIDEWALK LIENS	1,361.70
			MC11509013		MAILCHIMP	99.00
			MCALL9-22-2020		POLICE PENSION AD	153.51
			MCKENNAEXAM		OPERATOR CERTIFICATION EXAM JEN	125.00
			P88950		SPINDLE FOR 9642 MOWER	149.30
			P89600		SHEAVE ASSEMBLY	49.99
			PAID0001854576		MARGOT MESSER PA STATE NURSING	122.00
			PH02435713		RESUSCITATION SUPPLIES	260.49
			PKN56G2642G		JASON HERTZ - GREEN INDUSTRY UPI	15.00
			Q-50856		SOFTWARE SUBSCRIPTION OFF REQ :	6,000.00
			QPD1C9YSCQW82		COVID HOTEL	2,062.50
			S032875737 Septembe		MATTRESS FOR HIBERNIA & FEARLES	2,386.98
			S112109		K-9 FAN AND SWITCHES	795.84
			S112377		PARTS FOR FIRE/EMS VEHICLES	2,045.16
			S21120239		CAMERA BOX REPAIR PARTS	3,176.45
			S5258573.001		RECYCLING WATER HEATER	91.17
			S5262884.001		CENTRAL FIRE-EMS	100.00
			S5264056.001		FIRE ADMINISTRATION	361.41
			S5264505.001		BM SHOP BATHROOM	100.00
			S5889669.001		CEDAR	33.40
			S5905617		STREETS	154.32
			SO 4142362		2020 GLEN-GERY PURCHASES (STORI	617.40
			SO2121479		DATA LOGGERS & SUBSCRIPTION FOF	3,041.08
			SWEEP-7		HIGH GRASS & WEEDS ABATEMENT	1,400.00
			U14641		WOODS DECK TIRE	35.71
			U15127		TORO TIRE	119.14
			WEB1749891523		SPILL KITS	547.38
			WEB1753450440		HAND DRYERS - JORDAN PARK - RISK	1,119.90
			WEB1758069307		RUBBER FOR PANEL BOXES - LIP	294.84
			WJ17630868		2020 HOME DEPOT PURCHASES (STRI	64.73
Total :						141,590.51

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
1		Vouchers for bank code : tde			Bank total :	141,590.51
1		Vouchers in this report			Total vouchers :	141,590.51