

CITY OF PHILADELPHIA PENNSYLVANIA

OFFICE OF THE CONTROLLER

MAYOR'S FUND FOR PHILADELPHIA FOLLOW-UP REVIEW

Questionable Purchases with Credit Cards, Special Events
& Other Expenditures

MARCH 2017

City Controller
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Promoting honest, efficient & fully accountable government



Mayor's Fund for Philadelphia Follow-Up Review
Questionable Purchases with Credit Cards, Special Events
& Other Expenditures

EXECUTIVE SUMMARY

Objective

After identifying and reporting several questionable expenditures made in 2015 related to a special reserves account within the Mayor's Fund for Philadelphia (Mayor's Fund), the City Controller's Office conducted a follow-up review of select areas of concern. The purpose of conducting The Follow-Up Review of the Mayor's Fund was to verify that expenditures were aligned with the Mayor's Fund's mission. Areas of review included the approval process for grant awards, credit card purchases, payments for special events and other expenditures.

Findings

The City Controller's Office found that city employees charged purchases totaling \$550,000 through two separate credit card accounts linked to the Mayor's Fund in 2015. It was determined that hundreds of the expenditures appeared questionable, as many did not have documentation to substantiate the purchase. Some of the more significant findings involving the Mayor's Fund spending included:

- \$133,567, or more than half, of American Express credit card charges selected over a five-month period had no receipts or supporting documentation including:
 - \$11,010 for charges related to restaurants and meals
 - \$7,176 for charges related to airfare travel
 - \$677 for charges related to Amazon Marketplace
 - \$600 for room charges at the Doubletree Metropolitan New York for what appeared to be related to the annual, political PA Society event
- Other questionable credit card charges throughout 2015 included:
 - 458 Uber rides that totaled \$8,738
 - \$1,181 for payments to Comcast, Verizon Wireless and the Pacific Gas & Electric company
- Almost \$100,000 was spent on hotel rooms and airfare for city employees, including some charges related to family members, in relation to the Papal Visit.
- The former chairwoman provided \$32,000 in grants without the Mayor's Fund Board of Directors' approval.
- The 2015 Tree Lighting Ceremony cost \$70,000, which was 300% more than in previous years and included lax payment approval through questionable invoices.
- \$22,000 in grant funds were spent for a private event at the University of the Arts where those invited included select city employees and individuals who were part of the Mayor's 2007 campaign.

Recommendations

The City Controller's Office has developed several recommendations to address the above findings. These include 1.) requiring that all funds be reimbursed that were not properly substantiated and did not support the mission of the Mayor's Fund, 2.) eliminating the special Marathon Reserves account, and 3.) strengthening controls for credit card usage. Additional findings can be located within the report.

Table of Contents

Background	3-4
Objective & Scope of Work	5
Findings.....	6
Credit Cards	6-9
Other Expenditures	10-12
Special Events (Tree Lighting & Mayor’s Farewell Party)	13-16
Grants to Support Community Programs	17-19
Additional Issues: World Meeting of Families Payment	20
Recommendations	21
Conclusion	23
Appendix I – Uber Travel	24
Appendix II – Farewell Party Invoice	33
Appendix III – Restaurant/Bar Receipt.....	37

Background

Mayor's Fund for Philadelphia

The Mayor's Fund for Philadelphia (Mayor's Fund) operates as a 501 (c)(3) organization that works in close partnership with the City of Philadelphia and private-sector partners to advance initiatives that reflect Mayoral priorities and seek to improve the quality of life for all Philadelphians. It serves as a fiscal agent for several city agencies and manages between \$7-to-\$10 million annually for City programs that promote activities such as tourism, business and economic development, education, culture and the creative economy, as well as job growth.



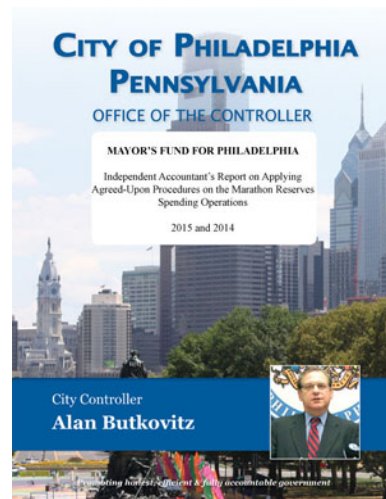
A board of designated directors oversees the Mayor's Fund, while an executive director and four staff members handle daily operational and administrative tasks. The executive director and her staff manage grant funds on behalf of some 70 programs that include, for example, Philly Play, PowerCorpsPHL, My Brother's Keeper and the Better Bike Share Partnership. These programs have been set up to support mayoral priorities. In order to receive grant funding, these groups submit applications requesting limited funding for projects that are supposed to align with the mayor's goals. The Mayor's Fund's Board of Directors reviews the grant applications and either approves or denies the application.

The Mayor's Fund receives revenue from administrative fees charged for management of private funds and grants, but its principal source of unrestricted receipts is generated from registration fees of the Philadelphia Marathon.

City Controller's Initial Review - Questionable Spending

The City Controller's Agreed Upon Procedures Review (Initial Review) of the Mayor's Fund for Philadelphia was issued September 2016 and covered expenditures that occurred in 2014 and 2015. The review was conducted at the request of the Executive Director, who had concerns that a special account known as the "Marathon Reserves" created under the prior mayoral administration may not have been spent appropriately. The objective of the Initial Review was to gain an understanding of policies and control activities over the Marathon Reserves and ascertain if these expenditures were adequately supported, properly authorized and in accordance with the Mayor's Fund goals and objectives.

Prior to establishing the Marathon Reserves, the Mayor's Fund annually allocated \$500,000 solely for grants, which all related spending had to be approved by the Mayor's Fund's Board and include appropriate support and documentation for all expenditures. These grant awards helped fund several initiatives that benefited Philadelphians of all ages, including Philly Play, PowerCorps, My Brother's Keeper and the Better Bike Share Partnership. The prior administration created the Marathon Reserves by allocating \$200,000 of the \$500,000 into a special account that was accessible by the former chairwoman.



The Initial Review identified many findings that raised concerns regarding oversight, policies, procedures and spending including:

- In 2015, the former Mayor's Fund chairwoman substantially circumvented policies and control activities that were designed and adopted for grants funded with Marathon Reserve monies. The former chairwoman operated autonomously and was allowed almost exclusive discretion for awarding grants and incurring expenses charged to the Mayor's Fund.
- Of the 21 selected expense amounts reviewed, only five appeared to be grant related as required. Of these five apparent grants, only three were supported by the necessary grant application. All but one expense, a non-grant payment of \$10,000, were approved exclusively by the chairperson, instead of the Board of Directors.
- Expenses frequently had very little supporting documentation or explanation as to their nature and purpose. This included a charge of almost \$52,000 for unnamed individuals' stay at the Philadelphia Marriott Courtyard during the 2015 Papal Visit. There were no receipts provided, no record of how many rooms were purchased or for whom the rooms were booked.
- The majority of payments observed in the Marathon Reserves were connected to an American Express Credit Card account. There were three individual cards assigned to the Mayor's Fund, one each to the Executive Director, the former chairwoman, and an employee within the Mayor's Office. The purchases included:
 - \$45,000 made for flights and hotels to Rome, Italy in June 2015
 - \$704 for charges related to 33 Uber rides in one month
 - \$333 for several charges relating to lodging and food in Portland, Oregon, and
 - \$80 for a pair of women's shoes from Macy's
- The former chairwoman used the Marathon Reserves to fund celebration events instead of making grant awards. This included \$45,000 paid to various vendors for the Mayor's 2015 tree lighting ceremony and approximately \$20,000 in catering charges connected to an event held by the former Mayor.

The Initial Review raised several concerns and red flags with the City Controller's auditors and investigators. Primarily, hundreds of thousands of dollars were spent without regard to standard accounting procedures such as providing receipts, justification and proper approvals. The City Controller highlighted several of these concerns when the report was issued September 2016.

Objective

The purpose of conducting The Follow-Up Review of the Mayor's Fund was to verify that expenditures were properly authorized and accounted for and were aligned with the mission of the Mayor's Fund. The City Controller's Initial Review identified several areas of concern that became the focus of the Follow-Up Review, including the following:

- extensive review of credit card statements for 2015,
- expanding the review of grant awards, which were either approved or not approved by the Board,
- examining payments to vendors and other individuals for special events such as the 2015 Christmas Tree Lighting and the Mayor's Farewell party, and
- analyzing expenditures related to the 2015 Papal Visit and World Meeting of Families

Scope of Work

The City Controller's staff identified several key areas of the Mayor's Fund based on the Initial Review that provided insight into the lax oversight of expenditures. This included a collaborative effort with the City's Law Department in order to obtain additional records that were maintained on servers under the prior Mayor's Administration as well as the Mayor's Fund.

The Follow-Up Review focused on the financial records involving monthly credit card statements, check registers for the various accounts maintained by the Mayor's Fund, and invoices and bank checks that were related to special events such as the Mayor's 2015 Christmas Tree Lighting Ceremony and the Mayor's Farewell Party. By issuing subpoenas to some of the entities identified in the Initial Review where questionable expenditures occurred and the Mayor's Fund could not produce supporting documentation, the City Controller's staff was able to obtain additional information associated with the expenditures.

In addition, the City Controller's staff conducted several interviews with individuals who were involved with and/or had knowledge of processing invoices and checks for special events expended through the Mayor's Fund. This included conducting interviews with vendors who were paid for various services related to the 2015 Christmas Tree Lighting Ceremony.

A review of internal communications associated with various activities through the Mayor's Fund was also conducted.

Findings

After releasing the Initial Review, the City Controller's Office requested additional documentation from the Mayor's Fund and conducted several interviews with staff and individuals with knowledge of the daily operations. The review performed by the City Controller's staff noted several red flags primarily connected to the credit card purchases and required further attention.



Credit Cards

American Express

There were three active credit cards associated with the American Express account which were listed under (1) the former chairwoman, (2) the executive director and (3) an Executive Assistant in the Mayor's Office. A review of all American Express account statements discovered that \$459,042 was charged on this credit card account in 2015. A breakdown of all purchases by category type included the following:

Category of Spending	Total Amount
Lodging	\$126,978
Food & Entertainment	\$33,779
Transportation	\$80,294
Other (supplies, software, retail, etc)	\$217,991
Total	\$459,042

To gain an understanding of what purchases were properly approved and supported with receipts, the City Controller's Office reviewed five months of American Express expenditure records maintained by the Mayor's Fund. This Follow-Up Review included examining approved transmittal requests, which identified the specific account to be charged within the Mayor's Fund, the receipts that substantiated each approved purchase, and a signature by an authorizing employee. The five months accounted for \$242,067 of the \$459,042, or more than half, of the total charges made in 2015.

Several city departments utilized the Mayor's Fund as a fiscal agent to fund various programs throughout 2015. Some of these departments included the Mayor's Office, Mayor's Office of Education, Department of Public Health, Commerce Department, Office of Sustainability, and the Office of Arts, Culture and the Creative Economy. Employees within these offices had access to the Mayor's Fund executive director's American Express card. They would make purchases with the card and then submit approved transmittals along with any receipts to the Mayor's Fund to justify the expenditures that were recorded on the monthly statements.

Of the total amount the Controller's Office selected to examine, it was determined that only \$108,500 or less than half, was approved and associated with a specific program and/or initiative of the Mayor's Fund.

A comparison of the total charges for the selected months to the amounts that were approved included the following:

Month	Total Charges Billed	Amount Approved /Substantiated	% Approved /Substantiated
June 2015	\$42,027	\$22,064	53%
July 2015	\$16,025	\$8,498	53%
September 2015	\$103,037	\$38,710	38%
October 2015	\$41,562	\$28,985	70%
December 2015	\$39,416	\$10,243	26%
Total	242,067	\$108,500	45%

From the documents reviewed for these selected months, it appeared the cards were utilized in various manners depending on the card user. Of the three credit cards on the American Express account, almost all of the approved transmittals and receipts were associated with the Executive Director's credit card. There were little, if any, records to substantiate the selected purchases made on the card under the Mayor's Office executive assistant. In most instances, these expenditures were related to travel purchases for employees to attend conferences and/or the Mayor's security detail to travel with the former Mayor.

We also found there was no supporting documentation to substantiate any of the purchases of the former chairwoman's American Express card in these months. This included significant usage of Uber, the rideshare service. In addition to a lack of documentation to substantiate the purchases in the selected months, a review of the bank statements for all Uber charges for the entire year indentified the following:

- \$8,738 = total charges
- 458 = total Uber rides recorded
- 38 = average monthly rides during the year



The reason for utilizing Uber by the former chairwoman was unknown. There was no record to indicate the pick-up location or the destination for the Uber rides. In addition, all of these purchases were also made at a time when Uber was operating illegally within the City of Philadelphia, marking a questionable practice of expending city-related funds to a service that was not subject to city licensing or taxes.

Along with no approvals and/or receipts for the Uber rides, there were many other purchases on the former chairwoman's credit card that appeared questionable. Of the total \$43,337 in charges for the year, \$23,168 was included in the selected months reviewed. Some of the questionable purchases included:

- \$1,388 for Amtrak tickets to travel from Philadelphia to either New York City or Washington D.C.
- \$599 for a hotel room charge that, based on the former chairwoman's social media account, she attended the PA Society in New York City, which is the annual weekend retreat for Pennsylvanian's politicians and business leaders
- \$481 for a hotel room stay at the Sheraton Center City from October 14, 2015 through October 15, 2015
- \$39 for necklaces purchased at Macy's East
- \$32 for food at Perry's Restaurant in San Francisco

In addition to utilizing the American Express card under her name, it appears the former chairwoman also utilized the executive director's credit card. For example, the Controller's Office discovered a catering contract between the former chairwoman and the Hyatt at the Bellevue for an event listed under the former chairwoman's name and titled, "Purpose Not Position Dinner". It appears the event was for 15 guests. The credit card authorization form indicated that the former chairwoman's name was listed under the Individual/Business/Group or Event Name. In addition, the executive director's name and credit card number were listed as the source of payment.

There is a note on the contract document that indicates two charges associated with this event were made to the Mayor's Fund; one for \$500 and another for \$1,695.75. The December 2015 American Express statement indicated a \$500 expense for the Hyatt at the Bellevue.

The Controller's Office also observed several charges on the executive director's card that were supported with receipts but still appeared to be questionable. For example, more than \$23,000 was spent over a three-to-four day period at restaurants and hotels in September 2015 for a Water Department and/or Office of Sustainability event. The approved transmittal indicated that all of the charges were to be deducted from the "Surdna" and "Pisces" funding that was maintained by the Mayor's Fund. These charges included the following:

Restaurant/Hotel	Charge
Amis	\$193
Dandelion	\$1,029
Pennsylvania 6	\$526
Pub and Kitchen	\$643
Foodery Rittenhouse	\$460
Parc	\$458
Smokin Betty's	\$1,047
The Black Sheep	\$2,778
Sheraton Center City	\$5,439
Radisson Blu Warwick	\$11,120
Total	\$23,693

Many of the restaurant charges appeared to include meals as well as alcoholic beverages. Most notably, at the Black Sheep alone, almost \$1,000 of the total \$2,778 bill was spent on alcohol during a happy hour [see Appendix III].

Wells Fargo Corporate Account

Our Follow-Up Review also discovered additional credit cards linked to a Wells Fargo Corporate account, which was listed under the former chairwoman and an employee in the City Representative's Office.

The City Controller's Office reviewed the 2015 credit card statements and also found that \$92,266 was charged through the Mayor's Fund's Wells Fargo account with minimal receipts and/or approvals provided to the City Controller's Office for these expenditures. A breakdown of all purchases by spending category is shown below:

Category of Spending	Total Amount
Lodging	\$5,564
Food & Entertainment	\$4,860
Transportation	\$11,462
Other (membership fees, supplies, software, etc)	\$70,380
Total	\$92,266

Of the total amount listed in the table above, the Mayor's Fund provided supporting documentation for only \$5,993. For the remaining \$86,273 in purchases, there was no documentation provided to the City Controller's staff. Some examples of credit card purchases that were not documented included:

- \$2,095 for two separate charges at the Jefferson Hotel, Washington DC (former chairwoman's credit card)
- \$1,999 for a charge at the Seaport Hotel WTC in Boston, MA (City Representative employee's credit card)
- \$428 for charges at various restaurants in Minneapolis, Minnesota, including the Skywater Cusine, Kelber Catering, The Local, The News Room, Ling and Louie's and MASA. (City Representative employee's credit card)
- \$32 for a charge at McCormick Schmick in Philadelphia (former chairwoman's credit card)
- \$114 for a charge at Veritable Quandry in Portland, Oregon (former chairwoman's credit card)
- \$710 for five separate charges associated with a Verizon Wireless account (City Representative's employee's credit card)
- \$101 for a payment to PG&E EZ-PAY, which appears to be the Pacific Gas and Electric Company (former chairwoman's credit card)
- \$370 for two charges associated with Comcast (former chairwoman's credit card)
- \$56 for two separate charges at retail stores – J. Crew, and Macy's East (former chairwoman's credit card)

Other Expenditures

Marriott Hotel - Papal Visit



As indicated in the previous section, the City Controller's Initial Review identified a \$52,000 expenditure made at the Downtown Marriott with one of the American Express credit cards during the 2015 Papal Visit. The Mayor's Fund maintained no supporting documentation or receipts relating to the purchase and there was no indication as to how many rooms were purchased and who the rooms were purchased for.

After the Initial Review was released, the Downtown Marriott responded immediately to a subpoena issued by the City Controller's Office and provided its hotel portfolio and financial records related to the charges on the Mayor's Fund's American Express account during the time of the Papal Visit. The Controller's Office determined that 25 rooms were purchased under the names of 22 individuals. This primarily included staff under the prior Administration, including members of the Mayor's security detail. The total average charge per room was \$2,045 for a period of September 24 to September 27, 2015.

Three of the individuals, the former Mayor's Fund chairwoman, former Mayor's Chief of Staff and the former Mayor, were listed as having two rooms. Based on interviews conducted by the Controller's staff with an employee in the Mayor's Office who had direct knowledge of booking the rooms, these additional rooms were used as follows:

- Former Chairwoman – one room was booked for her and the other was allegedly used for her family
- Former Chief of Staff – one room was booked for him and the other for family members
- Former Mayor – one room was booked for him and the other was used as a staging and/or work area

After the release of the City Controller's Initial Review, a November 4, 2016 Philadelphia Inquirer article, "Controller offers defense in defamation suit," reported on the Marriott Hotel charges, which included the following about each individual listed above:

[former Mayor] Nutter said only his wife stayed with him at the hotel. Other family members including his mother, met him at the hotel during the pope's visit, he said, and traveled with him as part of his entourage for papal events.

[former chairwoman] Jesse C. Klapproth, Peterkin Bell's attorney, said his client had no family with her at the hotel. He said that Peterkin Bell had an extra room for police personnel.

[former Chief of Staff] Gillison acknowledged in an interview that his family stayed with him at the Marriott during the papal visit. Gillison said that hosting his family on the mayor's fund's tab was "above board" because "it's not taxpayer money." "I was the one who invited them," Gillison said, adding that the papal visit was during the World Meeting of Families. "There was a focus on family. This was supposedly who it was for."

Along with obtaining the Marriott Hotel portfolio, the City Controller's staff obtained the daily manifests and itineraries for the Papal Visit. These manifests, for Saturday and Sunday, included the names of almost 40 individuals who appeared to be family members of many of the city employees staying at the hotel (*pictured right includes a group photo with several employees and their family members*). The individuals were listed by their relationship to the city employee and the type of vehicle they were transported in for that day.



For example, the former Mayor's Chief of Staff stated in the Philadelphia Inquirer article that he had his family stay in one of the rooms purchased with the Mayor's Fund credit card. This would support the information listed on the manifests as he had at least five family members listed under his name and traveled in a vehicle with him on Saturday and Sunday.

While the former Mayor's Fund Chairwoman, who was also the City Representative, stated through her attorney that his client "had no family with her at the hotel", internal communication obtained by the City Controller's Office indicated that on Saturday, Sept. 26, 2015, a Mayor's Office employee emailed a Marriott Hotel employee indicating that a babysitter for the former City Representative's daughter would be stopping by the front desk to get a key to one of the former City Representative's room. It stated that the babysitter would be with the former City Representative's daughter, which contradicts what the attorney stated in the Philadelphia Inquirer article.

The City Controller's staff met with various individuals who were listed as having a hotel room at the Marriott and paid for with the Mayor's Fund American Express account. Some stated that they didn't have a designated room but were provided with keys to rest in a room for a few hours when they had the opportunity. In one instance, we discovered that even though the Department of Public Property Commissioner was listed as having a room on the Marriott's portfolio, the Commissioner did not stay at the hotel during the Pope's visit but rather stayed with family close to Center City. She also stated that the Department of Public Property employees, who were working during the Papal Visit, stayed at City Hall on cots in shifts.

These findings raise serious concerns regarding the manner in which the Mayor's Fund was utilized to make purchases outside of the City's standard policies, especially when the Mayor's Fund maintained no receipts, approvals, or other supporting documentation for the room purchases. Instead of having city employees purchase the rooms themselves and then get reimbursed after providing proper approvals and receipts, the Mayor's Fund was used to bypass this standard and allowed for personal expenditures to be made.

There is also a concern that these types of expenditures through the Mayor's Fund could be in violation of city ethics laws.

A review of financial disclosure forms for the Mayor, former chairwoman and former Chief of Staff found there were no accommodations paid with the Mayor's Fund monies disclosed on their reports.

Trip to Rome – Pre-Papal Visit

As the City Controller disclosed during the release of the Initial Review, the Mayor's Fund's American Express account was used to purchase more than \$45,000 in flights and hotels associated with a trip to Rome, Italy in June 2015, which was three months before the pope arrived in Philadelphia. These charges were made with the American Express credit cards under the former chairwoman's and Mayor's Office employee.

A summary of these charges as depicted on the June 2015 credit card statement included the following:

Date	Payee	Total Amount	Comments
05/29/2015	US Airways	\$32,175	Includes flight purchases for six individuals to Rome. Four individuals received flight upgrades.
06/22/2015	Delta Air Lines	\$2,012	Flight purchase for one individual from Rome to New York NY
06/26/2015	Sofitel – Rome	\$10,478	Room charges were \$1,782 to \$1,980
Total:		\$44,665	

The City Controller's Office issued a subpoena to Sofitel to ascertain the charges presented on the American Express account. Sofitel responded by stating that they "requested the Sofitel Rome Villa Borghese to conduct a thorough and diligent search of its records and provide any responsive documents." The Sofitel provided receipts for only four rooms of the six rooms booked from June 22, 2015 through June 26, 2015.

Since the Mayor's Fund did not maintain receipts and/or approvals for the airfare or Sofitel hotel purchases, it is difficult to reconcile the charges on the credit card as a result of the hotel providing receipts for only four rooms, instead of the six recorded on the American Express account. If these city employees were on official business, it raises the question as to why the purchases did not follow the city's standard procedures for making the purchases, submitting the appropriate receipts and approvals and then getting reimbursed through the city.

A review of financial disclosure forms for these employees indicated that there were no accommodations from the Mayor's Fund disclosed on their reports.

Special Events:

2015 Christmas Tree Lighting Ceremony

The City Controller's Initial Review identified two transfers, \$40,000 and \$5,000, through the Marathon Reserves account that were allegedly grant-related and for the Mayor's 2015 Christmas Tree Lighting Ceremony. However, these payments were not grant related or approved by the Board. As a part of the Follow-Up Review, the City Controller's Office obtained and reviewed the invoices to the Tree Lighting Ceremony.

The Controller's Office was provided with 35 invoices from 30 vendors. These invoices were allegedly submitted by the vendor to request payment from the Mayor's Fund for various services provided during the Tree Lighting Ceremony.

By reviewing the 35 invoices totaling \$68,346 for services provided during the event and conducting interviews of associated personnel, the City Controller's Office determined the following:

- 15 invoices were prepared by individuals associated with the Mayor's Fund and/or the Office of the City Representative and not the vendors themselves.
 - Four of the invoices were dated after the payment transmittal request date, and the date on the check with one having cleared the bank prior to the vendor invoice date.
 - Three checks were dated prior to the former chairwoman's approval, two of which were posted as cashed before the approvals.
 - Six of the vendors listed on the invoices confirmed receipt of the payments associated with the invoices.
- One vendor indicated that they had not received payment and due to lack of contact or failure to respond to our requests, we were unable to verify if eight vendors received payments for purported activities associated with the event.
- Payments that could not be verified totaled \$15,100.

Associated with the findings listed above, the City Controller's staff identified several areas of concern with how payments were processed in relation to the Mayor's Tree Lighting Ceremony. This included the following:

- The process for approval of the budget was not fully documented; payment processing relied on verbal or email approval from the former chairwoman; and no documentation was made available to the full Mayor's Fund Board for discussion or approval.
- The process for approving fund payments lacked separation of duties and incorporated procedures that put the Mayor's Fund at increased risk for fraud, such as creating vendor invoices and preparing the payment request form for payment. A review of internal communication from individuals who were charged with coordinating the tree lighting event discovered requests for one individual to create invoices for several vendors.
- Invoices prepared that were purported to be from vendors lacked specificity of vendor details, which resulted in the inability to verify the authenticity of the vendor and actual receipt of payments.
- There was no documented selection process, bidding procedures or amount thresholds.

In addition, there was a difference of approximately \$23,000 from what was approved by the former chairwoman to what was actually spent for the event according to invoices submitted in 2015. The City Controller's staff obtained the Mayor's Fund's General Ledger that identified the debits and credits for

the tree lighting event. This included the two grants from the former chairwoman, \$40,000 and \$5,000 which were credited in November 2015 and December 2015, respectively. There was also a \$20,000 contribution from Disney Worldwide (6 ABC) credited to the account in March 2015, which was listed for the Office of City Representative's Tree Lighting.

The City Controller's staff learned through interviews with individuals charged with coordinating the tree lighting event that in prior years the tree lighting ceremony's costs were paid through the amount that Disney Worldwide contributed. According to the Mayor's Fund's executive director, prior year tree lighting costs were as follows:

Year	Cost
2011	\$18,461
2012	\$13,073
2013	\$10,070
2014	\$14,289
2015	\$72,921*

The total cost for the 2015 tree lighting increased by 500 percent from prior years based on the average costs from the table listed above. The significant increase in costs for the annual event was exceedingly questionable, especially in the manner in which payments were made with nominal oversight and approvals.

**there is a difference in the amount examined through invoices (\$68,346 as noted on page 13) and the amount presented by the executive director as not all of the invoices were submitted in 2015, which was the review period of the Follow-Up Review*

Mayor's Farewell Party

From the City Controller's Initial Review, there were two expenditures totaling \$22,100 through the Marathon Reserves for the Mayor's Farewell Celebration. The payees included Parkhurst Dining Services, \$19,090, and University of the Arts, \$3,000 [see appendix II]. It was determined that neither of these payments was approved by the Board and did not appear to be grant-related or consistent with the mission of the Mayor's Fund.

The event entitled, "For an Evening of Celebration for Eight Wonderful Years" was held January 2, 2016, from 6 p.m. to 10 p.m., at the University of the Arts – Hamilton Hall (invitation pictured right). The City Controller's Follow-Up Review discovered that employees in the Mayor's executive office were charged with coordinating the event; including creating the invitation list and gathering contact information such as email addresses in order to send the invite.

Internal communications between the Mayor's staff and the Mayor's Fund executive director in the month leading up to the event indicated there was a concern with how the Mayor's Fund was being utilized for the event. In the initial planning stages, it appears there was apprehension with the optics surrounding the event, as there was a request from the former chief of staff to review the invitation before it was supposed to be sent out. A December 17, 2015 email among executive staff employees read as follows:

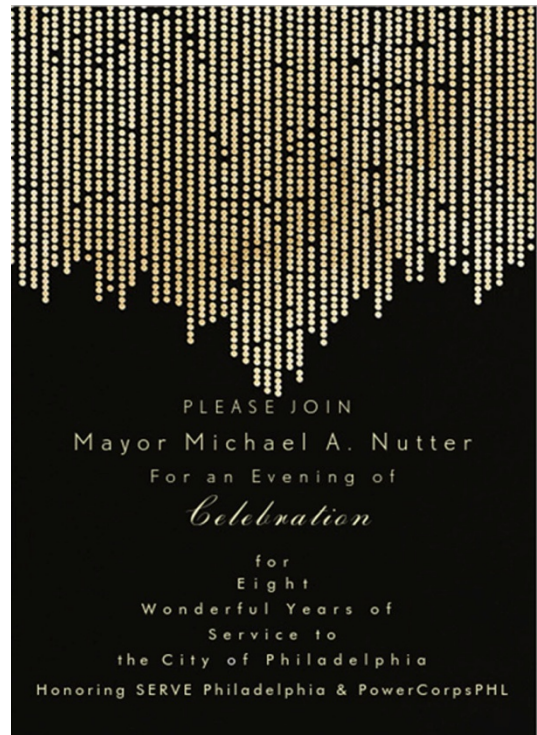
"(Apparently there is a lot of discussion going on now about the use of The Mayor's Fund.) SO, we made a few minor edits to the invite and have let him review it."

The event invite included a line that stated, "Honoring SERVE Philadelphia & PowerCorpsPHL", which were programs that received grants from the Mayor's Fund for past projects.

In addition, there was a concern from the Mayor's Fund executive director with how using resources could be justified for the event. The executive director was told by a Mayor's executive staff employee that the event would be as follows:

"...we have decided to have a thank you/farewell soiree on the event of Saturday January 2nd – invites should go out today to: Executive Team, Core Team, Ad Board, Mayor's Staff, Cabinet, Detail, original 'inner circle' folks – and all who assisted on 2007 campaign."

"In addition to saying thank you, we will honor/recognize SERVE Philadelphia and the wonderful service of PowerCorpsPHL. [the former chairwoman] has signed off on this and everyone is really excited!"



After learning about the event details, the Mayor's Fund executive director was concerned that the event was a celebration/goodbye party and it was not the policy or practice to use Fund resources for this type of activity. However, the former chairwoman responded that the event was "much like the sustainability event or the tree lighting event that was supported and PowerCorpPHL would be the focus."

Through several interviews with those knowledgeable of coordinating the event, as well as those who attended, it was determined that it was an event for select individuals and city employees who either worked with the former Mayor within city government or were involved in his political affairs. Additionally, several individuals interviewed stated there was minimal recognition for the community-based initiatives.

Not only was this event not approved by the Mayor's Fund Board or consistent with its mission, it appears it benefited only select individuals with close connection to the former Mayor. Again, the Controller's Office questions the use of Marathon Reserves funds to pay for this event, which was consistent with a concern from the Mayor's Fund executive director.

Grants to Support Community Programs

In addition to accounting for the revenues and expenses related to operating the Philadelphia Marathon, the Mayor's Fund awards some of its excess revenues to various community and/or local organizations that support the Mayor's Fund's mission. As previously identified, the former chairwoman divided the Mayor's Fund Marathon Account into two separate accounts for fiscal years 2014 and 2015, the Grant Awards Account and the Marathon Reserves Account.

During 2015, the Board approved 15 of 31 grant applications totaling \$264,500, in grant awards listed below:

Meeting Date	Name of Approved Grant	Requested	Approved
January 2015	Greater Philadelphia Export Plan	\$25,000	\$12,000
	Tripod Initiative	\$50,000	\$10,000
	ID Philly	\$50,000	\$30,000
	Promise Zone Mini Grant	\$30,000	\$15,000
	Jazz Appreciation Month	\$50,000	\$8,000
April 2015	Fun Safe Philly Summer	\$6,124	\$6,124
	Foster Grandparents	\$20,000	\$20,000
	PowerCorps PHL	\$45,000	\$43,500
	STRONG	\$25,000	\$7,876
	Blackstar Film Festival	\$50,000	\$5,000
August 2015	Waste Watchers	\$22,000	\$10,000
	US2020 PHL	\$34,500	\$17,000
	Phila Police Community Eng. Initiative	\$25,000	\$25,000
	College & Career Readiness	\$50,000	\$30,000
	Financial Empowerment/BenePhilly	\$25,000	\$25,000
Total:		\$507,624	\$264,500

These grants were funded out of the \$300,000 that was allocated to the Marathon Fund's Grant Award Account.

While approximately half of the grant applications were approved for at least a portion of the requested funding, the other half listed below were not approved.

Meeting Date	Name of Grant Not Approved	\$ Requested	\$ Approved
January 2015	Cities for Citizenship Campaign	\$26,500	\$0
	Mothers in Charge National Conference	\$25,000	\$0
	IUS Program	\$30,000	\$0
	USA Tourism & Feasibility Analysis	\$50,000	\$0
	Center City Jazz Festival	\$25,000	\$0
	Cities United	\$30,000	\$0
April 2015	Penn Apps Fellows	\$25,000	\$0
	Mt. Moriah Gatehouse Preservation	\$25,000	Tabled
	Project World Heritage City	\$25,000	\$0
	Greater Phila Export Plan	\$13,000	\$0
	Greenworks Celebration	\$15,000	\$0
August 2015	Community Appreciation Day	\$25,000	\$0
	Commission on Universal Pre-K	\$40,480	\$0
	Head Start Application Redesign	\$25,000	\$0
	Volunteer Recruitment & Training	\$20,000	Deferred
	Phila Reads Programming	\$7,500	Deferred
Total:		\$382,480	\$0

In addition, there were grants submitted to the Board where either they tabled their action or denied the grant but the former chairwoman provided the funding through the Marathon Reserves Account. These included the following:

- Mt. Moriah Gatehouse Preservation: requested \$25,000 to fund an immediate need to stabilize the Gatehouse at the Cemetery. The Board meeting minutes indicate that the funding fell outside of the parameters to receive money from other entities such as the National Trust for Preservation, the City Planning Commission and the Philadelphia Redevelopment Authority. The Board tabled the action.

Result: The former chairwoman awarded \$22,000 from the Marathon Reserves Account with no mention of this recorded in the Board's minutes.

- Project World Heritage City: requested \$25,000 to market the City of Philadelphia to help the city receive the World Heritage designation from The Organization of World Heritage Cities. The Board denied the funding and indicated the number of quality large-scale international events already coming to Philadelphia during 2015/16. According to the Board meeting minutes, “the designation of Philadelphia as a “world heritage city” is not a high priority from Board’s perspective.”

Result: The former chairwoman awarded \$10,000 from the Marathon Reserves Account with no mention of this recorded in the Board’s minutes.

Additional Issues: World Meeting of Families Payment



In the days leading up to the 2015 Papal Visit, there were questions surrounding the costs associated with the four-day event. According to a September 22, 2015, Philadelphia Article, “Mayor Nutter: Taxpayers off the hook for pope’s visit”, the former mayor stated that the city would be getting reimbursed for the estimated \$12 million cost of the event. At that time, a contract was conformed between the City of Philadelphia and the World

Meeting of Families that indicated, “the city must provide a detailed invoice for all costs and expenses by November 1, and the World Meeting of Families must reimburse the city by November 30.

More than a month after the pope’s visit, the city acknowledged that it actually spent almost \$17 million and that it was responsible for covering half of the total costs. This contradicted what the former mayor stated prior to the event that taxpayers would not have to cover the costs.

As part of examining internal communication and documents related to the Mayor’s Fund ongoing review, the City Controller’s staff discovered there were questions among the former Mayor’s executive staff regarding the amount that was supposed to be billed to the World Meeting of Families for the pope’s visit.

Although the initial contract indicated that a detailed invoice was supposed to be billed by November 1, 2015, it appeared the discussion surrounding the total costs had occurred beyond the initial billing deadline. On November 10, 2015, the former Budget Director wanted to confirm with the Mayor’s former Chief of Staff that the city would be asking the World Meeting of Families for reimbursement for the \$16.8 million.

The former chief of staff did not argue the accounting for event costs but did not agree with the proposed bill and stated that the City would not be asking the World Meeting of Families for reimbursement of \$16.8 million. The former budget director indicated there were costs the city incurred as a result of the pope’s visit, including \$8 million in police overtime. Additionally, the former budget director indicated that the city would stand to lose millions of dollars in general fund money if the World Meeting of Families isn’t billed for the full amount.

The former chief of staff indicated that the difference between all costs incurred and incremental cost incurred was the issue, as he stated, “Again, having the mayor sign a transfer ordinance for costs associated with the Papal event is different than what the reimbursement costs expected from WMOF [World Meeting of Families] will be.”

Ultimately, it appeared the former budget director agreed to reduce the costs knowing that the city would lose millions of dollars from the event. A December 6, 2015 invoice from the City of Philadelphia to the World Meeting of Families indicated that the final payment for city services was \$8,523,329.87. The invoice included \$5,230,000 in payments/credits already incurred by the World Meeting of Families, which resulted in a final balance of \$3,293,329.87. The payment due date was January 5, 2016.

The manner in which the final cost was determined indicates a lack of internal controls regarding the city’s billing/payment procedures. The Finance and/or Budget Office should not be dictated by individuals in the Mayor’s Executive Office and partake in cost negotiations. In addition, operating in this manner is not transparent and could result in significant budget issues for future events.

Recommendations

The City Controller's Initial Review recommended that the new Mayor's Fund Board of Directors take a more active oversight role in monitoring the use of the Marathon Reserve funds. While the City Controller again urges the Board to aggressively move forward with this recommendation, other recommendations to address the findings in the Follow-Up Review include the following:

- Repayment of Funds – the Mayor's Fund, with the assistance from the Law Department, should request reimbursement for all monies expended through the Mayor's Fund that could not be substantiated with proper documentation and/or approvals and did not support the mission of the fund.
- General Expenditures – the Mayor's Fund and its board should strengthen its policies for approving expenditures for events in order to determine if it meets the mission of the Mayor's Fund. This includes requiring pre-approval forms to be submitted to the board and approved before any disbursements are made. All board actions should be recorded in the meeting minutes which would allow for greater accountability and transparency.
- Grants/Board Approvals – the Mayor's Fund and its board should eliminate the special Marathon Reserves account that was created under the prior mayoral administration and return all funds to the Grants Account. This would result in board approval for all allocations of funding, provide greater oversight and ensure that expenditures benefit the mission of the Mayor's Fund.
- Credit Card Usage – the Mayor's Fund and its board need to review and improve its current policy for credit card usage, and if necessary, eliminate the multiple cards until proper controls are in place. Some best practices for nonprofits to minimize credit and debit card fraud include:
 - Requiring support for all transactions in the credit card statement including items such as invoices, receipts (which include the detailed bill) and traveling information including confirmations.
 - Reviewing credit card receipts and statements on a regular basis. The board should be reviewing and approving the transactions of the executive director and/or president if they are credit card users.
 - Establishing credit limits for individual card users, if it is necessary to have more than one credit card.
 - Retaining all documentation regarding credit card purchases based on an established retention policy.
- Special Events – Mayor's Fund executive staff should institute adequate separation of duties to minimize questionable spending in regard to making payments to event vendors. This includes the following:
 - Developing procedures to obtain quotes, invoices and/or receipts from vendors, with complete identifying data in order to fully document vendor information and goods or services provided.
 - Eliminating the practice of allowing event coordinators and other employees to create invoices on the behalf of vendors.
 - Establishing a pre-approval process prior to receipt of goods or services that includes separation of duties with full documentation for check preparation.

- Requiring proper approval levels and, if a signature device is used, it should not be in the custody of or used by the payment requester.
 - Developing a documented budget approval process for events paid for through the Mayor's Fund, and a bidding process of vendor selection for board review and approval.
- City Payments/Reimbursements – There should be a proper balance of power between the Finance and Budget Office and the Mayor's Executive staff when establishing payments and/or reimbursements to any of the City's financial funds. For priority events that will have a significant impact on the city, the Finance and/or Budget Office should consider reviewing all associated projected costs with City Council. This would provide a format for greater transparency and assure the public that their tax dollars are being spent efficiently and effectively.

Conclusion

The City Controller's Follow-Up Review of the expenditures through the Mayor's Fund identified additional, questionable practices that detail many of the issues raised in the Initial Review. While some charges reported by two of the five individuals who had access to credit cards could be substantiated, the remaining card holders provided minimal accountability for how their credit cards were being utilized.

The Mayor's Fund provides resources for many community-based programs and initiatives that impact thousands of Philadelphians. Many of these programs provide services for children and without the Mayor's Fund, they may not exist. However, the findings raised in the City Controller's reports are concerning given the nature that hundreds of thousands of dollars in just one year could not be 100 percent accounted for. These are resources that could have benefited Philadelphians of all ages.

As with many audits and investigations, the City Controller's will continue reviewing and will report the findings to the appropriate agencies for any and all action.

APPENDIX I
UBER TRAVEL

American Express Charges for Uber Expenditures - Fund for Philadelphia Investigation

Corporate Card XXXX-XXXXXX7-41021 D. Peterkin-Bell

Credit Card	Card Name	Statement Month	Charge Entity	Charge Date	Amount	Reference Number
1 American Express	D. Peterkin Bell	January	Uber	Wednesday, December 31, 2014	\$69.00	DCDR3D2
2 American Express	D. Peterkin Bell	January	Uber	Friday, January 02, 2015	\$16.00	FBQ32T2
3 American Express	D. Peterkin Bell	January	Uber	Monday, January 05, 2015	\$18.00	FKDJKWW
4 American Express	D. Peterkin Bell	January	Uber	Tuesday, January 06, 2015	\$12.00	DFX237G
5 American Express	D. Peterkin Bell	January	Uber	Tuesday, January 06, 2015	\$20.00	G9R5P4M
6 American Express	D. Peterkin Bell	January	Uber	Wednesday, January 07, 2015	\$21.00	MCQ7QWW
7 American Express	D. Peterkin Bell	January	Uber	Saturday, January 10, 2015	\$32.00	3FF2XD2
8 American Express	D. Peterkin Bell	January	Uber	Tuesday, January 13, 2015	\$22.00	MC5WNJM
9 American Express	D. Peterkin Bell	January	Uber	Tuesday, January 13, 2015	\$15.00	GZGR5TM
10 American Express	D. Peterkin Bell	January	Uber	Wednesday, January 14, 2015	\$15.00	NT2DKRB
11 American Express	D. Peterkin Bell	January	Uber	Wednesday, January 14, 2015	\$24.00	FRHTGGW
12 American Express	D. Peterkin Bell	January	Uber	Thursday, January 15, 2015	\$18.00	CHZ9BNG
13 American Express	D. Peterkin Bell	January	Uber	Friday, January 16, 2015	\$15.00	KXJN2W
14 American Express	D. Peterkin Bell	January	Uber	Friday, January 16, 2015	\$43.00	4QH6ZZ6
15 American Express	D. Peterkin Bell	January	Uber	Sunday, January 18, 2015	\$12.00	BFNNTJ2
16 American Express	D. Peterkin Bell	January	Uber	Sunday, January 18, 2015	\$21.00	3K3WQTM
17 American Express	D. Peterkin Bell	January	Uber	Sunday, January 18, 2015	\$16.00	FMMKNGB
18 American Express	D. Peterkin Bell	January	Uber	Monday, January 19, 2015	\$12.00	DYPX7VR
19 American Express	D. Peterkin Bell	January	Uber	Tuesday, January 20, 2015	\$29.00	FMG9BYM
20 American Express	D. Peterkin Bell	January	Uber	Tuesday, January 20, 2015	\$19.00	DR9T5BW
21 American Express	D. Peterkin Bell	January	Uber	Thursday, January 22, 2015	\$12.00	3SFMX9R
22 American Express	D. Peterkin Bell	January	Uber	Monday, January 26, 2015	\$21.00	CJQBIV6
23 American Express	D. Peterkin Bell	January	Uber	Tuesday, January 27, 2015	\$12.00	MFVMKHG
24 American Express	D. Peterkin Bell	January	Uber	Wednesday, January 28, 2015	\$22.00	J6RQ23G
25 American Express	D. Peterkin Bell	January	Uber	Saturday, January 31, 2015	\$29.00	KGRMTPM
26 American Express	D. Peterkin Bell	February	Uber	Sunday, February 01, 2015	\$12.00	GYVDSVR
27 American Express	D. Peterkin Bell	February	Uber	Monday, February 02, 2015	\$27.00	3H9Q9KR
28 American Express	D. Peterkin Bell	February	Uber	Monday, February 02, 2015	\$12.00	KXCW9Z6
29 American Express	D. Peterkin Bell	February	Uber	Tuesday, February 03, 2015	\$19.00	C5F56YM
30 American Express	D. Peterkin Bell	February	Uber	Wednesday, February 04, 2015	\$12.00	K2NM8J2
31 American Express	D. Peterkin Bell	February	Uber	Thursday, February 05, 2015	\$12.00	5RMKFBW
32 American Express	D. Peterkin Bell	February	Uber	Thursday, February 05, 2015	\$19.00	C28JMGW
33 American Express	D. Peterkin Bell	February	Uber	Friday, February 06, 2015	\$21.00	JDK482B
34 American Express	D. Peterkin Bell	February	Uber	Friday, February 06, 2015	\$12.00	3QJ3TMB
35 American Express	D. Peterkin Bell	February	Uber	Friday, February 06, 2015	\$12.00	7CMXYJ2
36 American Express	D. Peterkin Bell	February	Uber	Saturday, February 07, 2015	\$25.00	8W6332W
37 American Express	D. Peterkin Bell	February	Uber	Monday, February 09, 2015	\$22.00	4HDBJ2B
38 American Express	D. Peterkin Bell	February	Uber	Tuesday, February 10, 2015	\$22.00	8885YZR
39 American Express	D. Peterkin Bell	February	Uber	Wednesday, February 11, 2015	\$13.00	P99F756
40 American Express	D. Peterkin Bell	February	Uber	Wednesday, February 11, 2015	\$25.00	DJ6CPZR
41 American Express	D. Peterkin Bell	February	Uber	Wednesday, February 11, 2015	\$18.00	37FTN56
42 American Express	D. Peterkin Bell	February	Uber	Friday, February 13, 2015	\$12.00	DJ6CPZR
43 American Express	D. Peterkin Bell	February	Uber	Friday, February 13, 2015	\$12.00	B6RQ2WB
44 American Express	D. Peterkin Bell	February	Uber	Saturday, February 14, 2015	\$13.00	787GMBB
45 American Express	D. Peterkin Bell	February	Uber	Tuesday, February 17, 2015	\$31.00	NP98CZR
46 American Express	D. Peterkin Bell	February	Uber	Thursday, February 19, 2015	\$5.00	CT3HPF6
47 American Express	D. Peterkin Bell	February	Uber	Saturday, February 21, 2015	\$30.00	NBVKCFR
48 American Express	D. Peterkin Bell	February	Uber	Saturday, February 21, 2015	\$15.00	H4YN442
49 American Express	D. Peterkin Bell	February	Uber	Saturday, February 21, 2015	\$16.00	533MM2W
50 American Express	D. Peterkin Bell	February	Uber	Saturday, February 21, 2015	\$19.00	6ZQ7QQR
51 American Express	D. Peterkin Bell	February	Uber	Sunday, February 22, 2015	\$15.00	H52QBB
52 American Express	D. Peterkin Bell	February	Uber	Monday, February 23, 2015	\$15.00	MKCRVWB
53 American Express	D. Peterkin Bell	February	Uber	Monday, February 23, 2015	\$15.00	C73SSZR
54 American Express	D. Peterkin Bell	February	Uber	Tuesday, February 24, 2015	\$15.00	7RFY4TM
55 American Express	D. Peterkin Bell	February	Uber	Tuesday, February 24, 2015	\$31.00	KWHDFFB
56 American Express	D. Peterkin Bell	February	Uber	Tuesday, February 24, 2015	\$23.00	6H64W2W
57 American Express	D. Peterkin Bell	February	Uber	Wednesday, February 25, 2015	\$36.00	KJRZNMB
58 American Express	D. Peterkin Bell	February	Uber	Thursday, February 26, 2015	\$29.00	DJHVBGB

59	American Express	D. Peterkin Bell	February	Uber	Friday, February 27, 2015	\$16.00	5YRCQDM
60	American Express	D. Peterkin Bell	February	Uber	Saturday, February 28, 2015	\$15.00	MND4XCG
61	American Express	D. Peterkin Bell	February	Uber	Saturday, February 28, 2015	\$20.00	KCQ6VWB
62	American Express	D. Peterkin Bell	February	Uber	Saturday, February 28, 2015	\$21.00	9CJTGMW
63	American Express	D. Peterkin Bell	March	Uber	Sunday, March 01, 2015	\$24.00	GKRMJKR
64	American Express	D. Peterkin Bell	March	Uber	Sunday, March 01, 2015	\$32.00	BMRV4RB
65	American Express	D. Peterkin Bell	March	Uber	Monday, March 02, 2015	\$23.00	MH5DQNG
66	American Express	D. Peterkin Bell	March	Uber	Tuesday, March 03, 2015	\$22.00	PCVG8RB
67	American Express	D. Peterkin Bell	March	Uber	Friday, March 06, 2015	\$22.00	5PFK8Z6
68	American Express	D. Peterkin Bell	March	Uber	Tuesday, March 10, 2015	\$15.00	FSN2V3G
69	American Express	D. Peterkin Bell	March	Uber	Thursday, March 12, 2015	\$18.00	HT3TPBW
70	American Express	D. Peterkin Bell	March	Uber	Friday, March 13, 2015	\$34.00	CWHZDHG
71	American Express	D. Peterkin Bell	March	Uber	Monday, March 16, 2015	\$23.00	7H5Y95R
72	American Express	D. Peterkin Bell	March	Uber	Tuesday, March 17, 2015	\$21.00	732MCXG
73	American Express	D. Peterkin Bell	March	Uber	Wednesday, March 18, 2015	\$24.00	468X4TM
74	American Express	D. Peterkin Bell	March	Uber	Friday, March 20, 2015	\$19.00	J4H7MVR
75	American Express	D. Peterkin Bell	March	Uber	Saturday, March 21, 2015	\$30.00	G224F3G
76	American Express	D. Peterkin Bell	March	Uber	Saturday, March 21, 2015	\$17.00	MQ75Z5R
77	American Express	D. Peterkin Bell	March	Uber	Monday, March 23, 2015	\$23.00	GBZXZNG
78	American Express	D. Peterkin Bell	March	Uber	Tuesday, March 24, 2015	\$22.00	CMVVW76W
79	American Express	D. Peterkin Bell	March	Uber	Thursday, March 26, 2015	\$24.00	HKCC8KR
80	American Express	D. Peterkin Bell	March	Uber	Friday, March 27, 2015	\$25.00	F7C2XFR
81	American Express	D. Peterkin Bell	March	Uber	Sunday, March 29, 2015	\$15.00	MBJYJ6B
82	American Express	D. Peterkin Bell	March	Uber	Monday, March 30, 2015	\$21.00	M6XKBQ6
83	American Express	D. Peterkin Bell	March	Uber	Tuesday, March 31, 2015	\$22.00	74BWJBW
84	American Express	D. Peterkin Bell	March	Uber	Tuesday, March 31, 2015	\$25.00	5KDMC4M
85	American Express	D. Peterkin Bell	April	Uber	Monday, April 06, 2015	\$18.00	3T22QPM
86	American Express	D. Peterkin Bell	April	Uber	Monday, April 06, 2015	\$19.00	DS7TTGB
87	American Express	D. Peterkin Bell	April	Uber	Tuesday, April 07, 2015	\$19.00	M44XH82
88	American Express	D. Peterkin Bell	April	Uber	Wednesday, April 08, 2015	\$15.00	64PK2P2
89	American Express	D. Peterkin Bell	April	Uber	Friday, April 10, 2015	\$15.00	BVTY6TM
90	American Express	D. Peterkin Bell	April	Uber	Friday, April 10, 2015	\$16.00	FZW4W42
91	American Express	D. Peterkin Bell	April	Uber	Friday, April 10, 2015	\$26.00	4YW2HG
92	American Express	D. Peterkin Bell	April	Uber	Saturday, April 11, 2015	\$18.00	DCJ7MHG
93	American Express	D. Peterkin Bell	April	Uber	Monday, April 13, 2015	\$20.00	3Q5YXQR
94	American Express	D. Peterkin Bell	April	Uber	Wednesday, April 15, 2015	\$20.00	5J8QM26
95	American Express	D. Peterkin Bell	April	Uber	Wednesday, April 15, 2015	\$16.00	6TD34GB
96	American Express	D. Peterkin Bell	April	Uber	Wednesday, April 15, 2015	\$15.00	J2QXQRW
97	American Express	D. Peterkin Bell	April	Uber	Wednesday, April 15, 2015	\$10.00	JWZ5MP2
98	American Express	D. Peterkin Bell	April	Uber	Wednesday, April 15, 2015	\$10.00	D45GD7G
99	American Express	D. Peterkin Bell	April	Uber	Thursday, April 16, 2015	\$21.00	JQ382FK
100	American Express	D. Peterkin Bell	April	Uber	Friday, April 17, 2015	\$10.00	
101	American Express	D. Peterkin Bell	April	Uber	Friday, April 17, 2015	\$22.00	SY3GK96
102	American Express	D. Peterkin Bell	April	Uber	Sunday, April 19, 2015	\$29.00	CWBNMP 2
103	American Express	D. Peterkin Bell	April	Uber	Monday, April 20, 2015	\$58.00	42DK6RS
104	American Express	D. Peterkin Bell	April	Uber	Tuesday, April 21, 2015	\$15.00	D3DX5XG
105	American Express	D. Peterkin Bell	April	Uber	Tuesday, April 21, 2015	\$22.00	H55D52B
106	American Express	D. Peterkin Bell	April	Uber	Tuesday, April 21, 2015	\$18.00	97FJY7M
107	American Express	D. Peterkin Bell	April	Uber	Tuesday, April 21, 2015	\$18.00	GQFDPQ6
108	American Express	D. Peterkin Bell	April	Uber	Wednesday, April 22, 2015	\$18.00	FJWHWHG
109	American Express	D. Peterkin Bell	April	Uber	Wednesday, April 22, 2015	\$20.00	3C2Y8MW
110	American Express	D. Peterkin Bell	April	Uber	Wednesday, April 22, 2015	\$15.00	FV2KBZ6
111	American Express	D. Peterkin Bell	April	Uber	Thursday, April 23, 2015	\$23.00	2WR3FRW
112	American Express	D. Peterkin Bell	April	Uber	Thursday, April 23, 2015	\$15.00	3ZDYQ2B
113	American Express	D. Peterkin Bell	April	Uber	Thursday, April 23, 2015	\$16.00	B7N2QFR
114	American Express	D. Peterkin Bell	April	Uber	Thursday, April 23, 2015	\$15.00	7N5DBWW
115	American Express	D. Peterkin Bell	April	Uber	Thursday, April 23, 2015	\$22.00	N6BKNGW
116	American Express	D. Peterkin Bell	April	Uber	Thursday, April 23, 2015	\$27.00	4J46FCG
117	American Express	D. Peterkin Bell	April	Uber	Friday, April 24, 2015	\$45.00	B8B655R
118	American Express	D. Peterkin Bell	April	Uber	Monday, April 27, 2015	\$22.00	9QTP5MB
119	American Express	D. Peterkin Bell	April	Uber	Thursday, April 30, 2015	\$25.00	BFP4JQ6
120	American Express	D. Peterkin Bell	May	Uber	Friday, May 01, 2015	\$15.00	H5RTZ4M

121	American Express	D. Peterkin Bell	May	Uber	Friday, May 01, 2015	\$21.00	9TYCMWW
122	American Express	D. Peterkin Bell	May	Uber	Friday, May 01, 2015	\$23.00	MP6S28M
123	American Express	D. Peterkin Bell	May	Uber	Saturday, May 02, 2015	\$18.00	MTXF8Y2
124	American Express	D. Peterkin Bell	May	Uber	Monday, May 04, 2015	\$18.00	NVRWG8M
125	American Express	D. Peterkin Bell	May	Uber	Tuesday, May 05, 2015	\$32.00	GXRYY2
126	American Express	D. Peterkin Bell	May	Uber	Tuesday, May 05, 2015	\$18.00	MXB3P2W
127	American Express	D. Peterkin Bell	May	Uber	Tuesday, May 05, 2015	\$22.00	9BSRPMW
128	American Express	D. Peterkin Bell	May	Uber	Friday, May 08, 2015	\$22.00	8RFJD9R
129	American Express	D. Peterkin Bell	May	Uber	Saturday, May 09, 2015	\$26.00	4N3ZZ2B
130	American Express	D. Peterkin Bell	May	Uber	Saturday, May 09, 2015	\$15.00	2VG4RRB
131	American Express	D. Peterkin Bell	May	Uber	Saturday, May 09, 2015	\$15.00	JXQTXBB
132	American Express	D. Peterkin Bell	May	Uber	Saturday, May 09, 2015	\$16.00	J6VNK4M
133	American Express	D. Peterkin Bell	May	Uber	Saturday, May 09, 2015	\$15.00	DFZ6KZR
134	American Express	D. Peterkin Bell	May	Uber	Sunday, May 10, 2015	\$15.00	NHKRFRW
135	American Express	D. Peterkin Bell	May	Uber	Sunday, May 10, 2015	\$15.00	JX7ZZZR
136	American Express	D. Peterkin Bell	May	Uber	Sunday, May 10, 2015	\$15.00	3B2GNBB
137	American Express	D. Peterkin Bell	May	Uber	Monday, May 11, 2015	\$15.00	FBSH996
138	American Express	D. Peterkin Bell	May	Uber	Tuesday, May 12, 2015	\$15.00	2WZTWBW
139	American Express	D. Peterkin Bell	May	Uber	Tuesday, May 12, 2015	\$24.00	79NHCWB
140	American Express	D. Peterkin Bell	May	Uber	Thursday, May 14, 2015	\$15.00	MKCSSNG
141	American Express	D. Peterkin Bell	May	Uber	Friday, May 15, 2015	\$20.00	JN2G9JG
142	American Express	D. Peterkin Bell	May	Uber	Monday, May 18, 2015	\$16.00	M4JVC3W
143	American Express	D. Peterkin Bell	May	Uber	Monday, May 18, 2015	\$23.00	G9DZN8G
144	American Express	D. Peterkin Bell	May	Uber	Tuesday, May 19, 2015	\$20.00	7QRJH8G
145	American Express	D. Peterkin Bell	May	Uber	Wednesday, May 20, 2015	\$15.00	NHS78B6
146	American Express	D. Peterkin Bell	May	Uber	Thursday, May 21, 2015	\$29.00	CNDNTNB
147	American Express	D. Peterkin Bell	May	Uber	Friday, May 22, 2015	\$15.00	G95VGZM
148	American Express	D. Peterkin Bell	May	Uber	Friday, May 22, 2015	\$15.00	KP5HCKM
149	American Express	D. Peterkin Bell	May	Uber	Friday, May 22, 2015	\$16.00	8RXHRPG
150	American Express	D. Peterkin Bell	May	Uber	Friday, May 22, 2015	\$15.00	6QXF9G6
151	American Express	D. Peterkin Bell	May	Uber	Friday, May 22, 2015	\$20.00	936FWRR
152	American Express	D. Peterkin Bell	May	Uber	Friday, May 22, 2015	\$23.00	B7439MR
153	American Express	D. Peterkin Bell	May	Uber	Monday, May 25, 2015	\$15.00	JNBRNHB
154	American Express	D. Peterkin Bell	May	Uber	Tuesday, May 26, 2015	\$20.00	7RZH66R
155	American Express	D. Peterkin Bell	May	Uber	Wednesday, May 27, 2015	\$15.00	KC7WRRR
156	American Express	D. Peterkin Bell	May	Uber	Wednesday, May 27, 2015	\$20.00	MMSN8GR
157	American Express	D. Peterkin Bell	May	Uber	Saturday, May 30, 2015	\$18.00	FBRWX22
158	American Express	D. Peterkin Bell	June	Uber	Monday, June 01, 2015	\$21.00	42BJ9JG
159	American Express	D. Peterkin Bell	June	Uber	Tuesday, June 02, 2015	\$10.00	P95NXZ2
160	American Express	D. Peterkin Bell	June	Uber	Tuesday, June 02, 2015	\$45.00	CBJ9MCB
161	American Express	D. Peterkin Bell	June	Uber	Wednesday, June 03, 2015	\$15.00	7Y9YMXB
162	American Express	D. Peterkin Bell	June	Uber	Wednesday, June 03, 2015	\$15.00	6PY37F2
163	American Express	D. Peterkin Bell	June	Uber	Wednesday, June 03, 2015	\$15.00	5Y99QXW
164	American Express	D. Peterkin Bell	June	Uber	Wednesday, June 03, 2015	\$15.00	MF36VMR
165	American Express	D. Peterkin Bell	June	Uber	Wednesday, June 03, 2015	\$20.00	8HGP8SW
166	American Express	D. Peterkin Bell	June	Uber	Wednesday, June 03, 2015	\$15.15	5NYWC8G
167	American Express	D. Peterkin Bell	June	Uber	Wednesday, June 03, 2015	\$34.35	NXDJ3WR
168	American Express	D. Peterkin Bell	June	Uber	Thursday, June 04, 2015	\$15.00	M26R5Q2
169	American Express	D. Peterkin Bell	June	Uber	Thursday, June 04, 2015	\$8.24	KVSVZSB
170	American Express	D. Peterkin Bell	June	Uber	Friday, June 05, 2015	\$15.00	99RZMPG
171	American Express	D. Peterkin Bell	June	Uber	Friday, June 05, 2015	\$22.00	G53764G
172	American Express	D. Peterkin Bell	June	Uber	Saturday, June 06, 2015	\$15.00	9FVCSR6
173	American Express	D. Peterkin Bell	June	Uber	Monday, June 08, 2015	\$17.00	FFP4NHW
174	American Express	D. Peterkin Bell	June	Uber	Monday, June 08, 2015	\$15.00	KXB9RM6
175	American Express	D. Peterkin Bell	June	Uber	Tuesday, June 09, 2015	\$23.00	889SDB6
176	American Express	D. Peterkin Bell	June	Uber	Wednesday, June 10, 2015	\$20.00	MXTJTYG
177	American Express	D. Peterkin Bell	June	Uber	Thursday, June 11, 2015	\$22.00	GSHJ5QQ2
178	American Express	D. Peterkin Bell	June	Uber	Friday, June 12, 2015	\$20.00	2T6V2V2
179	American Express	D. Peterkin Bell	June	Uber	Friday, June 12, 2015	\$32.00	CDHGB4G
180	American Express	D. Peterkin Bell	June	Uber	Friday, June 12, 2015	\$21.00	P3YM292
181	American Express	D. Peterkin Bell	June	Uber	Sunday, June 14, 2015	\$15.00	KX64SZ2
182	American Express	D. Peterkin Bell	June	Uber	Monday, June 15, 2015	\$16.00	HZPVWPG

183	American Express	D. Peterkin Bell	June	Uber	Wednesday, June 17, 2015	\$15.00	538DC8G
184	American Express	D. Peterkin Bell	June	Uber	Thursday, June 18, 2015	\$20.00	C66FWZM
185	American Express	D. Peterkin Bell	June	Uber	Friday, June 19, 2015	\$16.00	58CCJ6R
186	American Express	D. Peterkin Bell	June	Uber	Friday, June 19, 2015	\$28.00	4CZ9VTG
187	American Express	D. Peterkin Bell	June	Uber	Saturday, June 20, 2015	\$24.43	4ZB8R5M
188	American Express	D. Peterkin Bell	June	Uber	Saturday, June 20, 2015	\$68.85	G97XVZ2
189	American Express	D. Peterkin Bell	June	Uber	Sunday, June 21, 2015	\$15.00	46V49R6
190	American Express	D. Peterkin Bell	June	Uber	Tuesday, June 30, 2015	\$16.00	58BJTXB
191	American Express	D. Peterkin Bell	June	Uber	Tuesday, June 30, 2015	\$10.00	9PRFRDG
192	American Express	D. Peterkin Bell	June	Uber	Tuesday, June 30, 2015	\$19.00	FHFYF66
193	American Express	D. Peterkin Bell	June	Uber	Tuesday, June 30, 2015	\$20.00	HZFYCJG
194	American Express	D. Peterkin Bell	July	Uber	Thursday, July 09, 2015	\$15.00	CM59K3W
195	American Express	D. Peterkin Bell	July	Uber	Thursday, July 09, 2015	\$15.00	H7Z9NQ2
196	American Express	D. Peterkin Bell	July	Uber	Friday, July 10, 2015	\$16.00	DHTDH2R
197	American Express	D. Peterkin Bell	July	Uber	Monday, July 13, 2015	\$15.00	K54NNCW
198	American Express	D. Peterkin Bell	July	Uber	Tuesday, July 14, 2015	\$15.00	7KTNDV2
199	American Express	D. Peterkin Bell	July	Uber	Wednesday, July 15, 2015	\$15.00	NWZFS52
200	American Express	D. Peterkin Bell	July	Uber	Thursday, July 16, 2015	\$16.00	BF5QQJXB
201	American Express	D. Peterkin Bell	July	Uber	Thursday, July 16, 2015	\$18.00	CHYRS7B
202	American Express	D. Peterkin Bell	July	Uber	Thursday, July 23, 2015	\$5.31	H5TZ4WR
203	American Express	D. Peterkin Bell	July	Uber	Thursday, July 23, 2015	\$18.00	16ZBZSW
204	American Express	D. Peterkin Bell	July	Uber	Thursday, July 23, 2015	\$15.00	M285GQ2
205	American Express	D. Peterkin Bell	July	Uber	Friday, July 24, 2015	\$15.00	4DRPBQ2
206	American Express	D. Peterkin Bell	July	Uber	Monday, July 27, 2015	\$15.00	BJ9T7RR
207	American Express	D. Peterkin Bell	July	Uber	Wednesday, July 29, 2015	\$24.00	P5HBR52
208	American Express	D. Peterkin Bell	July	Uber	Thursday, July 30, 2015	\$21.21	9WWNHCB
209	American Express	D. Peterkin Bell	July	Uber	Thursday, July 30, 2015	\$15.15	64MZ726
210	American Express	D. Peterkin Bell	August	Uber	Tuesday, August 04, 2015	\$13.96	8XXD7V2
211	American Express	D. Peterkin Bell	August	Uber	Wednesday, August 05, 2015	\$14.11	CBYFWJG
212	American Express	D. Peterkin Bell	August	Uber	Thursday, August 06, 2015	\$45.00	9T942MR
213	American Express	D. Peterkin Bell	August	Uber	Thursday, August 06, 2015	\$15.00	NJ9Z7XB
214	American Express	D. Peterkin Bell	August	Uber	Thursday, August 06, 2015	\$13.62	CTM5B7B
215	American Express	D. Peterkin Bell	August	Uber	Thursday, August 06, 2015	\$16.00	F5HMZW6
216	American Express	D. Peterkin Bell	August	Uber	Thursday, August 06, 2015	\$15.00	8GKX8F2
217	American Express	D. Peterkin Bell	August	Uber	Monday, August 10, 2015	\$16.00	FPNZV7W
218	American Express	D. Peterkin Bell	August	Uber	Tuesday, August 11, 2015	\$15.00	9GRYXFM
219	American Express	D. Peterkin Bell	August	Uber	Tuesday, August 11, 2015	\$12.59	K8YM2G6
220	American Express	D. Peterkin Bell	August	Uber	Tuesday, August 11, 2015	\$43.00	MT79HRR
221	American Express	D. Peterkin Bell	August	Uber	Wednesday, August 12, 2015	\$15.00	DP3JP3W
222	American Express	D. Peterkin Bell	August	Uber	Wednesday, August 12, 2015	\$22.00	C2HQXPG
223	American Express	D. Peterkin Bell	August	Uber	Thursday, August 13, 2015	\$26.00	GDRP7PG
224	American Express	D. Peterkin Bell	August	Uber	Thursday, August 13, 2015	\$15.00	J2MZPTG
225	American Express	D. Peterkin Bell	August	Uber	Thursday, August 13, 2015	\$15.04	N6WPJTG
226	American Express	D. Peterkin Bell	August	Uber	Friday, August 14, 2015	\$35.00	4PXTMSB
227	American Express	D. Peterkin Bell	August	Uber	Monday, August 17, 2015	\$15.00	JNMCT8G
228	American Express	D. Peterkin Bell	August	Uber	Tuesday, August 18, 2015	\$15.00	9H7DSCB
229	American Express	D. Peterkin Bell	August	Uber	Tuesday, August 18, 2015	\$15.66	4XPDDKM
230	American Express	D. Peterkin Bell	August	Uber	Wednesday, August 19, 2015	\$29.00	NNZYJ9M
231	American Express	D. Peterkin Bell	August	Uber	Wednesday, August 19, 2015	\$16.00	DGWGQCB
232	American Express	D. Peterkin Bell	August	Uber	Wednesday, August 19, 2015	\$15.00	JTX83K2
233	American Express	D. Peterkin Bell	August	Uber	Thursday, August 20, 2015	\$35.00	CK6FJQ2
234	American Express	D. Peterkin Bell	August	Uber	Monday, August 24, 2015	\$15.00	946VCGR
235	American Express	D. Peterkin Bell	August	Uber	Monday, August 24, 2015	\$15.00	FKN77QM
236	American Express	D. Peterkin Bell	August	Uber	Monday, August 24, 2015	\$15.00	6BV47GR
237	American Express	D. Peterkin Bell	August	Uber	Monday, August 24, 2015	\$15.00	4R4SPG6
238	American Express	D. Peterkin Bell	August	Uber	Tuesday, August 25, 2015	\$15.00	MFDMDMVM
239	American Express	D. Peterkin Bell	August	Uber	Tuesday, August 25, 2015	\$15.00	DBMVZ4G
240	American Express	D. Peterkin Bell	August	Uber	Tuesday, August 25, 2015	\$16.00	P3D7FXB
241	American Express	D. Peterkin Bell	August	Uber	Wednesday, August 26, 2015	\$15.00	HPJDVFM
242	American Express	D. Peterkin Bell	August	Uber	Wednesday, August 26, 2015	\$15.00	69JVVV2
243	American Express	D. Peterkin Bell	August	Uber	Wednesday, August 26, 2015	\$15.00	FJWJK92
244	American Express	D. Peterkin Bell	August	Uber	Wednesday, August 26, 2015	\$15.00	G6JNKZM

245	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 02, 2015	\$15.00	KVVW749M
246	American Express	D. Peterkin Bell	September	Uber	Thursday, September 03, 2015	\$16.00	2NMKYVM
247	American Express	D. Peterkin Bell	September	Uber	Monday, September 07, 2015	\$10.00	CFK9MF2
248	American Express	D. Peterkin Bell	September	Uber	Monday, September 07, 2015	\$15.00	78YWDXW
249	American Express	D. Peterkin Bell	September	Uber	Tuesday, September 08, 2015	\$30.00	7VC5PQ2
250	American Express	D. Peterkin Bell	September	Uber	Tuesday, September 08, 2015	\$20.00	BX5WGKM
251	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 09, 2015	\$15.00	8XWVB3W
252	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 09, 2015	\$15.00	JMSW2NW
253	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 09, 2015	\$15.00	9HGVJMR
254	American Express	D. Peterkin Bell	September	Uber	Thursday, September 10, 2015	\$15.00	3F46P9M
255	American Express	D. Peterkin Bell	September	Uber	Friday, September 11, 2015	\$22.00	FVRKJMR
256	American Express	D. Peterkin Bell	September	Uber	Saturday, September 12, 2015	\$20.00	DGY79XB
257	American Express	D. Peterkin Bell	September	Uber	Monday, September 14, 2015	\$15.00	GB3XP2R
258	American Express	D. Peterkin Bell	September	Uber	Tuesday, September 15, 2015	\$16.00	DQQQ8G6
259	American Express	D. Peterkin Bell	September	Uber	Tuesday, September 15, 2015	\$15.00	2NGMWTG
260	American Express	D. Peterkin Bell	September	Uber	Tuesday, September 15, 2015	\$15.00	8XBTC2
261	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 16, 2015	\$15.00	B824N6G
262	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 16, 2015	\$15.00	FK3Z9SM
263	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 16, 2015	\$21.00	P7687RG
264	American Express	D. Peterkin Bell	September	Uber	Thursday, September 17, 2015	\$15.00	HQDD5GG
265	American Express	D. Peterkin Bell	September	Uber	Saturday, September 19, 2015	\$24.00	2N48N6G
266	American Express	D. Peterkin Bell	September	Uber	Saturday, September 19, 2015	\$24.00	9SJM6XM
267	American Express	D. Peterkin Bell	September	Uber	Monday, September 21, 2015	\$20.00	G8XMMC
268	American Express	D. Peterkin Bell	September	Uber	Monday, September 21, 2015	\$23.00	H5ZYJDR
269	American Express	D. Peterkin Bell	September	Uber	Tuesday, September 22, 2015	\$15.00	DVTH5VW
270	American Express	D. Peterkin Bell	September	Uber	Tuesday, September 22, 2015	\$15.00	9VYRVD6
271	American Express	D. Peterkin Bell	September	Uber	Tuesday, September 22, 2015	\$17.00	8DTJBJ6
272	American Express	D. Peterkin Bell	September	Uber	Tuesday, September 22, 2015	\$15.00	CDCWCP6
273	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 23, 2015	\$15.00	3H9VX8R
274	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 23, 2015	\$15.00	KW9C7TR
275	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 23, 2015	\$15.00	3G3W2J6
276	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 23, 2015	\$15.00	MR2CVSM
277	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 23, 2015	\$20.00	JS5TXTR
278	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 23, 2015	\$15.00	ND6BPH2
279	American Express	D. Peterkin Bell	September	Uber	Thursday, September 24, 2015	\$15.00	DVVVFJR
280	American Express	D. Peterkin Bell	September	Uber	Thursday, September 24, 2015	\$15.00	GNMV5D6
281	American Express	D. Peterkin Bell	September	Uber	Thursday, September 24, 2015	\$15.00	F2PWXP6
282	American Express	D. Peterkin Bell	September	Uber	Thursday, September 24, 2015	\$15.00	8CCVJT6
283	American Express	D. Peterkin Bell	September	Uber	Thursday, September 24, 2015	\$27.70	BM9JRMG
284	American Express	D. Peterkin Bell	September	Uber	Thursday, September 24, 2015	\$37.45	97BHK2
285	American Express	D. Peterkin Bell	September	Uber	Monday, September 28, 2015	\$15.00	B3P7CP6
286	American Express	D. Peterkin Bell	September	Uber	Tuesday, September 29, 2015	\$15.00	4D2RB9B
287	American Express	D. Peterkin Bell	September	Uber	Tuesday, September 29, 2015	\$17.24	CJ4N272
288	American Express	D. Peterkin Bell	September	Uber	Tuesday, September 29, 2015	\$21.15	9R6W6PR
289	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 30, 2015	\$15.00	MSTZ8WG
290	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 30, 2015	\$15.00	K4KSMJ6
291	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 30, 2015	\$15.00	H6M959W
292	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 30, 2015	\$15.00	GDH4PWG
293	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 30, 2015	\$18.63	D8G6RPR
294	American Express	D. Peterkin Bell	September	Uber	Wednesday, September 30, 2015	\$24.50	3TF9WJ6
295	American Express	D. Peterkin Bell	October	Uber	Thursday, October 01, 2015	\$19.36	D3WJPG
296	American Express	D. Peterkin Bell	October	Uber	Friday, October 02, 2015	\$17.84	K8HVPBG
297	American Express	D. Peterkin Bell	October	Uber	Friday, October 02, 2015	\$18.99	HX5KZGG
298	American Express	D. Peterkin Bell	October	Uber	Friday, October 02, 2015	\$15.17	D6B65D6
299	American Express	D. Peterkin Bell	October	Uber	Monday, October 05, 2015	\$16.73	3NRH2PR
300	American Express	D. Peterkin Bell	October	Uber	Monday, October 05, 2015	\$15.60	7T8H3C2
301	American Express	D. Peterkin Bell	October	Uber	Tuesday, October 06, 2015	\$17.25	DJ799QB
302	American Express	D. Peterkin Bell	October	Uber	Tuesday, October 06, 2015	\$15.00	7X5RS6G
303	American Express	D. Peterkin Bell	October	Uber	Tuesday, October 06, 2015	\$35.12	H2VFZN2
304	American Express	D. Peterkin Bell	October	Uber	Tuesday, October 06, 2015	\$20.11	99MYKKB
305	American Express	D. Peterkin Bell	October	Uber	Wednesday, October 07, 2015	\$22.45	KRR9BPR
306	American Express	D. Peterkin Bell	October	Uber	Wednesday, October 07, 2015	\$32.47	8YW945W

307	American Express	D. Peterkin Bell	October	Uber	Thursday, October 08, 2015	\$8.02	HFDV9Q8B
308	American Express	D. Peterkin Bell	October	Uber	Thursday, October 08, 2015	\$7.66	N4PS9JR
309	American Express	D. Peterkin Bell	October	Uber	Thursday, October 08, 2015	\$15.00	P5SPDWG
310	American Express	D. Peterkin Bell	October	Uber	Friday, October 09, 2015	\$15.00	JQ33WJ6
311	American Express	D. Peterkin Bell	October	Uber	Friday, October 09, 2015	\$22.84	KXQXNZB
312	American Express	D. Peterkin Bell	October	Uber	Friday, October 09, 2015	\$15.00	BJKBRJ6
313	American Express	D. Peterkin Bell	October	Uber	Friday, October 09, 2015	\$15.00	2N6X5Y6
314	American Express	D. Peterkin Bell	October	Uber	Monday, October 12, 2015	\$26.73	58798VB
315	American Express	D. Peterkin Bell	October	Uber	Tuesday, October 13, 2015	\$21.45	993SKTR
316	American Express	D. Peterkin Bell	October	Uber	Wednesday, October 14, 2015	\$15.00	475B5ZB
317	American Express	D. Peterkin Bell	October	Uber	Wednesday, October 14, 2015	\$15.00	NYZXGKB
318	American Express	D. Peterkin Bell	October	Uber	Wednesday, October 14, 2015	\$16.83	4TMJDPR
319	American Express	D. Peterkin Bell	October	Uber	Wednesday, October 14, 2015	\$19.74	M5RB6YR
320	American Express	D. Peterkin Bell	October	Uber	Thursday, October 15, 2015	\$18.94	GSY8QTR
321	American Express	D. Peterkin Bell	October	Uber	Thursday, October 15, 2015	\$15.00	HSMDMKB
322	American Express	D. Peterkin Bell	October	Uber	Thursday, October 15, 2015	\$15.83	DQGWPPR
323	American Express	D. Peterkin Bell	October	Uber	Thursday, October 15, 2015	\$18.13	BCBNJVB
324	American Express	D. Peterkin Bell	October	Uber	Thursday, October 15, 2015	\$15.00	M34TGNM
325	American Express	D. Peterkin Bell	October	Uber	Thursday, October 15, 2015	\$15.00	K8RZC5B
326	American Express	D. Peterkin Bell	October	Uber	Thursday, October 15, 2015	\$21.86	MQQ6ND6
327	American Express	D. Peterkin Bell	October	Uber	Friday, October 16, 2015	\$15.00	HNFP4VB
328	American Express	D. Peterkin Bell	October	Uber	Friday, October 16, 2015	\$15.00	F3TXJVB
329	American Express	D. Peterkin Bell	October	Uber	Monday, October 19, 2015	\$15.00	B8VTX2
330	American Express	D. Peterkin Bell	October	Uber	Monday, October 19, 2015	\$27.69	37XKMT6
331	American Express	D. Peterkin Bell	October	Uber	Monday, October 19, 2015	\$31.79	HYPXTJ6
332	American Express	D. Peterkin Bell	October	Uber	Tuesday, October 20, 2015	\$15.00	G7RMTS2
333	American Express	D. Peterkin Bell	October	Uber	Tuesday, October 20, 2015	\$16.58	FNTJXVW
334	American Express	D. Peterkin Bell	October	Uber	Tuesday, October 20, 2015	\$18.12	85F52NM
335	American Express	D. Peterkin Bell	October	Uber	Wednesday, October 21, 2015	\$16.98	HGF637M
336	American Express	D. Peterkin Bell	October	Uber	Wednesday, October 21, 2015	\$15.00	P8TCT72
337	American Express	D. Peterkin Bell	October	Uber	Wednesday, October 21, 2015	\$15.00	DV73XSM
338	American Express	D. Peterkin Bell	October	Uber	Wednesday, October 21, 2015	\$16.15	K6T8G5W
339	American Express	D. Peterkin Bell	October	Uber	Thursday, October 22, 2015	\$15.00	P9PQFW
340	American Express	D. Peterkin Bell	October	Uber	Thursday, October 22, 2015	\$20.62	NXCZY6
341	American Express	D. Peterkin Bell	October	Uber	Friday, October 23, 2015	\$16.36	F47VXN2
342	American Express	D. Peterkin Bell	October	Uber	Friday, October 23, 2015	\$23.11	NWPCHQB
343	American Express	D. Peterkin Bell	October	Uber	Friday, October 23, 2015	\$15.00	8VQQ5ZB
344	American Express	D. Peterkin Bell	October	Uber	Friday, October 23, 2015	\$15.00	CS7JV6G
345	American Express	D. Peterkin Bell	October	Uber	Saturday, October 24, 2015	\$15.00	5HSQ98R
346	American Express	D. Peterkin Bell	October	Uber	Monday, October 26, 2015	\$23.48	BKC9N32
347	American Express	D. Peterkin Bell	October	Uber	Tuesday, October 27, 2015	\$15.00	7526F8R
348	American Express	D. Peterkin Bell	October	Uber	Tuesday, October 27, 2015	\$16.93	3NMTFFB
349	American Express	D. Peterkin Bell	October	Uber	Tuesday, October 27, 2015	\$10.00	MKMTYFW
350	American Express	D. Peterkin Bell	October	Uber	Wednesday, October 28, 2015	\$16.63	8Z5KXJR
351	American Express	D. Peterkin Bell	October	Uber	Wednesday, October 28, 2015	\$15.00	46QS75B
352	American Express	D. Peterkin Bell	October	Uber	Wednesday, October 28, 2015	\$18.02	55BHS5B
353	American Express	D. Peterkin Bell	October	Uber	Wednesday, October 28, 2015	\$15.00	N9V6NGG
354	American Express	D. Peterkin Bell	October	Uber	Thursday, October 29, 2015	\$15.00	56KS9RG
355	American Express	D. Peterkin Bell	October	Uber	Friday, October 30, 2015	\$15.11	D45RZRG
356	American Express	D. Peterkin Bell	October	Uber	Saturday, October 31, 2015	\$19.53	CQW5XD6
357	American Express	D. Peterkin Bell	November	Uber	Monday, November 02, 2015	\$22.73	9J5W9HM
358	American Express	D. Peterkin Bell	November	Uber	Tuesday, November 03, 2015	\$27.57	FDYF472
359	American Express	D. Peterkin Bell	November	Uber	Wednesday, November 04, 2015	\$15.00	H3HPFNM
360	American Express	D. Peterkin Bell	November	Uber	Wednesday, November 04, 2015	\$15.00	JPH2D6G
361	American Express	D. Peterkin Bell	November	Uber	Wednesday, November 04, 2015	\$15.00	2WSBYHM
362	American Express	D. Peterkin Bell	November	Uber	Thursday, November 05, 2015	\$15.00	HBKD372
363	American Express	D. Peterkin Bell	November	Uber	Friday, November 06, 2015	\$17.16	H32K5WG
364	American Express	D. Peterkin Bell	November	Uber	Friday, November 06, 2015	\$15.00	MZ6GT8R
365	American Express	D. Peterkin Bell	November	Uber	Saturday, November 07, 2015	\$15.00	JGM7Y8R
366	American Express	D. Peterkin Bell	November	Uber	Monday, November 09, 2015	\$17.33	J3X5MGG
367	American Express	D. Peterkin Bell	November	Uber	Monday, November 09, 2015	\$62.21	7MC8CJ6
368	American Express	D. Peterkin Bell	November	Uber	Monday, November 09, 2015	\$41.58	G83JRN2

369	American Express	D. Peterkin Bell	November	Uber	Tuesday, November 10, 2015	\$22.17	4XH55DR
370	American Express	D. Peterkin Bell	November	Uber	Tuesday, November 10, 2015	\$25.00	92GSP8R
371	American Express	D. Peterkin Bell	November	Uber	Wednesday, November 11, 2015	\$25.00	KM3RK86
372	American Express	D. Peterkin Bell	November	Uber	Wednesday, November 11, 2015	\$27.87	N5H58P6
373	American Express	D. Peterkin Bell	November	Uber	Wednesday, November 11, 2015	\$16.21	P54FYKW
374	American Express	D. Peterkin Bell	November	Uber	Thursday, November 12, 2015	\$15.00	KG7WKKB
375	American Express	D. Peterkin Bell	November	Uber	Thursday, November 12, 2015	\$15.00	8ZBWC2G
376	American Express	D. Peterkin Bell	November	Uber	Thursday, November 12, 2015	\$18.08	C9ZYT KW
377	American Express	D. Peterkin Bell	November	Uber	Friday, November 13, 2015	\$15.36	82PTNCM
378	American Express	D. Peterkin Bell	November	Uber	Friday, November 13, 2015	\$29.98	9WZKZB
379	American Express	D. Peterkin Bell	November	Uber	Friday, November 13, 2015	\$15.00	7QPZKKB
380	American Express	D. Peterkin Bell	November	Uber	Friday, November 13, 2015	\$19.72	7N4QF86
381	American Express	D. Peterkin Bell	November	Uber	Friday, November 13, 2015	\$76.25	66PX5WG
382	American Express	D. Peterkin Bell	November	Uber	Friday, November 13, 2015	\$18.67	JXTC46W
383	American Express	D. Peterkin Bell	November	Uber	Monday, November 16, 2015	\$21.82	KW77VQW
384	American Express	D. Peterkin Bell	November	Uber	Monday, November 16, 2015	\$19.31	J4C8NXM
385	American Express	D. Peterkin Bell	November	Uber	Tuesday, November 17, 2015	\$15.00	JGSZR9W
386	American Express	D. Peterkin Bell	November	Uber	Tuesday, November 17, 2015	\$18.78	NBBHJ8R
387	American Express	D. Peterkin Bell	November	Uber	Wednesday, November 18, 2015	\$15.00	4FZRKH2
388	American Express	D. Peterkin Bell	November	Uber	Wednesday, November 18, 2015	\$15.00	DT868P6
389	American Express	D. Peterkin Bell	November	Uber	Thursday, November 19, 2015	\$23.48	D8B5C72
390	American Express	D. Peterkin Bell	November	Uber	Thursday, November 19, 2015	\$15.00	GHG2BY6
391	American Express	D. Peterkin Bell	November	Uber	Thursday, November 19, 2015	\$18.75	84YFHS2
392	American Express	D. Peterkin Bell	November	Uber	Thursday, November 19, 2015	\$15.00	B858XFW
393	American Express	D. Peterkin Bell	November	Uber	Friday, November 20, 2015	\$46.26	7BTTSVB
394	American Express	D. Peterkin Bell	November	Uber	Friday, November 20, 2015	\$15.71	CXN6JP6
395	American Express	D. Peterkin Bell	November	Uber	Sunday, November 22, 2015	\$16.86	CKP3J46
396	American Express	D. Peterkin Bell	November	Uber	Monday, November 23, 2015	\$15.00	G39QBD6
397	American Express	D. Peterkin Bell	November	Uber	Monday, November 23, 2015	\$18.99	3M87SXM
398	American Express	D. Peterkin Bell	November	Uber	Monday, November 23, 2015	\$15.00	B55PVBG
399	American Express	D. Peterkin Bell	November	Uber	Tuesday, November 24, 2015	\$37.00	BYVTDKW
400	American Express	D. Peterkin Bell	November	Uber	Tuesday, November 24, 2015	\$15.00	DNNKHXM
401	American Express	D. Peterkin Bell	November	Uber	Tuesday, November 24, 2015	\$15.00	83RDBN2
402	American Express	D. Peterkin Bell	November	Uber	Tuesday, November 24, 2015	\$19.27	NCJDDKW
403	American Express	D. Peterkin Bell	November	Uber	Tuesday, November 24, 2015	\$15.00	MD2GNXM
404	American Express	D. Peterkin Bell	November	Uber	Tuesday, November 24, 2015	\$19.96	GBZ4G7M
405	American Express	D. Peterkin Bell	November	Uber	Wednesday, November 25, 2015	\$23.18	5M454TR
406	American Express	D. Peterkin Bell	November	Uber	Wednesday, November 25, 2015	\$15.00	JHHN7MG
407	American Express	D. Peterkin Bell	November	Uber	Wednesday, November 25, 2015	\$15.00	CSX52JR
408	American Express	D. Peterkin Bell	November	Uber	Wednesday, November 25, 2015	\$17.47	B9F7ZH2
409	American Express	D. Peterkin Bell	November	Uber	Thursday, November 26, 2015	\$15.00	MGQR7YR
410	American Express	D. Peterkin Bell	November	Uber	Monday, November 30, 2015	\$21.48	9K7QRKW
411	American Express	D. Peterkin Bell	November	Uber	Monday, November 30, 2015	\$17.23	49M5SKB
412	American Express	D. Peterkin Bell	November	Uber	Monday, November 30, 2015	\$15.00	NDFB6P6
413	American Express	D. Peterkin Bell	November	Uber	Monday, November 30, 2015	\$15.39	HKVFG46
414	American Express	D. Peterkin Bell	December	Uber	Tuesday, December 01, 2015	\$17.59	F57G85B
415	American Express	D. Peterkin Bell	December	Uber	Tuesday, December 01, 2015	\$15.00	8RQYKS2
416	American Express	D. Peterkin Bell	December	Uber	Tuesday, December 01, 2015	\$15.00	F4WV7DR
417	American Express	D. Peterkin Bell	December	Uber	Tuesday, December 01, 2015	\$16.86	MCMMQVB
418	American Express	D. Peterkin Bell	December	Uber	Tuesday, December 01, 2015	\$15.00	M6BCHDR
419	American Express	D. Peterkin Bell	December	Uber	Wednesday, December 02, 2015	\$15.00	B6ZWXHR
420	American Express	D. Peterkin Bell	December	Uber	Wednesday, December 02, 2015	\$15.00	5RJYD7M
421	American Express	D. Peterkin Bell	December	Uber	Wednesday, December 02, 2015	\$25.14	6HNC59B
422	American Express	D. Peterkin Bell	December	Uber	Thursday, December 03, 2015	\$15.40	9YBG7TQ
423	American Express	D. Peterkin Bell	December	Uber	Thursday, December 03, 2015	\$15.03	MXQRTGG
424	American Express	D. Peterkin Bell	December	Uber	Thursday, December 03, 2015	\$17.29	DQWQR46
425	American Express	D. Peterkin Bell	December	Uber	Thursday, December 03, 2015	\$15.00	8QMRP7M
426	American Express	D. Peterkin Bell	December	Uber	Thursday, December 03, 2015	\$30.40	3KV7MC2
427	American Express	D. Peterkin Bell	December	Uber	Friday, December 04, 2015	\$15.00	CCYXFS2
428	American Express	D. Peterkin Bell	December	Uber	Friday, December 04, 2015	\$15.00	4M6F45B
429	American Express	D. Peterkin Bell	December	Uber	Friday, December 04, 2015	\$17.49	3ZR4WZB
430	American Express	D. Peterkin Bell	December	Uber	Saturday, December 05, 2015	\$20.93	4B5KF9B

431	American Express	D. Peterkin Bell	December	Uber	Tuesday, December 08, 2015	\$22.87	9GHGKJ6
432	American Express	D. Peterkin Bell	December	Uber	Tuesday, December 08, 2015	\$15.00	HGW4K2G
433	American Express	D. Peterkin Bell	December	Uber	Tuesday, December 08, 2015	\$16.77	JPQDJQB
434	American Express	D. Peterkin Bell	December	Uber	Tuesday, December 08, 2015	\$15.00	CXS7QJ6
435	American Express	D. Peterkin Bell	December	Uber	Tuesday, December 08, 2015	\$15.00	8XQ3DQB
436	American Express	D. Peterkin Bell	December	Uber	Wednesday, December 09, 2015	\$33.94	HT56J7M
437	American Express	D. Peterkin Bell	December	Uber	Wednesday, December 09, 2015	\$15.00	7FND8VW
438	American Express	D. Peterkin Bell	December	Uber	Wednesday, December 09, 2015	\$21.52	6K67NWX
439	American Express	D. Peterkin Bell	December	Uber	Thursday, December 10, 2015	\$33.58	6RXFXWG
440	American Express	D. Peterkin Bell	December	Uber	Thursday, December 10, 2015	\$18.13	GS6W49W
441	American Express	D. Peterkin Bell	December	Uber	Friday, December 11, 2015	\$15.00	449JHKB
442	American Express	D. Peterkin Bell	December	Uber	Friday, December 11, 2015	\$16.87	DM3P8QB
443	American Express	D. Peterkin Bell	December	Uber	Saturday, December 12, 2015	\$10.00	9QYRKZW
444	American Express	D. Peterkin Bell	December	Uber	Saturday, December 12, 2015	\$15.00	B6WHRP6
445	American Express	D. Peterkin Bell	December	Uber	Monday, December 14, 2015	\$17.16	8FZMX5W
446	American Express	D. Peterkin Bell	December	Uber	Tuesday, December 15, 2015	\$10.00	3379V4Y
447	American Express	D. Peterkin Bell	December	Uber	Tuesday, December 15, 2015	\$15.00	NCZ2HDY
448	American Express	D. Peterkin Bell	December	Uber	Tuesday, December 15, 2015	\$17.86	C3GB7WP
449	American Express	D. Peterkin Bell	December	Uber	Wednesday, December 16, 2015	\$15.00	7RY5S64
450	American Express	D. Peterkin Bell	December	Uber	Wednesday, December 16, 2015	\$15.00	2N9333T
451	American Express	D. Peterkin Bell	December	Uber	Wednesday, December 16, 2015	\$15.00	8D8CVMP
452	American Express	D. Peterkin Bell	December	Uber	Wednesday, December 16, 2015	\$17.99	267VKXT
453	American Express	D. Peterkin Bell	December	Uber	Thursday, December 17, 2015	\$17.19	NF9HJHJ
454	American Express	D. Peterkin Bell	December	Uber	Friday, December 18, 2015	\$10.00	JGDFWRP
455	American Express	D. Peterkin Bell	December	Uber	Friday, December 18, 2015	\$15.00	43456HT
456	American Express	D. Peterkin Bell	December	Uber	Saturday, December 19, 2015	\$15.97	2WXGX64
457	American Express	D. Peterkin Bell	December	Uber	Monday, December 21, 2015	\$15.00	5ZY36G4
458	American Express	D. Peterkin Bell	December	Uber	Tuesday, December 22, 2015	\$15.00	NF38HR4

Total Amount: \$8,738.37

APPENDIX II

MAYOR'S FAREWELL PARTY INVOICE



THE UNIVERSITY
OF THE ARTS

University of the Arts Catering Department
Campus Extension: 6664
Phone: 215-717-6664
email: diningservices@uarts.edu



PARKHURST
DINING SERVICES

EVENT NAME:	In Celebration of SERVE Phila.&PowerCorps	EVENT DATE:	Sat, Jan 2, 2016
CONTACT NAME:	Karen Stokes	SETUP TIME:	12:00pm - 4:00 pm
PHONE:	(Attribute 1-4)	EVENT TIME:	5:00pm - 8:00pm
EVENT LOCATION:	Hamilton Hall	TYPE OF SERVICE:	Reception
BUDGET NUMBER:	External	GUEST COUNT:	350

EVENT SETUP/COMMENTS: Payment Due 12/28/2015- Payable to Parkhurst Dining Services-Name of Event:
In Celebration of SERVE Philadelphia and PowerCorpsPHL

MENU DETAILS				SETUP DETAILS			
#	DESCRIPTION	UNIT PRICE	TOTAL	CHINA		EQUIPMENT	
	RENTAL'S AND STAFF		\$ -	x	C. NAPKINS		ROUND CHAFFEF
			\$ -		D. NAPKINS		LONG CHAFFER
			\$ -	x	9" PLATES		CHAFFER STAND
1	(4) Bartenders		\$ 800.00	x	6" PLATES		WATER PANS
			\$ -	x	FORKS		LIDS
2	Catering Supervisors		\$ 450.00	x	KNIVES		STERNOS
			\$ -	x	SPOONS	x	TRAY JACKS
12	Catering Attendants		\$ 1,800.00		STIRRERS	x	TRAYS
			\$ -		SQUAT CUPS	x	BUS TUBS
1	High Top Tables (36)		\$ 506.00		HOT CUPS	x	BOWL OF ICE
	(12) Balcony w/ (4) Chairs		\$ -				
	(19) Main Floor		\$ -				
	(5)CBS		\$ -				
			\$ -				
37	Round 120 Linens (Silver)	\$ 10.00	\$ 370.00				
			\$ -				
25	Long 90x156 Linens (Silver)	\$ 10.00	\$ 250.00				
			\$ -				
1	Beer, Wine, Champagne Glasses		\$ 1,323.00				
			\$ -				
1	Coat Racks (5)	\$ 125.00	\$ 125.00				
			\$ -				
72	Chairs for High Tops		\$ 1,417.50				
	(4) Per Table		\$ -				
			\$ -				
			\$ -				
2	Champagne Fountains		\$ 281.25				
	(1) Champagne (1) Non-Alcohol		\$ -				
			\$ -				
1	Delivery, Set Up and Break Down		\$ 377.11				
			\$ -				
			\$ -				
			\$ -				
TOTAL CHARGES:		\$ -	\$ 7,699.86				

CANCELLATIONS must be made within a reasonable amount of time - no later than 48 hours or 2 business days in advance. Up to 25% service charge will be applied for cancellations or if significant revisions are made after the cut off point.

Date Booked: _____

Cont: Al Marter 215-717-6664

CC: 1 Cate, 1 ca, 1 chef, 1 bake, 1 book, 1 AFD, 1 GM, 2 client



THE UNIVERSITY
OF THE ARTS

University of the Arts Catering Department
Campus Extension: 6664
Phone: 215-717-6664
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PARKHURST
DINING SERVICES

EVENT NAME:	In Celebration of SERVE Phila. & PowerCorps	EVENT DATE:	Sat, Jan 2, 2016
CONTACT NAME:	Karen Stokes	SETUP TIME:	9:00am - 5:00pm
PHONE:	215-686-7508	EVENT TIME:	6:00-10:00pm
EVENT LOCATION:	Hamilton Hall	TYPE OF SERVICE:	Dinner
BUDGET NUMBER:	External	GUEST COUNT:	350

Payment due 12/28/215- Make check payable to: Parkhurst Dining Services- Event Name- In Celebration of SERVE Philadelphia and PowerCorpsPHL

MENU DETAILS				SETUP DETAILS			
#	DESCRIPTION	UNIT PRICE	TOTAL	CHINA		EQUIPMENT	
Page 2				x	C. NAPKINS		ROUND CHAFFER
100	String Beans, w Lemon, Butter, Garlic Rolls w/ Butter	\$ 2.50	\$ 250.00	x	D. NAPKINS		LONG CHAFFER
			\$ -	x	9" PLATES		CHAFFER STAND
			\$ -	x	6" PLATES		WATER PANS
200	Philly Buffet Station	\$ 16.40	\$ 3,280.00	x	FORKS		LIDS
	Buffalo Wings		\$ -	x	KNIVES		STERNOS
	Philly Cheese Steak/Chicken		\$ -	x	SPOONS		TRAY JACKS
	Sauteed Peppers & Onions		\$ -	x	STIRRERS		TRAYS
	Cheddar Cheese		\$ -	x	SQUAT CUPS		BUS TUBS
	Pretzel Nuggets w/ Dips		\$ -	x	HOT CUPS		BOWL OF ICE
			\$ -				BEVERAGES
3	Full Sheet Cakes / Vanilla Icing	\$ 100.00	\$ 300.00		LINEN		SODA
	Pound Cake		\$ -		NAPKINS		SP. WATER
	"Thank you for 8 Wonderful Years"		\$ -		SKIRT		JUICE
350	Lemonade, Ice Tea, Water		\$ -		UTENSILS		COFFEE
			\$ -	x	LEMON TONGS		CONDIMENTS:
12	Fresh Baked Cookies	\$ 9.00	\$ 108.00	x	SERVING TONGS		MAYO
			\$ -	x	ICE SCOOP		MUSTARD
250	Coffee Station	\$ -	\$ -	x	ICE TUB		KETCHUP
			\$ -		LADLE		RELISH
			\$ -				JELLY
			\$ -		COFFEE SETUP		BUTTER
			\$ -		SUGAR		CREAM CHEESE
			\$ -		EQUAL		SALT
			\$ -		SWEET & LOW		PEPPER
			\$ -		HERBAL TEA		OTHER
			\$ -		LIPTON		
			\$ -		LEMONS		
			\$ -		CREAMER		
TOTAL CHARGES:		\$ -	\$ 3,938.00		LABELS		

CANCELLATIONS must be made within a reasonable amount of time - no later than 48 hours or 2 business days in advance. Up to 25% service charge will be applied for cancellations or if significant revisions are made after the cut off point.

Date Booked: _____

Cont: Al Marter 215-717-6664

CC: 1 Cate, 1 ca, 1 chef, 1 bake, 1 book, 1 AFD, 1 GM, 2 client



THE UNIVERSITY
OF THE ARTS

University of the Arts Catering Department
Campus Extension: 6664

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PARKHURST
DINING SERVICES

EVENT NAME:	In Celebration of SERVE Phila. & PowerCorps	EVENT DATE:	Sat, Jan 2, 2016
CONTACT NAME:	Karen Stokes	SETUP TIME:	9:00am - 5:00pm
PHONE:	215-686-7508	EVENT TIME:	6:00-10:00pm
EVENT LOCATION:	Hamilton Hall CBS	TYPE OF SERVICE:	Dinner
BUDGET NUMBER:	External	GUEST COUNT:	350ppl

EVENT SETUP/COMMENTS: Payment Due 12/28/2015 - Payable to Parkhurst Dining Services Name of Event: In Celebration of SERVE Philadelphia and PowerCorps PHL

MENU DETAILS				SETUP DETAILS	
#	DESCRIPTION	UNIT PRICE	TOTAL	CHINA	EQUIPMENT
	Cocktail Hours 6:00pm -7:00pm		\$ -	C. NAPKINS	ROUND CHAFFER
200	Chicken Satay w/Spicy Dipping Sauce	\$ 1.85	\$ 370.00	D. NAPKINS	LONG CHAFFER
150	Carmelized Onion, Smoked Gouda in a Apple Tarets	\$ 1.85	\$ 277.50	9" PLATES	CHAFFER STAND
200	Mini Spanikopita	\$ 1.75	\$ 350.00	6" PLATES	WATER PANS
200	Vegetarian Spring Rolls w/ Duck Sauce	\$ 1.85	\$ -	FORKS	LIDS
200	Lime, Cilantro Shrimp	\$ 2.50	\$ 500.00	KNIVES	STERNOS
200	Smoked Salmon on Crostini w/ Dill Sour Cream	\$ 2.50	\$ 500.00	SPOONS	TRAY JACKS
200	Stationary Cheese Display	\$ 6.40	\$ 1,280.00	STIRRERS	TRAYS
	Imported Cheeses		\$ -	SQUAT CUPS	BUS TUBS
	Domestic Cheeses		\$ -	HOT CUPS	BOWL OF ICE
	Assortment of Crackers		\$ -		BEVERAGES
	Dried Fruit and Spriced Nuts		\$ -	LINEN	SODA
175	Sundried Hummus	\$ 2.00	\$ 350.00	TABLE CLOTH	BTL WATER
	Traditional Hummus		\$ -	NAPKINS	SP. WATER
	Toasted Pita Points		\$ -	SKIRT	JUICE
	CARVING STATIONS		\$ -	UTENSILS	COFFEE
1	Roasted Turkey Breast		\$ 1,267.00	SERVING SPOON	DECAF
	Fresh Cranberry Sauce		\$ -	SMALL SPOONS	HOT WATER
200	Green Beans w/ Lemon, Butter and Garlic	\$ 2.50	\$ 500.00	LEMON TONGS	CONDIMENTS:
200	Baked Mac & Cheese Roll and Butter	\$ 2.50	\$ 500.00	SERVING TONGS	MAYO
1	Roasted TenderLoin of Beef Served w/ Aujus and Bearnaise Sauce		\$ 1,058.00	ICE SCOOP	MUSTARD
200	Rosemary Roasted Red Bliss Potatoes	\$ 2.50	\$ 500.00	ICE TUB	KETCHUP
	TOTAL CHARGES:	\$ -	\$ 7,452.50	LADLE	RELISH
				COFFEE SETUP	JELLY
				SUGAR	BUTTER
				EQUAL	CREAM CHEESE
				SWEET & LOW	SALT
				HERBAL TEA	PEPPER
				LIPTON	OTHER
				LEMONS	
				CREAMER	
				LABELS	

CANCELLATIONS must be made within a reasonable amount of time - no later than 48 hours or 2 business days in advance. Up to 25% service charge will be applied for cancellations or if significant revisions are made after the cut off point.

Date Booked: _____

Cont: Al Marter 215-717-6664

CC: 1 Cate, 1 ca, 1 chef, 1 bake, 1 book, 1 AFD, 1 GM, 2 client

APPENDIX III
RESTAURANT/BAR RECEIPT

Black Sheep - Happy Hour



Check: 33

Tab: Drinks

9/16/15 7:34 PM

1 Soda Water @2.50	\$2.50
1 Diet Coke @3.00	\$3.00
1 Pineapple Juice @3.00	\$3.00
4 Yards Draft @4.00	\$16.00
1 Yuengling Lager @4.00	\$4.00
2 Angry Orchard Cider @4.50	\$9.00
1 Non-Alcoholic Beer @5.00	\$5.00
1 Well Rum @5.00	\$5.00
16 Yards Draft @5.00	\$80.00
1 Hoegaarden Draft @5.50	\$5.50
2 Guinness Draft @5.50	\$11.00
2 Smithwicks Draft @5.50	\$11.00
1 Corona Light @5.50	\$5.50
7 Malibu @5.50	\$38.50
1 Gordon's Gin @6.00	\$6.00
1 Tanqueray @6.00	\$6.00
9 \$6 Seasonal Draft @6.00	\$54.00
10 Stella Artois Draft @6.00	\$60.00
3 Sam Smith Nut Brown @6.00	\$18.00
4 Smirnoff @6.00	\$24.00
2 Dogfish Head @6.00	\$12.00
5 Goose Island @6.00	\$30.00
1 Dewars @6.50	\$6.50
2 Cuervo Gold @6.50	\$13.00
1 Dirty Hoegaarden Draft @6.50	\$6.50
12 Hoegaarden Draft @6.50	\$78.00
8 Guinness Draft @6.50	\$52.00
9 Smithwicks Draft @6.50	\$58.50
1 Malibu @6.50	\$6.50
3 Jim Beam @6.50	\$19.50
2 Chimay Draft @7.00	\$14.00
1 Dogfish Head @7.00	\$98.00
1 Glass Cabernet Sauvignon @8.00	\$8.00
10 Chimay Riesling @8.00	\$80.00
5 Lambic Frambois Draft @8.00	\$40.00
1 Glass Chardonnay @9.00	\$9.00
2 Glass Riesling @9.00	\$18.00
1 Glenlivet 12 @9.50	\$9.50
1 Open Item (room fee) 250.00	\$250.00
1 Open Item 12 @9.50	
250.00	
1 Open Item (1st fl party food)	
938.25 @938.25	
Sub-Total	\$2,170.75
Sales Tax	\$173.14
\$434.15 Gratuity	\$434.15
Total	\$2,778.04

Thank Your For Choosing The Black Sheep
We Look Forward To Seeing Your Again
215-545-9473