

Instructions for Workbook

1. COVID Dashboard

Summarizes costs from the rest of the spreadsheet

- Links to totals from other tabs are set up in Column B
- Columns C-E show the regular, OT, and total hours from the Master Timesheets tab

2. Equipment

Track expenditure information for COVID related purchases of equipment

- Column I will auto calculate extended cost (quantity * unit cost)
- Column K will auto calculate total cost (extended cost + shipping)
- CARES eligibility codes can be found on the Eligibility Code List tab
- Supporting documentation: copies of invoices, purchase orders, checks/wire confirmations, other documents providing additional detail

3. Materials

Track expenditure information for COVID related purchases of materials

- Column I will auto calculate extended cost (quantity * unit cost)
- Column K will auto calculate total cost (extended cost + shipping)
- CARES eligibility codes can be found on the Eligibility Code List tab
- Supporting documentation: copies of invoices, purchase orders, checks/wire confirmations, other documents providing additional detail

4. Rentals

Track expenditure information for COVID related rentals

- CARES eligibility codes can be found on the Eligibility Code List tab
- Supporting documentation: copies of invoices, purchase orders, checks/wire confirmations, other documents providing additional detail

5. Vendor Services

Track expenditure information for COVID related services performed by vendors

- CARES eligibility codes can be found on the Eligibility Code List tab
- Supporting documentation: copies of invoices, purchase orders, checks/wire confirmations, other documents providing additional detail

6. Eligibility Code List

List of eligibility codes to use for equipment/materials/rental expenditures

7. Sick Time & Work Comp

Can be used to record costs of missed work not completely covered by Workers' Comp (if needed)

- Column F will calculate the cost of missed work based on hours missed (column D) and hourly rate (column E) entered
- Any portion reimbursed by Workers' Comp can be entered in column G
- Column H will auto calculate the remaining cost after Workers' Comp reimbursement
- Column I: enter level of medical care needed
 - Examples: None, Testing, Stay at Home, Dr's Office, Work Comp, Urgent Care, Hospital
- Redact all names before submitting to County

8. Master Timesheets

Track hours and costs for COVID related payroll costs

- Enter start date of first period in cell J3. The remaining dates will autofill throughout the tab.
 - Each chart covers one week
- Enter Department Name and Fund/Department Number in the first two cells of column A for each chart
- For each employee (one gold row, one blue row):
 - Column A: enter employee name (gold) and title (blue)
 - Column B: enter employee type (i.e. full time, part time)
 - Column C-I: enter regular hours (gold) and OT hours (blue) for COVID related tasks
 - Column J (auto calculates): sum of hours worked
 - Column K: enter regular hourly pay rate (gold), the OT rate (blue) will autofill for regular rate * 1.5
 - Column L: enter hourly hazard pay rate, if applicable
 - Column M (auto calculates): Hourly Rate (column K) plus Hazard Pay Rate (column L)
 - Column N (auto calculates): benefits calculated at 35% of Subtotal Rate (column M) for regular (gold) rows only
 - Column O (auto calculates): All Inclusive Hourly Rate = Subtotal Rate (column M) + Benefits (column N)
 - Column Q: enter description of task(s) performed

Column R: enter location where task was performed

-The Combined Summary (top) displays total regular/OT hours as well as total cost from each chart

-Supporting documentation: copy of timecards or similar report from payroll system

-Sample chart:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Finance		Date and Hours									Period #1:	3/1/2020	3/7/2020		
100-603		1-Mar	2-Mar	3-Mar	4-Mar	5-Mar	6-Mar	7-Mar							
Name		Reg	Reg	Reg	Reg	Reg	Reg	Reg	Total	Hourly	Hazard	Subtotal		All Inclusive	Total
Title	Type	OT	OT	OT	OT	OT	OT	OT	Hours	Rate	Pay Rate	Rate	Benefits	Hourly Rate	Cost
Employee 1	Part Time (RPT)	-	4.00	-	3.00	5.00	-	-	12.00	\$ 14.00	\$ 2.00	\$ 16.00	\$ 5.60	\$ 21.60	\$ 259.20
Title 1									-	\$ -		\$ -		\$ -	\$ -
Employee 2	Full Time (RFT)	-	8.00	8.00	8.00	8.00	8.00	-	40.00	\$ 14.00	\$ 2.00	\$ 16.00	\$ 5.60	\$ 21.60	\$ 864.00
Title 2		-	-	3.00	-	-	1.00	-	4.00	\$ 21.00	\$ 2.00	\$ 23.00		\$ 23.00	\$ 92.00

City of Liberty COVID-19 Related Expenses - MARCH 2020

	Totals	Total Hrs	Reg Hrs	OT Hrs
Total Expenses	\$ 79,023.41			
Equipment	\$ 61,334.41			
Materials	\$ 4,573.15			
Rentals	\$ -			
Vendor Services	\$ 9,043.46			
Sick & W/C	\$ -			
Payroll Totals	\$ 4,072.39	87.25	-	87.25

Tracking for COVID Related Expenses - Equipment

Total Cost \$ 61,334.41

Department Name	Account Number	Purchase Date	Purchased Item	Vendor Name	Invoice/Order #	Qty	Unit Cost	Extended	Shipping	Total Cost	Method of Payment (i.e., PO/P-card)	Check/Wire #	Use/Reasoning	CARES Eligibility Code
Fire	10.95.140.36.7201	3/15/2020	AeroClave Room Decontamination System Model 3110	AeroClave, LLC	2020-0159	3	\$ 13,509.04	\$ 40,527.12	\$ 650.00	\$ 41,177.12	PO	N/A	Room Decontamination	2c
Fire	10.95.140.36.7201	3/15/2020	AeroClave Portable Applicator/HandSprayer/25' Hose	AeroClave, LLC	2020-0159	3	\$ 1,205.28	\$ 3,615.84	\$ -	\$ 3,615.84	PO	N/A	Room Decontamination	2c
Fire	10.95.140.36.7201	3/15/2020	Vital Oxide Disinfectant Solution (1 Gallon)	AeroClave, LLC	2020-0159	16	\$ 32.57	\$ 521.08	\$ -	\$ 521.08	PO	N/A	Room Decontamination	2c
IT	10.95.140.38.5989	3/17/2020	HP USB-C Dock G5 (5TW10AA#ABB)	Amazon	112-2624479-9294657	3	\$ 187.89	\$ 563.67	\$ -	\$ 563.67	P-card	NA	HP Laptop Docks (work from home)	4c
IT	10.95.140.38.5989	3/31/2020	Logitech Group Video Conferencing System	Amazon	114-3959858-2361815	1	\$ 979.90	\$ 979.90	\$ -	\$ 979.90	P-card	N/A	Conference Room Webcam for Virtual Meetings	4c
IT	10.95.140.38.5989	3/18/2020	Corsair Virtuoso RGB Wireless	Best Buy	N/A	1	\$ 79.99	\$ 79.99	\$ -	\$ 79.99	P-card	N/A	Headset for Finance Employee	4c
IT	10.95.140.38.5989	3/24/2020	USB C Hub Multiport Adapter	Amazon	112-5953150-0076239	5	\$ 25.99	\$ 129.95	\$ 6.75	\$ 136.70	P-card	N/A	Laptop USB Adapters	4c
IT	10.95.140.38.5989	3/24/2020	Aukey USB C Hub Ultra Slim USB C Adapter w/4 USB 3.0 Ports	Amazon	112-5953150-0076239	5	\$ 12.98	\$ 64.90	\$ 2.69	\$ 67.59	P-card	N/A	Laptop USB Adapters	4c
IT	10.95.140.36.7201	3/13/2020	HP Envy x360 Convertible 15 M	Best Buy	1120072474426	1	\$ 1,039.99	\$ 1,039.99	\$ -	\$ 1,039.99	P-card	N/A	Laptop	4c
IT	10.95.140.36.7201	3/13/2020	HP Envy x360 Convertible 15 M	Best Buy	1120072474426	1	\$ 1,039.99	\$ 1,039.99	\$ -	\$ 1,039.99	P-card	N/A	Laptop	4c
IT	10.95.140.36.7201	3/13/2020	HP Envy x360 Convertible 15 M	Best Buy	1120072474426	1	\$ 1,039.99	\$ 1,039.99	\$ -	\$ 1,039.99	P-card	N/A	Laptop	4c
IT	10.95.140.36.7201	3/13/2020	HP Envy x360 Convertible 15 M	Best Buy	1120072474426	1	\$ 1,039.99	\$ 1,039.99	\$ -	\$ 1,039.99	P-card	N/A	Laptop	4c
IT	10.95.140.36.7201	3/13/2020	HP Envy x360 Convertible 15 M	Best Buy	1120072474426	1	\$ 1,039.99	\$ 1,039.99	\$ -	\$ 1,039.99	P-card	N/A	Laptop	4c
IT	10.95.140.36.7201	3/13/2020	HP Envy x360 Convertible 15 M	Best Buy	1120072474426	1	\$ 1,039.99	\$ 1,039.99	\$ -	\$ 1,039.99	P-card	N/A	Laptop	4c
IT	10.95.140.36.7201	3/13/2020	HP Envy x360 Convertible 15 M	Best Buy	1120072474426	1	\$ 1,039.99	\$ 1,039.99	\$ -	\$ 1,039.99	P-card	N/A	Laptop	4c
IT	10.95.140.36.7201	3/13/2020	HP Envy x360 Convertible 15 M	Best Buy	1120072474426	1	\$ 1,039.99	\$ 1,039.99	\$ -	\$ 1,039.99	P-card	N/A	Laptop	4c
IT	10.95.140.36.7201	3/13/2020	HP Envy x360 Convertible 15 M	Best Buy	1120072474426	1	\$ 1,039.99	\$ 1,039.99	\$ -	\$ 1,039.99	P-card	N/A	Laptop	4c
IT	10.95.140.36.7201	3/13/2020	HP Envy x360 Convertible 15 M	Best Buy	1120072474426	1	\$ 1,699.99	\$ 1,699.99	\$ -	\$ 1,699.99	P-card	N/A	Laptop	4c
IT	10.95.140.36.7201	3/13/2020	HP Envy x360 Convertible 15 M	Best Buy	1120072474426	1	\$ 1,699.99	\$ 1,699.99	\$ -	\$ 1,699.99	P-card	N/A	Laptop	4c
IT	10.95.140.38.5989	3/15/2020	Jelly Comb 2.4G Slim Wireless Mouse w/Nano Receiver	Amazon	113-1159082-0218607	5	\$ 9.80	\$ 49.00	\$ 1.41	\$ 50.41	P-card	N/A	Computer Mouse	4c
IT	10.95.140.38.5989	3/15/2020	Jelly Comb 2.4G Slim Wireless Mouse w/Nano Receiver	Amazon	113-1159082-0218607	4	\$ 9.99	\$ 39.96	\$ 4.49	\$ 44.45	P-card	N/A	Computer Mouse	4c
IT	10.95.140.38.5989	3/15/2020	Simpoku X1 Extra Long Cord Laptop Computer Earbuds w/Mic & Stereo Wired Headphones	Amazon	113-1159082-0218607	1	\$ 14.20	\$ 14.20	\$ -	\$ 14.20	P-card	N/A	Computer Headphones	4c
IT	10.95.140.38.5089	3/15/2020	Cable Matters USB to Ethernet Adapter (USB 3.0 to Ethernet)	Amazon	113-1159082-0218607	3	\$ 13.99	\$ 41.97	\$ 1.06	\$ 43.03	P-card	N/A	Computer Ethernet Adapter	4c
IT	10.95.140.38.5989	3/15/2020	Cable Matters USB to Ethernet Adapter (USB 3.0 to Ethernet)	Amazon	113-1159082-0218607	6	\$ 13.99	\$ 83.94	\$ 1.69	\$ 85.63	P-card	N/A	Computer Ethernet Adapter	4c
IT	10.95.140.38.5989	3/15/2020	Simpoku X1 Extra Long Cord Laptop Computer Earbuds w/Mic & Stereo Wired Headphones	Amazon	113-1159082-0218607	1	\$ 14.20	\$ 14.20	\$ 0.23	\$ 14.43	P-card	N/A	Computer Headphones	4c
IT	10.95.140.38.5989	3/15/2020	Simpoku X1 Extra Long Cord Laptop Computer Earbuds w/Mic & Stereo Wired Headphones	Amazon	113-1159082-0218607	1	\$ 14.20	\$ 14.20	\$ 0.22	\$ 14.42	P-card	N/A	Computer Headphones	4c
IT	10.95.140.38.5989	3/15/2020	Simpoku X1 Extra Long Cord Laptop Computer Earbuds w/Mic & Stereo Wired Headphones	Amazon	113-1159082-0218607	1	\$ 14.20	\$ 14.20	\$ 0.22	\$ 14.42	P-card	N/A	Computer Headphones	4c
IT	10.95.140.38.5989	3/15/2020	Simpoku X1 Extra Long Cord Laptop Computer Earbuds w/Mic & Stereo Wired Headphones	Amazon	113-1159082-0218607	1	\$ 14.20	\$ 14.20	\$ 0.22	\$ 14.42	P-card	N/A	Computer Headphones	4c
IT	10.95.140.38.5989	3/15/2020	Simpoku X1 Extra Long Cord Laptop Computer Earbuds w/Mic & Stereo Wired Headphones	Amazon	113-1159082-0218607	1	\$ 14.20	\$ 14.20	\$ 0.22	\$ 14.42	P-card	N/A	Computer Headphones	4c
IT	10.95.140.38.5989	3/15/2020	Simpoku X1 Extra Long Cord Laptop Computer Earbuds w/Mic & Stereo Wired Headphones	Amazon	113-1159082-0218607	1	\$ 14.20	\$ 14.20	\$ 0.22	\$ 14.42	P-card	N/A	Computer Headphones	4c
IT	10.95.140.38.5989	3/15/2020	Simpoku X1 Extra Long Cord Laptop Computer Earbuds w/Mic & Stereo Wired Headphones	Amazon	113-1159082-0218607	1	\$ 14.20	\$ 14.20	\$ 0.22	\$ 14.42	P-card	N/A	Computer Headphones	4c
IT	10.95.140.38.5989	3/15/2020	Jelly Comb 2.4G Slim Wireless Mouse w/Nano Receiver	Amazon	113-1159082-0218607	1	\$ 9.99	\$ 9.99	\$ 1.12	\$ 11.11	P-card	N/A	Computer Mouse	4c
IT	10.95.140.38.5989	3/15/2020	Simpoku X1 Extra Long Cord Laptop Computer Earbuds w/Mic & Stereo Wired Headphones	Amazon	113-1159082-0218607	1	\$ 14.20	\$ 14.20	\$ 0.23	\$ 14.43	P-card	N/A	Computer Headphones	4c
								\$ -		\$ -				
								\$ -		\$ -				
								\$ -		\$ -				

Supporting documentation: copies of invoices, purchase orders, checks/wire confirmations, other documents providing additional detail

Tracking for COVID Related Expenses - Materials

Total Cost \$ 4,573.15

Department Name	Account Number	Purchase Date	Purchased Item	Vendor Name	Invoice/Order #	Qty	Unit Cost	Extended	Shipping	Total Cost	Method of Payment (i.e., PO/P-card)	Check/Wire #	Use/Reasoning	CARES Eligibility Code
Fire	10.95.140.38.5989	3/16/2020	Large Nitrile Gloves	Feldmans Farm and Home	N/A	2	\$ 12.99	\$ 25.98	\$ -	\$ 25.98	P-card	N/A	PPE	2b
	10.95.140.38.5989	3/11/2020	StepNPull Hands Free Door Opener (4 ct.)	Amazon	111-7879788-7014615	1	\$ 123.26	\$ 123.26	\$ -	\$ 123.26	P-card	N/A	Adds a hands free ability to open doors	2e
	10.95.140.38.5989	3/17/2020	4-5Gal Easy Off/4-5Gal Bucket/1-ZepPro Spray Bottle/1 Pk. Funnels	Lowe's	N/A	4	\$ 1.68	\$ 6.72	\$ -	\$ 6.72	P-card	N/A	Cleaning Supplies	2e
	10.95.140.38.5989	3/17/2020	5 Gal Bucket	Lowe's	N/A	4	\$ 3.25	\$ 13.00	\$ -	\$ 13.00	P-card	N/A	Cleaning Supplies	2e
	10.95.140.38.5989	3/17/2020	Zep Pro Spray Bottle	Lowe's	N/A	4	\$ 3.28	\$ 13.12	\$ -	\$ 13.12	P-card	N/A	Cleaning Supplies	2e
	10.95.140.38.5989	3/17/2020	New Tric Pack Funnels	Lowe's	N/A	1	\$ 4.98	\$ 4.98	\$ -	\$ 4.98	P-card	N/A	Cleaning Supplies	2e
Fire	10.95.140.38.5989	3/16/2020	Clear Poly Sheeting - Heavy Duty (12x100 feet)	Amazon	114-5718253-1097854	3	\$ 73.95	\$ 221.85	\$ -	\$ 221.85	P-card	N/A	Plastic Protective Covering for Liberty Community Center	2e
Fire	10.95.140.38.5989	3/16/2020	Newdery Upgraded Samsung Galaxy S9 Battery Case Qi Wireless	Amazon	114-0460870-8483467	1	\$ 38.99	\$ 38.99	\$ 8.07	\$ 47.06	P-card	N/A	Extended Cell Phone Battery for Emergency Responder	4c
Fire	10.95.140.38.5989	3/17/2020	Blue Summit Supplies Duct Tape (6 pk.)	Amazon	114-5017922-5782622	1	\$ 21.99	\$ 21.99	\$ 5.99	\$ 27.98	P-card	N/A	Duct Tape for Liberty Community Center	2e
	10.95.140.38.5989	3/1/2020	CVS Temple Thermometer (Buy 1 Get 1 50% Off)	CVS	N/A	1	\$ 37.99	\$ 37.99	\$ -	\$ 37.99	P-card	N/A	Thermometer to take employee temperatures	2b
	10.95.140.38.5989	3/1/2020	CVS Temple Thermometer (Buy 1 Get 1 50% Off)	CVS	N/A	1	\$ 18.99	\$ 18.99	\$ -	\$ 18.99	P-card	N/A	Thermometer to take employee temperatures	2b
	10.95.140.38.5989	3/20/2020	Sign Posts (12 pk. 36 inch Logo Grade)	Lowe's	N/A	1	\$ 16.72	\$ 16.72	\$ -	\$ 16.72	P-card	N/A	Sign Posts for COVID 19	6
Fire	10.95.140.38.5989	3/16/2020	Tyvek Dupont 2x/3x	Lowe's	N/A	12	\$ 15.98	\$ 191.76	\$ -	\$ 191.76	P-card	N/A	Misc. COVID 19 Supplies	6
Fire	10.95.140.38.5989	3/16/2020	Tyvek Dupont L/XL	Lowe's	N/A	6	\$ 11.48	\$ 68.88	\$ -	\$ 68.88	P-card	N/A	Misc. COVID 19 Supplies	6
Fire	10.95.140.38.5989	3/16/2020	Trimaco Poly Painter Coverall	Lowe's	N/A	10	\$ 7.63	\$ 76.30	\$ -	\$ 76.30	P-card	N/A	Misc. COVID 19 Supplies	6
Fire	10.95.140.38.5989	3/16/2020	Trimaco Heavy Duty Coverall	Lowe's	N/A	7	\$ 9.98	\$ 69.86	\$ -	\$ 69.86	P-card	N/A	Misc. COVID 19 Supplies	6
Fire	10.95.140.38.5989	3/16/2020	Tyvek Dupont L/XL	Lowe's	N/A	9	\$ 11.48	\$ 103.32	\$ -	\$ 103.32	P-card	N/A	Misc. COVID 19 Supplies	6
Fire	10.95.140.38.5989	3/16/2020	Tyvek Full Coverall L/XL	Lowe's	N/A	1	\$ 13.48	\$ 13.48	\$ -	\$ 13.48	P-card	N/A	Misc. COVID 19 Supplies	6
Fire	10.95.140.38.5989	3/16/2020	Trimaco Poly Painting Cover	Lowe's	N/A	11	\$ 7.63	\$ 83.93	\$ -	\$ 83.93	P-card	N/A	Misc. COVID 19 Supplies	6
Fire	10.95.140.38.5989	3/16/2020	Tyvek Full Coverall 2x/3x	Lowe's	N/A	11	\$ 11.88	\$ 130.68	\$ -	\$ 130.68	P-card	N/A	Misc. COVID 19 Supplies	6
Fire	10.95.140.38.5989	3/16/2020	Tyvek Dupont 2x/3x	Lowe's	N/A	6	\$ 15.98	\$ 95.88	\$ -	\$ 95.88	P-card	N/A	Misc. COVID 19 Supplies	6
	10.95.140.38.5989	3/16/2020	Tyvek Medium Coverall	Home Depot	N/A	5	\$ 12.97	\$ 64.85	\$ -	\$ 64.85	P-card	N/A	Misc. COVID 19 Supplies	6
	10.95.140.38.5989	3/16/2020	Tyvek w/Hood & Boot 2x/3x	Home Depot	N/A	3	\$ 13.47	\$ 40.41	\$ -	\$ 40.41	P-card	N/A	Misc. COVID 19 Supplies	6
	10.95.140.38.5989	3/16/2020	Heavy Duty Coverall w/Hood XL	Home Depot	N/A	2	\$ 9.97	\$ 19.94	\$ -	\$ 19.94	P-card	N/A	Misc. COVID 19 Supplies	6
	10.95.140.38.5989	3/16/2020	Tyvek Coverall White XL	Home Depot	N/A	2	\$ 10.97	\$ 21.94	\$ -	\$ 21.94	P-card	N/A	Misc. COVID 19 Supplies	6
	10.95.140.38.5989	3/16/2020	Heavy Duty Coverall w/Hood XXL	Home Depot	N/A	7	\$ 8.47	\$ 59.29	\$ -	\$ 59.29	P-card	N/A	Misc. COVID 19 Supplies	6
	10.95.140.38.5989	3/16/2020	Tyvek w/Hood & Boot L/XL	Home Depot	N/A	6	\$ 11.02	\$ 66.12	\$ -	\$ 66.12	P-card	N/A	Misc. COVID 19 Supplies	6
	10.95.140.38.5989	3/17/2020	Tyvek Coveralls XXL	Spectrum Paint	804253824	12	\$ 7.50	\$ 90.00	\$ -	\$ 90.00	P-card	N/A	Coveralls	2b
Utilities	10.95.140.38.5989	3/10/2020	Pen .7MM	Office Depot/Office Max	N/A	1	\$ 7.99	\$ 7.99	\$ -	\$ 7.99	P-card	N/A	Office Supplies	6
Utilities	10.95.140.38.5989	3/10/2020	RFL 2pk Black	Office Depot/Office Max	N/A	2	\$ 3.99	\$ 7.98	\$ -	\$ 7.98	P-card	N/A	Office Supplies	6
Utilities	10.95.140.38.5989	3/10/2020	Planner	Office Depot/Office Max	N/A	1	\$ 34.99	\$ 34.99	\$ -	\$ 34.99	P-card	N/A	Office Supplies	6
Utilities	10.95.140.38.5989	3/10/2020	Organizer	Office Depot/Office Max	N/A	1	\$ 22.99	\$ 22.99	\$ -	\$ 22.99	P-card	N/A	Office Supplies	6
Utilities	10.95.140.38.5989	3/19/2020	Organic VAP Cart 2 pk	Spectrum Paint	804253885	10	\$ 13.97	\$ 139.70	\$ -	\$ 139.70	P-card	N/A	Respirators & Filters	2b
Utilities	10.95.140.38.5989	3/19/2020	6000 Series Respirators Medium	Spectrum Paint	804253885	1	\$ 42.97	\$ 42.97	\$ -	\$ 42.97	P-card	N/A	Respirators & Filters	2b
Utilities	10.95.140.38.5989	3/19/2020	7500 Series Respirators Medium	Spectrum Paint	804253885	1	\$ 52.97	\$ 52.97	\$ -	\$ 52.97	P-card	N/A	Respirators & Filters	2b
Utilities	10.95.140.38.5989	3/19/2020	3M Replacement Cartridge	Lowe's	N/A	1	\$ 18.58	\$ 18.58	\$ -	\$ 18.58	P-card	N/A	Cleaning Supplies	2e
Utilities	10.95.140.38.5989	3/19/2020	3M Lead/Mold Removal	Lowe's	N/A	1	\$ 15.79	\$ 15.79	\$ -	\$ 15.79	P-card	N/A	Cleaning Supplies	2e
Utilities	10.95.140.38.5989	3/19/2020	3M Chemical Splash Impact	Lowe's	N/A	4	\$ 3.04	\$ 12.16	\$ -	\$ 12.16	P-card	N/A	Cleaning Supplies	2e
Utilities	10.95.140.38.5989	3/19/2020	Zep Pro Spray Bottle	Lowe's	N/A	4	\$ 3.05	\$ 12.20	\$ -	\$ 12.20	P-card	N/A	Cleaning Supplies	2e
Utilities	10.95.140.38.5989	3/19/2020	128 oz. Clorox Bleach	Lowe's	N/A	1	\$ 9.28	\$ 9.28	\$ -	\$ 9.28	P-card	N/A	Cleaning Supplies	2e
Utilities	10.95.140.38.5989	3/19/2020	Scentiva Foam Cleaner	Lowe's	N/A	6	\$ 3.24	\$ 19.44	\$ -	\$ 19.44	P-card	N/A	Cleaning Supplies	2e
Utilities	10.95.140.38.5989	3/19/2020	Tank Sprayer	Lowe's	N/A	2	\$ 14.21	\$ 28.42	\$ -	\$ 28.42	P-card	N/A	Cleaning Supplies	2e
Utilities	10.95.140.38.5989	3/18/2020	Professional Paint Respirator Large	Spectrum Paint	804253855	1	\$ 52.97	\$ 52.97	\$ -	\$ 52.97	P-card	N/A	Respirators & Filters	2b
Police	10.95.140.38.5989	3/17/2020	CT-CLM Comfortsmart	Academy Sports & Outdoors	N/A	3	\$ 99.99	\$ 299.97	\$ -	\$ 299.97	P-card	N/A	Cots for Emergency Operations Center	6
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	7	\$ 1.99	\$ 13.93	\$ -	\$ 13.93	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 1.99	\$ 1.99	\$ -	\$ 1.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 36.99	\$ 36.99	\$ -	\$ 36.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 36.99	\$ 36.99	\$ -	\$ 36.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 39.99	\$ 39.99	\$ -	\$ 39.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 36.99	\$ 36.99	\$ -	\$ 36.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140.38.5989	3/16/2020	Respirators	Sutherland's	N/A	1	\$ 26.99	\$ 26.99	\$ -	\$ 26.99	P-card	N/A	Respirators & Filters	2b
	10.95.140													

Utilities	10.95.140.38.5989	3/18/2020	Clorox Bleach	Feldmans Farm and Home	N/A	2	\$ 5.99	\$ 11.98	\$ -	\$ 11.98	P-card	N/A	Cleaning Supplies	2e
Utilities	10.95.140.38.5989	3/18/2020	HDX Splash Impact Resistant Goggles	Home Depot	N/A	1	\$ 13.97	\$ 13.97	\$ -	\$ 13.97	P-card	N/A	Eye Protection	2b
Fire	10.95.140.38.5989	3/17/2020	Quat Sanitizer C.P. Purple 4x1	Union Mill Supply	4212	2	\$ 68.80	\$ 137.60	\$ -	\$ 137.60	PO	167961	Cleaning Supplies	2e
Parks	10.95.140.38.5989	3/12/2020	Alcohol Free Foaming Hand Sanitizer	Brady	3585905	1	\$ 46.10	\$ 46.10	\$ -	\$ 46.10	PO		Cleaning Supplies	2e
Fire	10.95.140.38.5989	3/13/2020	Safety Goggles	Conrad Fire Equipment, Inc.	541938	60	\$ 6.40	\$ 384.00	\$ 29.77	\$ 413.77	PO		Eye Protection	2b
	10.95.140.38.5989	3/16/2020	Pine Sol	Sam's Club	N/A	2	\$ 11.18	\$ 22.36	\$ -	\$ 22.36	P-card	N/A	Cleaning Supplies	2e
	10.95.140.38.5989	3/16/2020	CLDSL Reg 40	Walmart	N/A	6	\$ 2.48	\$ 14.88	\$ -	\$ 14.88	P-card	N/A	Cleaning Supplies	2e
	10.95.140.38.5989	3/16/2020	Spray Bottle	Walmart	N/A	6	\$ 0.96	\$ 5.76	\$ -	\$ 5.76	P-card	N/A	Cleaning Supplies	2e
	10.95.140.38.5989	3/5/2020	Lysol (4 pk)	Sam's Club	N/A	1	\$ 16.98	\$ 16.98	\$ -	\$ 16.98	P-card	N/A	Cleaning Supplies	2e
	10.95.140.38.5989	3/5/2020	Lysol (4 pk)	Sam's Club	N/A	1	\$ 16.98	\$ 16.98	\$ -	\$ 16.98	P-card	N/A	Cleaning Supplies	2e
	10.95.140.38.5989	3/5/2020	Lysol (4 pk)	Sam's Club	N/A	1	\$ 16.98	\$ 16.98	\$ -	\$ 16.98	P-card	N/A	Cleaning Supplies	2e
	10.95.140.38.5989	3/5/2020	Lysol (4 pk)	Sam's Club	N/A	1	\$ 16.98	\$ 16.98	\$ -	\$ 16.98	P-card	N/A	Cleaning Supplies	2e
Fire	10.95.140.38.5989	3/19/2020	Digital Laser Infrared Non-Contact Thermometers ****VOID****	Amazon	111-7064662-7153042		\$ 20.49	\$ -	\$ -	\$ -	PO	167982	Thermometer to take employee temperatures	2b
Fire	10.95.140.38.5989	3/19/2020	Digital Laser Infrared Non-Contact Thermometers ****VOID****	Amazon	113-3985224-4253064		\$ 20.49	\$ -	\$ -	\$ -	PO	167982	Thermometer to take employee temperatures	2b
Municipal Court	10.95.140.38.5989	3/13/2020	Postage to Send Summons to Defendants for Rescheduled Court Dates due to COVID-19	U.S. Postal Service	N/A	50	\$ 0.50	\$ 25.00	\$ -	\$ 25.00	N/A	N/A	Postage for Summons for Rescheduled Court Dates	2e
Municipal Court	10.95.140.38.5989	3/23/2020	Postage to Send Summons to Defendants for Rescheduled Court Dates due to COVID-19	U.S. Postal Service	N/A	38	\$ 0.50	\$ 19.00	\$ -	\$ 19.00	N/A	N/A	Postage for Summons for Rescheduled Court Dates	2e
								\$ -	\$ -	\$ -				
								\$ -	\$ -	\$ -				

Supporting documentation: copies of invoices, purchase orders, checks/wire confirmations, other documents providing additional detail

Identification Key for Eligible Reimbursable Expenditures under the CARES Act

- 1 **Medical expenses such as:**
 - a. COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - b. Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - c. Costs of providing COVID-19 testing, including serological testing.
 - d. Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - e. Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.

- 2 **Public health expenses such as:**
 - a. Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - b. Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - c. Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
 - d. Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - e. Expenses for public safety measures undertaken in response to COVID-19.
 - f. Expenses for quarantining individuals.

- 3 **Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency.**

- 4 **Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:**
 - a. Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - b. Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - c. Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - d. Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - e. COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - f. Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.

- 5 **Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:**
 - a. Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - b. Expenditures related to a State, territorial, local, or Tribal government payroll support program.
 - c. Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

6 **Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria**

