



Commerce Bank

COMMERCE BANK - COMMERCIAL CARDS
PO BOX 411036
KANSAS CITY MO 64141-1036



MEMO STATEMENT

| | |
|--------------------|--------------|
| Account Number | [REDACTED] |
| Statement Date | JUL 29, 2013 |
| Statement Activity | \$0.00 |

MEMO STATEMENT ONLY
DO NOT REMIT PAYMENT

SLOAN HUDSON
CTE - BHS
695 E MAIN ST
GALLATIN TN 37066-247295

**0000000

Visa Commercial

ACCOUNT ACTIVITY

| Post Date | Tran Date | Reference Number | Transaction Description | Amount |
|-----------|-----------|-------------------------|--|-----------|
| 07-02 | 07-01 | 24610433182004071176629 | GAYLORD OPRYLAND HTL F/D NASHVILLE TN CHECK IN DATE:06-26-13 NUMBER OF NIGHTS:05 CONFIRMATION #:8140086560008 | \$96.92 |
| 07-02 | 07-01 | 24610433182004071176603 | GAYLORD OPRYLAND HTL F/D NASHVILLE TN | \$18.24 |
| 07-03 | 07-02 | 74610433183004077079649 | GAYLORD OPRYLAND HTL F/D NASHVILLE TN | \$96.92CR |
| 07-03 | 07-02 | 74610433183004077079680 | GAYLORD OPRYLAND HTL F/D NASHVILLE TN | \$18.24CR |

| | | | |
|---|---------------------------------------|------------------------------|----------|
| For Customer Service Call: 1-800-892-7104 Outside the U.S., Call: 1-402-691-7800 | Account Number [REDACTED] | Account Summary | |
| | Statement Date JUL 29, 2013 | Purchases & Other Charges | \$115.16 |
| Send Billing Inquiries To: COMMERCE BANK PO BOX 411036 KANSAS CITY MO 64141-1036 | Credit Limit \$499 | Cash Advances | \$0.00 |
| | Disputed Amount \$0.00 | Cash Advance Fees | \$0.00 |
| | | Credits | \$115.16 |
| | | Statement Activity | \$0.00 |



COMMERCE BANK - COMMERCIAL CARDS
PO BOX 411036
KANSAS CITY MO 64141-1036

VISA

MEMO STATEMENT

Account Number [REDACTED]
Statement Date JUL 29, 2013
Statement Activity \$0.00

** MEMO STATEMENT ONLY **
DO NOT REMIT PAYMENT

SLOAN HUDSON
CTE - BHS
695 E MAIN ST
GALLATIN TN 37066-247295

**0000000

*141-72230-355-084-155
for all*

Please note Budget Codes (BC) for each transaction. *Visa Commercial*

| Post Date | Tran Date | Reference Number | Transaction Description | Amount |
|-----------|-----------|-------------------------|--|-----------|
| 07-02 | 07-01 | 24810433182004071176828 | GAYLORD OPRYLAND HTL F/D NASHVILLE TN NUMBER OF NIGHTS:08 | \$96.82 |
| 07-02 | 07-01 | 24810433182004071176903 | GAYLORD OPRYLAND HTL F/D NASHVILLE TN | \$18.24 |
| 07-02 | 07-02 | 74810433183004077079949 | GAYLORD OPRYLAND HTL F/D NASHVILLE TN | \$98.82CR |
| 07-02 | 07-02 | 74810433183004077079880 | GAYLORD OPRYLAND HTL F/D NASHVILLE TN | \$18.24CR |

BC: 141-72230-355-084-155
BC: 141-72230-355
BC: 141-72230-355
BC: 141-72230-355

Barbara Jones
Card holder Sign
[Signature]
Approver Sign
MB 8/19/13

8/14/13
Date
8/19/13
Date

* Hotel charged tax and then credited it to = 0 balance.

*JMS
8-27-13*

| | | |
|---|-----------------|------------------------------------|
| For Customer Service Call: 1-800-892-7104 Outside the U.S., Call: 1-402-691-7800 | Account Number | Account Summary |
| | Statement Date | Purchases & Other Charges \$115.16 |
| Send Billing Inquiries To: COMMERCE BANK PO BOX 411036 KANSAS CITY MO 64141-1036 | Credit Limit | Cash Advances \$0.00 |
| | Disputed Amount | Cash Advance Fees \$0.00 |
| | | Credits \$115.16 |
| | | Statement Activity \$0.00 |

Sloan Hudson's p-card was used to hold the rooms for the CTE HOSA student competition. The rooms were held, not paid for with a p-card. When they checked out, there was a zero balance. Hotel charged tax to her p-card in error and credited the charged amount back immediately. An expense report was not generated because it was put on the p-card and credited before our knowledge.