

Mr. Justin Kim

MONTGOMERY COUNTY BOARD OF EDUCATION
Rockville, Maryland

PAID

October 15, 2013

MEMORANDUM

To: Mrs. Susan B. Chen, Controller
Division of Controller

From: Ikhide Roland Ikheloa, Chief of Staff

Subject: Check Request Payable to **Justin Kim**



Please issue a check in the amount of **\$296.40** in payment of the attached Monthly Mileage Statements for September 2013 and October 2013. Mr. Justin Kim is the Student Member of the Board of Education.

September – 129.8 miles X .565 = \$73.33
October – 384.2 miles X .565 + \$6.00 = \$223.07

Please charge the account numbers for the Board Member/Staff Person indicated.

Mr. Kim

\$296.40 – Mileage..... 

Thank you.

IRI:rlg

Attachment

Approved _____



Division of Controller
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MONTHLY STATEMENT OF MILEAGE
FOR USE OF PRIVATE VEHICLE

INSTRUCTIONS: This form should be submitted to your immediate supervisor by the third of the month for the preceding month. Supervisors will forward immediately to the appropriate account manager; the Division of Controller should receive forms by the sixth of the month. (For additional information, see MCPS Regulation DIE-RA: Local Travel.) List all official stops in date order.

Employee ID No. <input type="text"/>	Base School Location New: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Board of Education
Name (Last) (First) (Middle) Kim Justin	No. Miles to and from Home and Base Location
Address (Street No.) (Street) (Apt. No.) [Redacted]	Job Title Board Member
(City) (State) (ZIP Code) [Redacted] Maryland [Redacted]	Submitted for Month of: <u>Sept</u> Use one form for each month

Date	Destination	Purpose of Trip	No. of Miles Reimbursable	Parking, Tolls, Public Transportation*	
				Amount	Item
1/12	Filamar - Silver Spring	Hispanic Gala	39.4		
1/13	CESC	Discussion w/ Dr. Starr	15.2		
3/13	CESC	SMB advisory council	20.4		
3/14	Smith Center	MCTC Advance	23.4		
3/25	Rockville library	Super eval	16.2		
3/26	CESC	bill time briefing	15.2		
Total This Page			129.8		
Total Reverse Page					
GRAND TOTAL			129.8		

continue on back)

*APPROPRIATE RECEIPTS
MUST BE ATTACHED

For Accounting Use Only
_____ miles @ _____
Other _____
Pay _____

Justin Kim 10/8/13
Signature, Employee Date
[Signature] 10/18/13
Signature, Principal/Supervisor Date

APPROVED
[Signature] 10/25/13
Signature, Account Manager Date

ACCOUNT NUMBER [Redacted]

Division of Controller
 MONTGOMERY COUNTY PUBLIC SCHOOLS
 Rockville, Maryland 20850

MONTHLY STATEMENT OF MILEAGE
 FOR USE OF PRIVATE VEHICLE

INSTRUCTIONS: This form should be submitted to your immediate supervisor by the third of the month for the preceding month. Supervisors will forward immediately to the appropriate account manager; the Division of Controller should receive forms by the sixth of the month. (For additional information, see MCPS Regulation DIE-RA: Local Travel.) List all official stops in date order.

Employee ID No. <input type="text"/>	Base School Location New: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Board of Education
Name (Last) (First) (Middle) Justin	No. Miles to and from Home and Base Location
Address (Street No.) (Street) (Apt. No.) [Redacted]	Job Title Board Member
(City) (State) (ZIP Code) Maryland [Redacted]	Submitted for Month of: Oct Use one form for each month

Date	Destination	Purpose of Trip	No. of Miles Reimbursable	Parking, Tolls, Public Transportation*	
				Amount	Item
1/2	Fitzman Silver Spring	Hispanic Gala	39.4		
4/9	CESC	Discussion w/ Dr. Starr	15.2		
4/16	CESC	SMOB Advisory Council	20.4		
7/14	Smith Center	MJC Advance	23.4		
7/25	Rockville Library	Super era	16.2		
8/26	CESC	briefing briefing	15.2		
11	Rockville library	BOE self eval	16.2		
7	Rockville	Time2Talk Drug Forum	16.8		
2	OC	Mabe	336	6.00	Toll, Bay Bridge
18	CESC	business meeting	15.2		
(Continue on back) *APPROPRIATE RECEIPTS MUST BE ATTACHED			Total This Page	384.20	6.00
			Total Reverse Page		
			GRAND TOTAL	384.20	6.00
				For Accounting Use Only	
				_____ miles @ _____	
				Other _____	
				Pay _____	

Justin Justin 10/18/13
 Signature, Employee Date

[Signature] 10/18/13
 Signature, Principal/Supervisor Date

APPROVED *[Signature]* 10/25/13
 Signature, Account Manager Date

ACCOUNT NUMBER [Redacted]

MONTGOMERY COUNTY BOARD OF EDUCATION
Rockville, Maryland

August 30, 2013

PAID

MEMORANDUM

To: Mrs. Susan B. Chen, Controller
Division of Controller

From: Ikhide Roland Ikheloa, Chief of Staff



Subject: Check Request Payable to **MABE**

Please issue a check in the amount of **\$150.00** in payment of the attached invoice for one registration to the Maryland Association of Boards of Education's New Student Board member Orientation.

Please charge the account number indicated.

Mr. Kim



Thank you.

IRI:rlg

Attachment

Approved





MD ASSOCIATION OF BOARDS OF EDUCATION

621 RIDGELY AVENUE #300
ANNAPOLIS, MD 21401

Voice: 410 841 5414
Fax: 410 841 6580
www.mabe.org

INVOICE

Invoice Number: 2013 SdntNBO Mtgmy
Invoice Date: Aug 21, 2013
Page: 1
Duplicate

Bill To:

Montgomery Co Public Schls
850 Hungerford Drive
Rockville, MD 20850

Ship to:

Montgomery Co Public Schls
850 Hungerford Drive
Rockville, MD 20850

Customer ID	Customer PO	Payment Terms	
Montgomery Co P S		Net 10 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		8/31/13

Quantity	Item	Description	Unit Price	Amount
		Registration for the New Student Board Member Orientation on August 21, 2013 - Justin Kim		150.00
Subtotal				150.00
Sales Tax				
Total Invoice Amount				150.00
Payment/Credit Applied				
TOTAL				150.00

Check/Credit Memo No: