amazon purchasing

3 messages

Susan Turner <sturner@masonacademy.com>
To: Joe Baird <jbaird@masonacademy.com>
Cc: David Hull <dhull@masonacademy.com>

Thu, Sep 29, 2016 at 11:41 AM

Hello, Mr. Baird-

Please see attached documentation supporting the school's purchase of amazon gift cards from Scrip, and the use of those cards to purchase books and supplies on amazon.com.

A note on amazon purchasing-

We may place a $3,000.00 order for books on amazon. However, this purchase will actually be charged to our debit card or applied to a gift card only when items within the order are shipped. This results in hundreds of transactions. I reconcile every single one, but most of my amazon records are not scanned.

Since you have access to MCA's amazon account, you are able to see all purchases and pull reports for account activity. You are also welcome to audit my paper files for amazon purchases.

I hope the attached satisfies any questions you had regarding the amazon gift card purchases. Please let me know if you have additional questions.
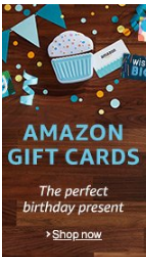

Thank You

iew Gift Card Balance
nd Activity

edeem a Gift Card

anage Bulk Gift Card
rders

re Gift Card Links
urchase a Gift Card
ift Cards Help

Give an
Amazon Allowance

An easy way to fund
shopping on Amazon

› Get Started

amazon allowance

AMAZON
GIFT CARDS

The perfect
birthday present

› Shop now

Your Gift Card Balance: **$0.00**

Reload Your Balance   Redeem a Gift Card

Your Auto-Reload Setting

Auto-Reload on a schedule or when your balance gets low.
Set up Auto-Reload

Your balance will never expire. We'll automatically apply your balance to eligible orders when you checkout. If you would rather not use your balance, you can deselect it in the Payment Selection step of checkout. **Limitations:** Your Gift Card Balance cannot be transferred to other accounts or used to purchase other gift cards. See the Amazon.com Gift Card terms and conditions.

Gift Card Activity

Page 2 of 9 (161 transactions)

Date	Description	Amount
September 9, 2016	Payment towards Amazon.com order (103-2778573-0939407)	$-47.06
August 30, 2016	Payment towards Amazon.com order (103-4823568-7593855)	$-142.39
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-SR5X)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-G6TJ)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-7EQE)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-D8NK)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-G9FF)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-GUX7)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-NGRC)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-GL3D)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-VH6S)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-L76C)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-PH5L)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-P6JD)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-BF32)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-Z33Y)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-EBSQ)	$100.00
September 2, 2016	Payment towards Amazon.com order (103-1377086-7970601)	$-43.70
September 1, 2016	Gift card claim (claim code xxxx-xxxxxx-9L4R)	$2,000.00
September 1, 2016	Gift card claim (claim code xxxx-xxxxxx-3NU4)	$1,500.00

https://www.amazon.com/gp/css/gc/balance/ref=gc_ya_bal_pag_num_5?ie=UTF8&page=5&sort=date

Mason Classical Acad   https://www.umm.com   HSA Direct Enrollmen   Register for Employer   BBT 403b   Ad Valorem Exemptio   www.floridaschoolchc   Nonp

ard Balance

t Card

Gift Card

d Links
ift Card
lp

e an
Allowance

ay to fund
n Amazon

Started

allowance

ZON
ARDS

erfect
present

p now

Your Gift Card Balance: **$0.00**

Reload Your Balance   Redeem a Gift Card

Your Auto-Reload Setting

Auto-Reload on a schedule or when your balance gets low.
Set up Auto-Reload

Your balance will never expire. We'll automatically apply your balance to eligible orders when you checkout. If you would rather not use your balance, you can deselect it in the Payment Selection step of checkout. **Limitations:** Your Gift Card Balance cannot be transferred to other accounts or used to purchase other gift cards. See the Amazon.com Gift Card terms and conditions.

Gift Card Activity

Page 5 of 9 (161 transactions)

Date	Description	Amount
August 9, 2016	Gift card claim (claim code xxxx-xxxxxx-9T95)	$500.00
August 9, 2016	Gift card claim (claim code xxxx-xxxxxx-YD3J)	$500.00
August 9, 2016	Gift card claim (claim code xxxx-xxxxxx-CA72)	$500.00
August 9, 2016	Gift card claim (claim code xxxx-xxxxxx-C72B)	$500.00
August 9, 2016	Gift card claim (claim code xxxx-xxxxxx-H88T)	$500.00
August 5, 2016	Payment towards Amazon.com order (103-7168675-0706657)	$-256.93
August 8, 2016	Gift card claim (claim code xxxx-xxxxxx-8DME)	$500.00
August 8, 2016	Gift card claim (claim code xxxx-xxxxxx-J3JZ)	$500.00
August 8, 2016	Gift card claim (claim code xxxx-xxxxxx-E2X6)	$500.00
August 8, 2016	Gift card claim (claim code xxxx-xxxxxx-N63D)	$500.00
August 8, 2016	Gift card claim (claim code xxxx-xxxxxx-35X6)	$500.00
August 8, 2016	Gift card claim (claim code xxxx-xxxxxx-RGF8)	$500.00
August 8, 2016	Gift card claim (claim code xxxx-xxxxxx-5BH2)	$500.00
August 5, 2016	Payment towards Amazon.com order (103-9434352-1707421)	$-93.94
August 4, 2016	Payment towards Amazon.com order (103-6697597-9749868)	$-270.00
August 2, 2016	Payment towards Amazon.com order (103-0213150-5342652)	$-816.52
August 6, 2016	Payment towards Amazon.com order (103-1118050-3978641)	$-4.00
August 6, 2016	Payment towards Amazon.com order (103-9095676-4286629)	$-4.00
August 6, 2016	Payment towards Amazon.com order (103-5912951-5517808)	$-4.35
August 6, 2016	Payment towards Amazon.com order (103-1756163-1609821)	$-11.44

Date	Description	Amount
August 16, 2016	Payment towards Amazon.com order (103-5597563-1842622)	$-76.48
August 16, 2016	Payment towards Amazon.com order (103-2204392-8884252)	$-24.35
August 16, 2016	Payment towards Amazon.com order (103-2764821-8381803)	$-4.00
August 16, 2016	Payment towards Amazon.com order (103-7784468-1799446)	$-4.81
August 16, 2016	Payment towards Amazon.com order (103-5743319-8146669)	$-5.18
August 16, 2016	Payment towards Amazon.com order (103-8426019-9978635)	$-4.00
August 16, 2016	Payment towards Amazon.com order (103-8906788-3490667)	$-4.00
August 9, 2016	Payment towards Amazon.com order (103-8315881-6466642)	$-1,217.25
August 13, 2016	Payment towards Amazon.com order (103-4090911-2876210)	$-516.16
August 12, 2016	Payment towards Amazon.com order (103-6258502-9086631)	$-285.76
August 12, 2016	Payment towards Amazon.com order (103-1832246-1636221)	$-340.00
August 6, 2016	Payment towards Amazon.com order (103-4742140-8875460)	$-1,236.83
August 12, 2016	Payment towards Amazon.com order (103-9541668-4264204)	$-59.10
August 6, 2016	Payment towards Amazon.com order (103-7318914-6775465)	$-43.73
August 9, 2016	Payment towards Amazon.com order (103-6586833-7512218)	$-129.50
August 9, 2016	Gift card claim (claim code xxxx-xxxxxx-WDX4)	$500.00
August 9, 2016	Gift card claim (claim code xxxx-xxxxxx-8NX4)	$500.00
August 9, 2016	Gift card claim (claim code xxxx-xxxxxx-PXND)	$500.00
August 9, 2016	Gift card claim (claim code xxxx-xxxxxx-MUTR)	$500.00
August 9, 2016	Gift card claim (claim code xxxx-xxxxxx-ZQBH)	$500.00

Your Gift Card Balance: **$0.00**

Reload Your Balance	Redeem a Gift Card

Your Auto-Reload Setting

Auto-Reload on a schedule or when your balance gets low.
Set up Auto-Reload

Your balance will never expire. We'll automatically apply your balance to eligible orders when you checkout. If you would rather not use your balance, you can deselect it in the Payment Selection step of checkout. **Limitations:** Your Gift Card Balance cannot be transferred to other accounts or used to purchase other gift cards. See the Amazon.com Gift Card terms and conditions.

Gift Card Activity

Date	Description	Amount
September 9, 2016	Payment towards Amazon.com order (103-2778573-0939407)	$-47.06
August 30, 2016	Payment towards Amazon.com order (103-4823568-7593855)	$-142.39
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-SR5X)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-G6TJ)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-7EQE)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-D8NK)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-G9FF)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-GUX7)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-NGRC)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-GL3D)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-VH6S)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-L76C)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-PH5L)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-P6JD)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-BF32)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-Z33Y)	$100.00
September 8, 2016	Gift card claim (claim code xxxx-xxxxxx-EBSQ)	$100.00
September 2, 2016	Payment towards Amazon.com order (103-1377086-7970601)	$-43.70
September 1, 2016	Gift card claim (claim code xxxx-xxxxxx-9L4R)	$2,000.00
September 1, 2016	Gift card claim (claim code xxxx-xxxxxx-3NU4)	$1,500.00

Hi,

Date	Description	Amount
August 5, 2016	Payment towards Amazon.com order (103-0655489-8104260)	$-4.00
August 5, 2016	Payment towards Amazon.com order (103-9606745-9802659)	$-4.00
August 5, 2016	Payment towards Amazon.com order (103-1237161-0101830)	$-4.00
August 5, 2016	Payment towards Amazon.com order (103-6146998-8585837)	$-5.29
August 5, 2016	Payment towards Amazon.com order (103-9187230-8314648)	$-5.04
August 5, 2016	Payment towards Amazon.com order (103-3585359-2029860)	$-8.00
August 5, 2016	Payment towards Amazon.com order (103-4894672-1706626)	$-4.00
August 5, 2016	Payment towards Amazon.com order (103-0840305-7197019)	$-5.97
August 5, 2016	Payment towards Amazon.com order (103-2932878-3873048)	$-4.63
August 4, 2016	Payment towards Amazon.com order (103-8069139-8539466)	$-1,918.04
August 5, 2016	Payment towards Amazon.com order (103-5052191-3861025)	$-7.52
August 5, 2016	Payment towards Amazon.com order (103-9483203-1562624)	$-4.95
August 5, 2016	Payment towards Amazon.com order (103-3123246-0381821)	$-18.55
August 5, 2016	Payment towards Amazon.com order (103-6518543-5773035)	$-11.28
August 5, 2016	Payment towards Amazon.com order (103-5884916-0577848)	$-4.14
August 4, 2016	Gift card claim (claim code xxxx-xxxxxx-SZK4)	$500.00
August 4, 2016	Gift card claim (claim code xxxx-xxxxxx-PYJB)	$500.00
August 4, 2016	Gift card claim (claim code xxxx-xxxxxx-8HL3)	$500.00
August 4, 2016	Gift card claim (claim code xxxx-xxxxxx-XZBQ)	$500.00
August 4, 2016	Gift card claim (claim code xxxx-xxxxxx-Z5U9)	$500.00

Your Gift Card Balance: $0.00

[Reload Your Balance]   [Redeem a Gift Card]

Your Auto-Reload Setting

Auto-Reload on a schedule or when your balance gets low.
Set up Auto-Reload

Your balance will never expire. We'll automatically apply your balance to eligible orders when you checkout. If you would rather not use your balance, you can deselect it in the Payment Selection step of checkout. **Limitations:** Your Gift Card Balance cannot be transferred to other accounts or used to purchase other gift cards. See the Amazon.com Gift Card terms and conditions.

Gift Card Activity

Page 8 of 9 (161 transactions)

Date	Description	Amount
August 4, 2016	Gift card claim (claim code xxxx-xxxxxx-RJV5)	$500.00
August 2, 2016	Payment towards Amazon.com order (103-8125450-5995430)	$-7.27
August 2, 2016	Payment towards Amazon.com order (103-4162483-0341041)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-2125371-3588248)	$-12.53
August 2, 2016	Payment towards Amazon.com order (103-4330409-0089066)	$-9.44
August 2, 2016	Payment towards Amazon.com order (103-3430664-1826657)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-8593468-8231438)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-0308806-8339418)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-7618350-5396221)	$-8.07
August 2, 2016	Payment towards Amazon.com order (103-6003933-8004267)	$-20.59
August 2, 2016	Payment towards Amazon.com order (103-8847354-5757048)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-6241601-1225849)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-9607911-3460205)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-1200354-0442664)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-3085234-7565846)	$-8.93
August 2, 2016	Gift card claim (claim code xxxx-xxxxxx-C382)	$500.00
August 1, 2016	Gift card claim (claim code xxxx-xxxxxx-44XM)	$100.00
August 1, 2016	Gift card claim (claim code xxxx-xxxxxx-WKCX)	$100.00
August 1, 2016	Gift card claim (claim code xxxx-xxxxxx-FN8L)	$100.00
August 1, 2016	Gift card claim (claim code xxxx-xxxxxx-D242)	$100.00

Your Gift Card Balance: $0.00

Your Auto-Reload Setting

Reload Your Balance   Redeem a Gift Card

Auto-Reload on a schedule or when your balance gets low.
Set up Auto-Reload

Your balance will never expire. We'll automatically apply your balance to eligible orders when you checkout. If you would rather not use your balance, you can deselect it in the Payment Selection step of checkout. **Limitations:** Your Gift Card Balance cannot be transferred to other accounts or used to purchase other gift cards. See the
Amazon.com Gift Card terms and conditions.

Gift Card Activity

Page 5 of 9 (161 transactions)

Date	Description	Amount
August 9, 2016	Gift card claim (claim code xxxx-xxxxxx-9T95)	$500.00
August 9, 2016	Gift card claim (claim code xxxx-xxxxxx-YD3J)	$500.00
August 9, 2016	Gift card claim (claim code xxxx-xxxxxx-CA72)	$500.00
August 9, 2016	Gift card claim (claim code xxxx-xxxxxx-C72B)	$500.00
August 9, 2016	Gift card claim (claim code xxxx-xxxxxx-H88T)	$500.00
August 5, 2016	Payment towards Amazon.com order (103-7168675-0706657)	$-256.93
August 8, 2016	Gift card claim (claim code xxxx-xxxxxx-8DME)	$500.00
August 8, 2016	Gift card claim (claim code xxxx-xxxxxx-J3JZ)	$500.00
August 8, 2016	Gift card claim (claim code xxxx-xxxxxx-E2X6)	$500.00
August 8, 2016	Gift card claim (claim code xxxx-xxxxxx-N63D)	$500.00
August 8, 2016	Gift card claim (claim code xxxx-xxxxxx-35X6)	$500.00
August 8, 2016	Gift card claim (claim code xxxx-xxxxxx-RGF8)	$500.00
August 8, 2016	Gift card claim (claim code xxxx-xxxxxx-5BH2)	$500.00
August 5, 2016	Payment towards Amazon.com order (103-9434352-1707421)	$-93.94
August 4, 2016	Payment towards Amazon.com order (103-6697597-9749868)	$-270.00
August 2, 2016	Payment towards Amazon.com order (103-0213150-5342652)	$-816.52
August 6, 2016	Payment towards Amazon.com order (103-1118050-3978641)	$-4.00
August 6, 2016	Payment towards Amazon.com order (103-9095676-4286629)	$-4.00
August 6, 2016	Payment towards Amazon.com order (103-5912951-5517808)	$-4.35
August 6, 2016	Payment towards Amazon.com order (103-1756163-1609821)	$-11.44

u

Your Gift Card Balance: $0.00

Your Auto-Reload Setting

Reload Your Balance   Redeem a Gift Card

Auto-Reload on a schedule or when your balance gets low.
Set up Auto-Reload

Your balance will never expire. We'll automatically apply your balance to eligible orders when you checkout. If you would rather not use your balance, you can deselect it in the Payment Selection step of checkout. **Limitations:** Your Gift Card Balance cannot be transferred to other accounts or used to purchase other gift cards. See the
Amazon.com Gift Card terms and conditions.

Gift Card Activity

Page 8 of 9 (161 transactions)

Date	Description	Amount
August 4, 2016	Gift card claim (claim code xxxx-xxxxxx-RJV5)	$500.00
August 2, 2016	Payment towards Amazon.com order (103-8125450-5995430)	$-7.27
August 2, 2016	Payment towards Amazon.com order (103-4162483-0341041)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-2125371-3588248)	$-12.53
August 2, 2016	Payment towards Amazon.com order (103-4330409-0089066)	$-9.44
August 2, 2016	Payment towards Amazon.com order (103-3430664-1826657)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-8593468-8231438)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-0308806-8339418)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-7618350-5396221)	$-8.07
August 2, 2016	Payment towards Amazon.com order (103-6003933-8004267)	$-20.59
August 2, 2016	Payment towards Amazon.com order (103-8847354-5757048)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-6241601-1225849)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-9607911-3460205)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-1200354-0442664)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-3085234-7565846)	$-8.93
August 2, 2016	Gift card claim (claim code xxxx-xxxxxx-C382)	$500.00
August 1, 2016	Gift card claim (claim code xxxx-xxxxxx-44XM)	$100.00
August 1, 2016	Gift card claim (claim code xxxx-xxxxxx-WKCX)	$100.00
August 1, 2016	Gift card claim (claim code xxxx-xxxxxx-FN8L)	$100.00
August 1, 2016	Gift card claim (claim code xxxx-xxxxxx-D242)	$100.00

Mason Classical Acad... | https://www.umb.com | HSA Direct Enrollment | Register for Employer | BBT 403b | Ad Valorem Exemptio... | www.floridaschoolch... | Nonprofit Acct | Chap...

Your balance will never expire. We'll automatically apply your balance to eligible orders when you checkout. If you would rather not use your balance, you can deselect it in the Payment Selection step of checkout. **Limitations:** Your Gift Card Balance cannot be transferred to other accounts or used to purchase other gift cards. See the Amazon.com Gift Card terms and conditions.

Gift Card Activity

Page 8 of 9 (161 transactions)

Date	Description	Amount
August 4, 2016	Gift card claim (claim code xxxx-xxxxxx-RJV5)	$500.00
August 2, 2016	Payment towards Amazon.com order (103-8125450-5995430)	$-7.27
August 2, 2016	Payment towards Amazon.com order (103-4162483-0341041)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-2125371-3588248)	$-12.53
August 2, 2016	Payment towards Amazon.com order (103-4330409-0089066)	$-9.44
August 2, 2016	Payment towards Amazon.com order (103-3430664-1826657)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-8593468-8231438)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-0308806-8339418)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-7618350-5396221)	$-8.07
August 2, 2016	Payment towards Amazon.com order (103-6003933-8004267)	$-20.59
August 2, 2016	Payment towards Amazon.com order (103-8847354-5757048)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-6241601-1225849)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-9607911-3460205)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-1200354-0442664)	$-4.00
August 2, 2016	Payment towards Amazon.com order (103-3085234-7565846)	$-8.93
August 2, 2016	Gift card claim (claim code xxxx-xxxxxx-C382)	$500.00
August 1, 2016	Gift card claim (claim code xxxx-xxxxxx-44XM)	$100.00
August 1, 2016	Gift card claim (claim code xxxx-xxxxxx-WKCX)	$100.00
August 1, 2016	Gift card claim (claim code xxxx-xxxxxx-FN8L)	$100.00
August 1, 2016	Gift card claim (claim code xxxx-xxxxxx-D242)	$100.00

« Previous   1 ...   3   4   5   6   7   **8**   9   Next »

AMAZON GIFT CARDS   Millions of Items.   ›Shop now

Susan Turner
Business Manager

P: 239-206-2590
F: 239-201-2056

3073 Horseshoe Drive S
Naples, FL 34104

Mason Classical Academy

*Pursuant to School Board policy and Mason Classical Academy administrative procedures, this e-mail is the property of Mason Classical Academy and to be used for official business only. In addition, messages sent through this system are subject to the Public Records Law of the State of Florida and also to review by the school. **There should be no expectation of privacy.***

---

6 attachments

scrip purchases September Hull approved.pdf
1040K

scrip purchases August Hull approved.pdf
1982K

amazon cards redeemed 8.1.16 500.pdf
801K

amazon cards redeemed 8.6.16 1000.pdf
1244K

I8520761 1500 amazon cards redeemed 9.8.16.pdf
2115K

Amazon escrip summary.xls
34K

Joe Baird <jbaird@masonacademy.com>   Thu, Sep 29, 2016 at 1:15 PM
To: Susan Turner <sturner@masonacademy.com>

Cc: David Hull <dhull@masonacademy.com>

Thank you, Mrs. Turner.

Joe
[Quoted text hidden]

David Hull <dhull@masonacademy.com>   Wed, Oct 5, 2016 at 7:37 AM

Good morning,

One more point of clarification. This email was sent to Mr. Baird the day he wrote Mrs. Turner the 25 question list. This email addressed one of the questions, and this question alone is what took Mrs. Turner 3 hours. So, she did, in fact, send him the information prior to the board meeting. It is the other 24 questions that were not answered in time. Again, that part is my fault.

Thank you for your time.

Best regards,
David Hull, Principal
Mason Classical Academy

> Begin forwarded message:
>
> **From:** Susan Turner <sturner@masonacademy.com>
> **Subject: amazon purchasing**
> **Date:** September 29, 2016 at 11:41:54 AM EDT
> **To:** Joe Baird <jbaird@masonacademy.com>
> **Cc:** David Hull <dhull@masonacademy.com>
>
>
> Hello, Mr. Baird-
>
> Please see attached documentation supporting the school's purchase of amazon gift cards from Scrip, and the use of those cards to purchase books and supplies on amazon.com.
>
> A note on amazon purchasing-
>
> We may place a $3,000.00 order for books on amazon. However, this purchase will actually be charged to our debit card or applied to a gift card only when items within the order are shipped. This results in hundreds of transactions. I reconcile every single one, but most of my amazon records are not scanned.
>
> Since you have access to MCA's amazon account, you are able to see all purchases and pull reports for account activity. You are also welcome to audit my paper files for amazon purchases.
>
> I hope the attached satisfies any questions you had regarding the amazon gift card purchases. Please let me know if you have additional questions.
>
> Thank You

Hi,

u

Susan Turner
Business Manager

P: 239-206-2590
F: 239-201-2056

3073 Horseshoe Drive S
Naples, FL 34104

Mason Classical Academy

*Pursuant to School Board policy and Mason Classical Academy administrative procedures, this e-mail is the property of Mason Classical Academy and to be used for official business only. In addition, messages sent through this system are subject to the Public Records Law of the State of Florida and also to review by the school. **There should be no expectation of privacy.***

---

15 attachments

amazon gift card activity 9.8.16.PNG
288K

amazon gift card activity 8.9.16 part of 5000 pg 2.PNG
292K

amazon gift card activity 8.9.16 part of 5000 order.PNG
176K

amazon gift card activity 9.1.16 2000 and 1500.PNG
218K

amazon gift card activity 8.4.16 part of 3000.PNG
216K

amazon gift card activity 8.4.16 part of 3000 pg 2.PNG
234K

amazon gift card activity 8.8.16 4000 partial 3500.PNG
235K

amazon gift card activity 8.4.16 4000 partial 500.PNG
269K

amazon gift card activity 8.2.16 500.PNG
277K

scrip purchases September Hull approved.pdf
1040K

scrip purchases August Hull approved.pdf
1982K

amazon cards redeemed 8.1.16 500.pdf
801K

amazon cards redeemed 8.6.16 1000.pdf
1244K

I8520761 1500 amazon cards redeemed 9.8.16.pdf
2115K

Amazon escrip summary.xls
34K