

Human Services, INC.



Contact Information

850-891-7173

humanservices@talgov.com

300 S. Adams Street

Tallahassee, FL 32301

November 28, 2023

Dear Human Services Staff:

Please accept this letter as an official request for reimbursement. These costs were incurred for our program Community Partnership. The amount requested is \$4,834.00 and represents expenses for October 1 – October 31, 2023. Enclosed you will find all required reports and documents.

Sincerely,

A handwritten signature in black ink that reads "Sally Jones". The signature is fluid and cursive.

Sally Jones

Executive Director

Human Services Inc.

850-891-7173

sjones@hs.org

All Cover letters must be on Agency letterhead and must include date, address, amount requested for payment, dates for the amount requested, and signature.

SAMPLE REIMBURSEMENT REQUEST

FY 2023/24 REPORT OF EXPENDITURES AND REIMBURSEMENT REQUEST

Please complete **only** the areas highlighted in blue

AGENCY NAME:	Human Services, Inc.	PROGRAM NAME:	Community Partnership	REPORTING PERIOD COVERED:	October 1-31, 2023
CURRENT EXPENDITURES:	\$4,834.00	CUMULATIVE	\$4,834.00	AMOUNT OF PAYMENT	\$4,834.00
FUNDING SOURCE (Select from the drop-down list)	General Revenue				

Cost Category	Project Budget \$	Current Expenditures \$												Cumulative Expenditures (Amount Spent To-Date) \$	Unexpended Budget (Remaining Funds) \$
		Payment 1	Payment 2	Payment 3	Payment 4	Payment 5	Payment 6	Payment 7	Payment 8	Payment 9	Payment 10	Payment 11	Payment 12		
1.Personnel	\$10,000.00	\$1,000.00												\$1,000.00	\$9,000.00
2.Professional Fees	\$1,500.00	\$200.00												\$200.00	\$1,300.00
3.Occupancy/Utilities/Phones/ Networks	\$2,000.00	\$200.00												\$200.00	\$1,800.00
4.Materials/Supplies/Postage	\$500.00	\$144.00												\$144.00	\$356.00
5.Equipment Rental, Maintenance, Purchase	\$500.00	\$55.00												\$55.00	\$445.00
6.Travel/Workshops/Training	\$500.00	\$75.00												\$75.00	\$425.00
7.Business Incorporation Services	\$150.00	\$75.00												\$75.00	\$75.00
8.Direct Client Assistance	\$3,000.00	\$225.00												\$225.00	\$2,775.00
9.Insurance (e.g., Bonding, Liability)	\$350.00	\$125.00												\$125.00	\$225.00
10.Collaborative Partnership Activities	\$2,000.00	\$1,535.00												\$1,535.00	\$465.00
11.Capacity Building (e.g., UPHS, INIE)	\$150.00	\$150.00												\$150.00	\$0.00
12.Copying/Printing	\$200.00	\$50.00												\$50.00	\$150.00
13.Other/Specify: Annual database subscription	\$1,000.00	\$1,000.00												\$1,000.00	\$0.00
TOTALS	\$21,850.00	\$4,834.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,834.00	\$17,016.00

October Reimbursement Detail

Personnel

Sara Allen salary	\$1,000.00
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Professional Fees

Eburd, Inc bookkeeping	\$100.00
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Blackout IT - computer set up	\$100.00
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Occupancy

Monthly rent- October	\$200.00
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Materials/Supplies/Postage

Office Supply Depot-planners	\$100.00
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WalMart- Office supplies	\$44.00
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Equipment Rental

Office Printer Shop- copier rental	\$55.00
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Travel/Workshops/Training

Conference registration- Sara Allen	\$75.00
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Business Incorporation Services

Div. of Consumer Services- Biz. Registration	\$75.00
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Direct Client Assistance

Polk Comm. College- tuition and books for client	\$225.00
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Insurance

Liability insurance	\$125.00
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Collaborative Partnership Activities

Collab. Community events costs	\$1,535.00
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Capacity Building

We Got You Inc. membership	\$150.00
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Copying/Printing

Flyer printing	\$50.00
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Other: Annual database subscription

HS Database software annual subscription	\$1,000.00
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TOTAL	\$4,834.00
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Personnel

ABC PAYROLL COMPANY

Pay date: 10.16.23

Human Services. Inc.
300 S Adams St.
Tallahassee, FL
32301

Employee Name: Sara Allen
Pay Period: 10.1.23-10.15.23

CASE MANAGER

80 hours

\$20/hour

Total: \$1600

Employer paid payroll taxes:
Social Security: 6.2% = \$99.20
Medicare: 1.45% = \$24.64
Total: **\$123.84**

Only claiming \$1000.00 of this amount

Professional Fees

INVOICE

**INVOICE NUMBER**

0000420

DATE OF ISSUE

10/15/2023

BILLED TO

Human Services, Inc
300 S Adams St.
Tallahassee, FL 32301

EBurd Inc.,

829 Jen. Avenue
Tallahassee, FL, 32303
850 420 – EEBI
Eburd@EEBI.com
EarnestEBurden.com

DESCRIPTION	UNIT COST	QTY/HR RATE	AMOUNT
Oct. Bookkeeping	\$25	4	\$100

INVOICE TOTAL**\$100****SUBTOTAL** \$100**DISCOUNT** \$0**(TAX RATE)** 0%**TAX** \$0**TOTAL** **\$100****TERMS**

E.g., Please pay the invoice by 10/30/2023

Sally Jones

INVOICE

DATE:
10/12/2023

INVOICE #
536

CUSTOMER ID:
HSI 1463

TO: Human Services, Inc.
300 S Adams Street
Tallahassee, Florida 32301
850 891 0000

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Steve Black	IT	Due on receipt	10/30/23

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Computer workstation setup and installation	100	100
		SUBTOTAL	100
		SALES TAX	0
		TOTAL	100

MAKE ALL CHECKS PAYABLE TO BLACKOUT INC.
Thank you for your business!

BLACKOUT IT & NETWORK 420 BURDEN LANE | TALLAHASSEE, FL | PHONE: 850 850 111- 1300 |
WWW.BLACKOUTITNET.COM

Sally Jones

Occupancy/Utilities/Phones/Networks

LIVING IN FAITH

LIVING IN FAITH

DATE:

October 1, 2023

INVOICE #

001999

CUSTOMER ID:

30324

DUE DATE:

October 5, 2023

TO:

Human Services

300 S. Adams Street

City of Tallahassee

Tallahassee, Florida 32301

Contact Person: William Francis

Phone number: 800-566-3582

Email: wfrancis.livinginfaith@gmail.com

DESCRIPTION OF SERVICES

AMOUNT DUE

Monthly Office Rent, October

1 000.00

TOTAL

1 000.00

MAKE ALL CHECKS PAYABLE TO LIVING IN FAITH

Thank you for your business!

1212 NEWBURG COURT | TALLAHASSEE, FLORIDA 32301 | PHONE: 800-566-3581 | LIVINGINFAITH@GMAIL.COM

Requesting reimbursement for \$200 of this expense

Sally Jones

Materials/Supplies/Postage

INVOICE

OFFICE SUPPLY DEPOT

DATE: 10/15/2023

INVOICE #
330

CUSTOMER ID:
ABC12345

**REQUESTING REIMBURSEMENT FOR 25 CALENDARS/ PLANNERS
FOR \$100 (25X4=100)**

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
30	Calendars and Planners	4.00	120
SUBTOTAL			120.00
SALES TAX			6.00
TOTAL			126.00

OFFICE DEPOT 123 MAIN ST. | TALLAHASSEE, FL | PHONE: 111-222-3333 | FAX: 111-222-3334

Note: Sales tax cannot be reimbursed

Sally Jones

Give us feedback

Thank you! ID #: 79DSFXCWFGH2384B



Requesting \$44.00

1800 Walmart Street, Tallahassee, FL 32301

ST# 8953 OP#	26053693 TE#	66	TR# 77000
20 Disposable Face Masks	073474094209		5.00
First Aid Kits	026270203444		8.75
Trail Mix	030740205157	F	4.25
Paper Plates	060988167964		3.25
Printer Paper	062546887025		15.50
Printer Ink	092499042963		10.50
Coffee Filters	053236258108		2.25
Scissors	081052486930		4.25
Inspirational Wall Quotes	066139116419		5.00
Board Game	063855692164		6.50
Board Game	063855692164		6.50
	SUBTOTAL		71.75
	TAX 7.50%		5.38
	TOTAL		77.13
	DEBIT TEND		77.13
	CHANGE DUE		0.00

ACCOUNT # *****5553
APPROVAL # 643091
REF # 252453829078
TERMINAL # 3960513997

ITEMS SOLD 11

TC# 4410 6921 3983 0757 0000



Thank You for Shopping With Us!

10/09/2023 08:32

★★★ CUSTOMER COPY ★★★

Equipment Rental, Maintenance,
Purchase



INVOICE

INVOICE ID: 11100
Invoice Date: October 1, 2023

SENDER

Office Printer Shop
5555 Tallahassee St
Tallahassee, FL 32301
~1 555 850 5555

RECIPIENT

Human Services Inc.
300 S Adams Street
Tallahassee FL 32301
~1 850 555 5555

MONTHLY RENTAL DETAILS

Item No	Product Name	Seller ID	Company ID	Price
1	Copier monthly rental	OFCPRNTPPSHP	OPPS5676543-458899	\$55.00

Membership ID: HS-TFL-78975418999

PAYMENT TERMS:

Payment via monthly credit card subscription.
I certify that all information above is accurate to my knowledge.

Paprika McPaperton
CEO

Sally Jones

Travel/Workshops/Training

Your event registration has been completed. Thank you for registering!

Annual UFHS Conference for Learning More About Human Services

When: October 18, 2023 8:00 AM, EDT

Where: TSU Dogwood Auditorium - 2nd Floor

EVENT DETAILS:



**DR. SPEAKS A LOT
BECAUSE SHE KNOWS A
LOT**



LEARNING MORE ABOUT HUMAN SERVICES CONFERENCE

Learn More Than You Ever Thought You Would!

 OCTOBER 18
WEDNESDAY

 FROM 08.00 AM
- 5.00 PM

 TSU DOGWOOD AUDITORIUM

MORE INFORMATION:  +555-555-5555  www.HumanServicesbuddies.com  info@HumanServicesFriends.org

UFHS Early Bird Pricing ends on July 31st:

Registration Type	Early Bird Pricing <i>Through October 1st, 2023</i>	Regular Pricing <i>October 2nd – October 17th</i>
UFHS Member	\$75.00 per person	\$115.00 per person
Non-Member	\$115.00 per person	\$175.00 per person

ADDITIONAL INFORMATION:

YOUR REGISTRATION DETAILS:

Organization Name: Human Services Inc.

Member First name: Sara

Member Last name: Allen

Member Email: Staff@humanservicesinc.com

Member Phone: 555-555-5555

Organization Address: 300 S. Adams Street

Tallahassee, FL 32301

Organization City: Tallahassee

Organization State: FL

Organization Zip Code: 32301

Organization Phone - General: (850) 555-5555

Organization Contact - General: Dr. Human Services Director

Organization Website: <https://www.talgov.com>

Organization Service Area(s): Human Services

Night/Weekend Services Available: No

To review your registration details, go to your [registration details page](#).

Check-in for the Event



Please print this email or display this code on your mobile device to check into the event.

Best regards,

[United Friends for Human Services](#)



LEARNING MORE ABOUT HUMAN SERVICES CONFERENCE

AGENDA

2023 Learning More About Human Services
Conference Schedule
Tallahassee, Florida

Wednesday, October 18, 2023

8:00 am - 4:00 pm	Open Registration
8:00 am - 5:00 pm	Exhibition Hall Open – (Workshop Sessions)
8:30 am - 10:00 am	Welcome Breakfast and Networking Mixer – (Exhibition Hall)
10:30 am - 12:00 pm	Session 1A – <u>Getting to Know Your Local Human Services Agencies</u> – Local Agency Introductions – (Main Room)
11:30 am - 12:30 pm	Session 1B – <u>What Don't I Know About Human Services?</u> Hosted by Dr. Human Services Director – (Banquet Hall)
12:30 pm - 1:30 pm	Session 2 – Keynote Speech & Lunch – <u>Learning More About Human Services</u> Presented by Dr. Speaks A Lot Because She Knows A Lot – (Banquet Hall)
1:30 pm - 3:00 pm	Session 3 – <u>Connecting All the Human Services Dots</u> – (Workshop sessions presented by Human Services Professionals) – (Main Room)
2:30 pm - 4:30 pm	Session 4 – <u>Mastering Human Services</u> – (Workshop sessions presented by Local Agencies) – (Exhibition Hall)
4:30 pm - 5:00 pm	Session 5 – <u>Lessons in Retaining Everything</u> – Closing Remarks – (Banquet Hall)

RECEIPT

RECEIPT FROM

United Friends for Human Services

Date: October 1 2023

AMOUNT PAID

Amount Paid: \$75

PAYMENT INFORMATION

Paid by: Dr. Human Services Director

Amount Paid: \$75

For Payment of: Annual Workshop

A handwritten signature in blue ink, appearing to be 'H' followed by a stylized, wavy line.

Authorized Signature

By Dr. Human Services Director

Business Incorporation Services

Your application has been received and items have been paid for.
Applications will be processed in the order they are received.

Transaction Details:

Payment Date: 10/1/23

Payment Type:

Account Last Four:

Amount: \$75.00

Convenience Fees: \$1.88

Receipt of Payment

DTN	Name	Fee
XXXXXXXX	XXXXXXXX	\$75.00
	Convenience Fees	\$1.88
		Total: \$76.88

Requesting a \$75
reimbursement.

Mailing Address:

FDACS

Division of Consumer Services

2005 APALACHEE PKWY

TALLAHASSEE FL 32399-6500

Fax Number: 850-410-3804

Phone Number: 1-800-HELP-FLA (435-7352) from Florida, 850-410-3800 outside Florida

[Print Confirmation](#)

Direct Client Assistance

INVOICE

DATE

October 1 2023

INVOICE NO

0100

Polk Community College

2525 Wilson Drive

Tallahassee, Florida 32301

850-222-6120

Fax: 850-222-6121

msmith@polkcommunitycollege.com

Due Date

October 15, 2023

TO: Human Services

300 S. Adams Street

Tallahassee, FL 32304

humanservices@yahoo.com

For Student: Sam Smith

Student ID: 3138568

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Tuition	\$200.00	\$200.00
1	Bus Pass	\$17.00	\$17.00
1	Text book	\$25.00	\$25.00
1	Meal Plan	\$33.00	\$33.00

Requesting reimbursement for \$225 of this total

Subtotal	\$275.00
Sales Tax	0.00
Total	\$275.00

"Continuous learning is the minimum requirement for success in any field."

Sally Jones

Insurance

PHILADELPHIA INSURANCE COMPANIES
123 Main Street
Philadelphia, PA 55555
555-555-5555

Date: 10 / 1 / 23

Account Number 833362223211

Due date 10/15/23

Your account summary

Current month breakdown

<i>Product</i>	<i>Policy</i>	<i>Term/ Bill Plan</i>	<i>Premium Charges</i>	<i>Premium applied</i>	<i>Current Installment Amount</i>	<i>Sales Tax/ Surcharge</i>	<i>Fees</i>	<i>Payment/Credits</i>	<i>Current Balance</i>
89911101110	Human Services Inc								
Non-Profit Liability Insurance Package	PKOKSJJJJ7778522	10/01/22- 23 Monthly	150.00	0.00	150.00 1 of 1	0.00	0.00	0.00	150.00
	PKOKSJJJJ7778522	_____	8.00	0.00	0.00	8.00	0.00	0.00	8.00
	Amount due 10/15/23	_____	158.00	0.00	150.00	8.00	0.00	0.00	158.00

Note: sales tax
cannot be
reimbursed

Requesting reimbursement for \$125.00

Sally Jones

Collaborative Partnership Activities

10.6.2023

Invoice No. 01

To
Human Services, Inc.

300 S. Adams Street
Tallahassee, FL 32301

Remit To
Helping The
Community Do The
Thing, LLC

Attn: Jane Doe

45 Progress Blvd
Tallahassee, FL 32310

Collaborative Event:
Community Driver's
License Restoration
Event between Human
Services, Inc., Law
Enforcement and Courts

Quantity	Description	Unit Price	Total
5-Hours	Event Marketing: Radio, social media, Video Production, Flyer Design and Production.	\$100/Hour	\$500.00
5,000	Event flyers for the Driver's License Restoration Project with Law Enforcement and Courts	\$0.10/each	\$500.00
35	Basic Driver's License Restoration (Leon County Court Filing Fee's)	\$27/each	\$945.00
50	Birth Certification Assistance (required for Drivers License Application)	\$5/each	\$250.00
4	Revoked Driver's License Assistance	\$85/each	\$340.00
97	Voting Registration	\$0/each	\$0.00
10,000	Event Swag: Tumblers, Coffee Mugs, Hats, Utensils, Magnets, Tote Bags, Calendars, Logo Snacks and Water Bottles.	\$0.50/each	\$5,000.00
1	Shipping Fee for Event Swag	-	\$20.00
Subtotal			\$7,535
Sales Tax			\$0.00
Shipping & Handling			\$20.00
Total Due			\$7,555.00

Requesting a \$1,535
reimbursement

Due upon receipt
Thank you for your business!

Helping The Community Do The Thing, LLC

Tel (850) 850-8500

45 Progress Blvd
Tallahassee, FL 32310

HelpingTheCommunityDoTh
eThing@example.com



Capacity Building

WE GOT YOU, INC.



MEMBERSHIP RECEIPT

SOLD TO	DATE	RECEIPT #	ID NO.
Human Services, Inc. 300 S. Adams Street Tallahassee, FL 32301 (850) 891-6566	10.20.2023	100	COT HS

CHECK NO.	PAYMENT METHOD	JOB
N/A	Credit	Capacity Building Membership Dues

DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
One-Year Renewal Rate	\$200	\$50	\$150
To include, but not limited to:			
Board of Directors Training			
By Laws Structuring			
DEI Training for Operational Staff			
Unlimited Access to Local Non-Profit Workshops			
Audit Training			
Business Incorporation Filing Assistance			
Structure and Operational Review			
Grant Writing Assistance			
Grant Reimbursement Training			

TOTAL DISCOUNT	\$50	\$150
SUBTOTAL		\$150
SALES TAX		\$0.00
TOTAL		\$150

THANK YOU
FOR YOUR
BUSINESS!

We Got You, Inc.
wegotyou@example.com

8910 Capacity Building Ave. P (850) 404-1111
Tallahassee, FL 32309

Requesting a \$150 reimbursement

Sally Jones

Copying/Printing



Receipt of Sale

Salesperson: Jennifer Vander	Date: 10/19/2023
Customer: Human Services Inc,	Phone: 850 891-0000
Address: 300 S Adams Street	
City: Tallahassee	State: FL Zip: 32301

Item #	Quantity	Description	Unit Price	Discount	Line Total
7542	100	Full-Color Flyers	\$0.50		\$50.00
Total Discount					
				Subtotal	\$50.00
				Sales Tax	\$3.75
				Total	\$53.75

Payment Method:

☐ Cash ☒ Check (Check Number: _____) ☐ Account (#: _____)
☐ Credit Card
Type: Number: Exp. Date:

Sally Smith
Buyer

Date

Jenn V.
Seller

Requesting a \$50.00
reimbursement

Other: Annual Database Subscription



HUMAN SERVICES DATABASE SOFTWARE

1234 Database Road

Orlando, FL 32801

Phone :580-516-5369

Website: www.HSDSFT.com

Dear Customer,

Thank you for subscribing to Human Services Database Software. Your subscription information has been added below.

If you did not initiate this subscription, please reach out to us at support@HSDSFT.com

SUMMARY

DATE October 1, 2023

PAYMENT MODE Credit Card

SUBSCRIPTION TYPE	PRICE/MONTH	PAID	VALIDITY
Premium	\$83.33*	\$1,000.00	10/01/23-09/30/24

Your subscription will be auto-renewed before the expiry date. However, if you wish to discontinue, please remove your billing information by logging in to your account.

visit our [FAQs](#) page to know more about different subscription levels .

*The charge for the first month is \$83.37 to account for full total.



Sally Jones

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Bank and Credit Card Statements



Bankers Bank
12 Main Street
Tallahassee, FL 32301
Bankersbank@domain.com

STATEMENT OF ACCOUNT

Account Number: 111-234-567-890
Statement Date: 11/1/2023
Period Covered: 10/1/2023-10/31/2023

Page 1 of 1

Human Services, Inc.
300 S Adams St
Tallahassee, FL 32301

Opening Balance: 175,800.00
Total Credit Amount: 200,000.00
Total Debit Amount: 34,165.13
Closing Balance: 341,634.87
Account Type: Current Account
Number of Transactions: 8

Transactions

Date	Description	Credit	Debit	Balance
10/8/2023	Check #199- Helping the Community		7,555.00	168,245.00
10/9/2023	Debit- WalMart		77.13	168,167.87
10/16/2023	Big federal grant payment	200,000.00		368,167.87
10/16/2023	Payment - Insurance		158.00	368,009.87
10/16/2023	Debit - ABC Payroll Company		25,000.00	343,009.87
10/17/2023	Check #201- Eburd, Inc.		100.00	342,909.87
10/17/2023	Check #202- Living In Faith		1,000.00	341,909.87
10/18/2023	Check # 200 Polk CC		275.00	341,634.87
--- End of Transactions ---				

XYZ CREDIT CARD COMPANY

STATEMENT



Credit Card information		Payment due on: November 15, 2023	
Customer Number	12302139	Human Services Inc.	
Card Number	112321***3	300 S Adams Street	
Card Limit	1500	Tallahassee, FL 32301	
Statement Date	November 01, 2023		
Amount	\$1,872.20		
Date Description			Amount
OCT 1 2023 07:12	Publix		\$150.23
OCT 1 2023 17:55	Pizza, Pizza, Pizza		\$87.22
OCT 1 2023 09:22	FL DACS		\$75.00
OCT 1 2023 18:12	UFHS		\$75.00
OCT 4 023 21:12	Human Services Database		\$1,000.00
OCT 5 2023 12:54	Office Printer Shop		\$55.00
10 OCT 17, 2023 08:10	Blackout IT & Network		\$100.00
OCT 17 2023 19:01	We Got You, INC.		\$150.00
OCT 17 2023 08:11	Office Supplies Depot		\$126.00
OCT 20 2023 07:40	CopyRight Express		\$53.75
Store			
TOTAL AMOUNT			\$1,872.20