

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** November 19, 2014  
**SUBJECT:** M. McCaig, CAO – Purchase Card Expenses

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**BACKGROUND**

Attached is a copy of the Purchase Card expenses for Mark McCaig, CAO in the amount of \$283.35 for the following:

1.	Economic Development Meeting lunch on Oct. 6/14	\$ 75.00
2.	Entertainment Expense D. Scofield Retirement Lunch on Oct. 24/14	\$ 96.44
3.	Entertainment Expense Councillor Elect W. Brunetta & J. Caul on Oct. 29/14	\$ 68.41
4.	Toronto Ground Transportation - Queen's Park Delegation on Nov. 3 & 4/14	<u>\$ 43.50</u>
	Total	\$283.35

**RECOMMENDATION**

The Administration & Finance Executive Committee recommend that Council approves the Purchase Card expenses for Mark McCaig, CAO in the amount of \$283.35 as listed in this report

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve the purchase card expenses for Mark McCaig, CAO. in the amount of \$283.35 as listed in this report.



Canada  
CORPORATE PAYMENT SYSTEMS  
120 Adelaide St W, P.O. Box 2300  
Toronto, Ontario M5H 1T1



ACCOUNT NUMBER 4715- 269

AMOUNT DUE \$0.00

000002136 1 SP 106481792499634 S

MARK MCCAIG  
TOWN OF FORT FRANCES  
320 PORTAGE AVE  
FORT FRANCES ON P9A 3P9

"MEMO STATEMENT ONLY"  
DO NOT REMIT PAYMENT

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
10-06	10-07	5814	DOMINOS PIZZA 104QPS FORT FRANCES ON	74703414279000447552474	M75.00
10-24	10-28	7011	COPPER RIVER INN AND CONF FORT FRANCES ON	74041804300004055276778	M96.44
10-29	10-31	7011	LA PLACE RENDEZ-VOUS FORT FRANCES ON	74064494303820124757004	M68.41
11-03	11-05	4121	HALLAM TAXI MISSISSAUGA ON	74514204308043606069673	M20.00
11-04	11-06	4121	AEROFLEET SERVICES MISSISSAUGA ON	74514204309043607018108	M12.00
11-04	11-06	4121	CITY TAXI ETOBICOKE ON	74514204309043607023785	M11.50

General Customer Inquiries 800-588-8065 Outside North America, collect 416-306-3630  Lost or Stolen Cards 800-588-8067 Outside North America, collect 416-306-3636	ACCOUNT NUMBER 4715-1602-0027-6269	ACCOUNT SUMMARY
	STATEMENT DATE 11/06/14	PURCHASES, FEES & ADJUSTMENTS \$283.35
		CASH ADVANCES \$0.00
		DISPUTE AMOUNT \$0.00
		CREDITS \$0.00
		STATEMENT TOTAL \$283.35

Trademark of U.S. Bank National Association.

DOMINO'S PIZZA #10434  
283 SCOTT ST.  
FORT FRANCES, ON, P9A1G8  
8072741960  
MID: 16077900019  
GST#: 000000000000000

TID: 006

SALE

\*\*\*\*\*6269 Exp: 11/11  
Visa CHIP

10/06/2014 12:23:32 Inv#: 2906  
Record#: 090001 Batch#: 279001  
Retrieval#: 00000001

AC000000031010 VISA CREDIT  
TVR 0080008000 TSI F000

Total: \$75.00

Auth Code: 000878  
APPROVED

Customer copy

Delivery  
NOT PAID  
Domino's Pizza LLC  
10434  
(807) 274-1960

10/6/2014 11:30 AM  
Server 2000  
Order 2

TIMED & TIMED

Domino's Pizza #10434  
807-274-1960

DOWNSTAIRS  
320 PORTAGE AVE  
(807) 274-5323 x 0

1 14" Hand Toss Hawaii (Hawaiian)	\$11.89
1 14" Hand Toss Brookl (Brooklyn)	\$14.99
1 14" Hand Toss Meatzz (Meatzza)	\$19.99
1 14" Hand Toss Deluxe (Deluxe)	\$13.29
1 Large Brooklyn Peppe (4006)	-\$4.00
1 Delivery Charge	\$3.00
Sub Total	\$59.16
H.S.T.	\$7.69
Total	\$66.85

Balance Due \$66.85

+ Tip 75.00

283 Scott St - Fort Frances P9A 1G8  
HST# 88576 1148 RT0001

G-820-1500-1532

**TOWN OF FORT FRANCES - SCHEDULE "C"**  
**TRAVEL ADVANCE REQUEST**

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance

**TOWN OF FORT FRANCES - SCHEDULE "D"**  
**ENTERTAINMENT EXPENSE REIMBURSEMENT FORM**

Name <u>Mark McCaig</u>	Date <u>October 24, 2014</u>
Names, Position, and Organization of Individuals Being Entertained	
1. <u>Mark McCaig, CAO</u>	
2. <u>Laurie Witherspoon Treasurer</u>	
3. <u>Debbie Scofield, Deputy Treasurer</u>	
4. <u>Dawn Galusha, Deputy Treasurer</u>	
Purpose of Entertainment <u>Retirement luncheon for Debbie Scofield, Deputy Treasurer</u>	
Amount Claimed <u>\$96.44 ON VISA</u>	<u>Mark McCaig</u>
Treasurer Signature	Date

An itemized receipt must be attached to process payment

G-120-1500-1532

**TOWN OF FORT FRANCES - SCHEDULE "C"**  
**TRAVEL ADVANCE REQUEST**

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance

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Names, Position, and Organization of Individuals Being Entertained	
1. <u>Mark McCaig, CAO</u>	
2. <u>Laurie Witherspoon, Treasurer</u>	
3. <u>Debbie Scofield, Deputy Treasurer</u>	
4. <u>Dawn Galusha, Deputy Treasurer</u>	
Purpose of Entertainment <u>Retirement luncheon for Debbie Scofield, Deputy Treasurer</u>	
Amount Claimed <u>\$96.44 ON VISA</u>	<u>Mark McCaig</u>
Treasurer Signature	Date

An itemized receipt must be attached to process payment

G-120-1500-1532

# Bistro North

700 Stewart St.  
Fort Frances, ON P9A 2Y2  
807-274-1161

COPPER RIVER INN AND  
700 STEWART ST  
FORT FRANCES, ON P9A 2Y2

Merchant ID: 000000003652685  
Term ID: 05665627

## Purchase

VISA CREDIT  
XXXXXXXXXXXX6269  
AID: A0000000031010  
Entry Method: Chip  
Batch#: 000087  
10/24/14 13:51:30  
Invoice #: 000002  
Appr Code: 037268  
Apriva Transaction #: 4428  
Ref #: 000094679223  
Host Response: Success

Amount:	\$	80.37
Tip:	\$	16.07
=====		
Total:	\$	96.44

Customer Copy

1001 JESSICA

Tbl T14/1 Chk 9446 Gst 4  
Oct24'14 12:10PM

3 POP @ 2.99	8.97
1 TEA	2.15
1 7" #3 salad w/Rch	15.00
1 7" ALL DRESSD caesar	15.00
1 7" MEAT LOVER caesar	15.00
1 7" ALL DRESSD salad w/Rch	15.00

Subtotal	71.12
Tax	9.25
Amount Due	80.37

Thanks for Dining With Us!

Tip: \_\_\_\_\_ Total: \_\_\_\_\_

Room: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Sign: \_\_\_\_\_

**TOWN OF FORT FRANCES - SCHEDULE "C"**  
**TRAVEL ADVANCE REQUEST**

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Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance

**TOWN OF FORT FRANCES - SCHEDULE "D"**  
**ENTERTAINMENT EXPENSE REIMBURSEMENT FORM**

Name <b>Mark McCaig, CAO</b>	Date <b>October 29, 2014</b>
Names, Position, and Organization of Individuals Being Entertained	
1. <b>Mark McCaig, CAO</b>	
2. <b>Mayer Avis</b>	
3. <b>Councillor Elect Wendy Brunetta</b>	
4. <b>Councillor Elect June Caul</b>	
Purpose of Entertainment <b>Introductory luncheon with Councillors Brunetta and Caul (Councillor orientation)</b>	
Amount Claimed <b>\$ 68.41</b>	<b>Mark McCaig</b>
Treasurer Signature	Date <b>Oct. 29, 2014</b>

An itemized receipt must be attached to process payment

G-120-1500-1532

La Place Rendez-

GST: R104472667  
1201 Idylwild Drive  
TEL: 274-9811

103 Gael B

Tbl 32/1 Chk 362 Gst 4  
Oct29'14 12:42PM

1 Reg Greek	\$8.00
\$Reg Chick	\$5.00
1 Mozza Reuben	\$11.75
WILD RICE	\$1.00
1 BLT Xpress	\$10.50
RYE	
WILD RICE	\$1.00
1 Cup SOD	\$4.30
1 Side Mix Greens	\$4.00
2 Decaf Coffee	\$4.90

Subtotal	\$50.45
HST	\$6.56
Amount Due	<b>\$57.01</b>

Please Pay Server at Table

TIP: \_\_\_\_\_

TOTAL: \_\_\_\_\_

ROOM # \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

LA PLACE RENDEZ-VOUS  
1201 IDYLVILD DRIVE  
FORT FRANCES ON

CARD \*\*\*\*\*6269  
CARD TYPE VISA  
DATE 2014/10/29  
TIME 2616 13:24:40  
RECEIPT NUMBER  
082027256-001-046-014-0

PURCHASE  
AMOUNT \$57.01  
TIP \$11.40  
TOTAL

**\$68.41**

VISA CREDIT  
A0000000031010  
6717EFA0AA60B0D3  
0080008000-E800  
81502178EDACB926  
0080008000-F800

**APPROVED**

AUTH# 032065 01-027  
THANK YOU



HALLAM TAXI  
348 KING ANDREW DR  
MISSISSAUGA ON L4Z 1P8

Term ID: 83201207

GST #:

## Purchase

xxxxxxxxxxxx6269

VISA Entry Method: Dipped

2014/11/03 18:13:28

Inv #: 0002731 Appr Code: 098853

Seq #: 1004274 Batch#: 000460

Amount: \$ 14.50

Tip: \$ 5.50

Total: \$ 20.00

Hosttimestamp:20141103181330

Approved 000 Thank You

Application Label: VISA CREDIT  
AID: A0000000031010  
TVR: 00 80 00 80 00  
TSI: E8 00  
TC:A102962FEC18074B

Customer Copy  
THANK YOU!  
Have a Good Day

CITY TAXI  
29 ALGIE AVE.  
416-740-2222 ON  
CAB 113

Term Id:PS472536

Invoice #:534

## VISA PURCHASE

App Label: VISA CREDIT

AID:A0000000031010

TVR: 0080008000

TSI: F800

Card #: XXXXXXXXXXXX6269

00 APPROVED 001

AMOUNT \$8.00

TIP \$3.00

NETWORK FEE \$0.50

TOTAL \$11.50

By entering a verified PIN, cardholder  
agrees to pay issuer such total in  
accordance with issuer's agreement  
with cardholder

Ref. #: 0010015210

Entry Method: C

Auth.#: 062556

Date: 2014/11/04 Time: 08:05A

\*\*\*CUSTOMER COPY\*\*\*

## AEROFLEET SERVICES

30-2601 MATHESON BLV E

MISSISSAUGA ON

www.aerofleet.ca

CAB#39

1.800.268.0905

416.449.4990

## SALE

TID: PS472439

REF#: 00000006

Batch #: 682

SEQ: 001682006

11/04/14

14:26:40

Invoice #: 6

APPR CODE: 015101

VISA

\*\*\*\*\*6269

Chip

\*/\*\*

AMOUNT \$8.25

TIP \$3.75

TOTAL \$12.00

APPROVED

VISA CREDIT

AID: A0000000031010

TVR: 00 80 00 80 00

TSI: F8 00

BY ENTERING A VERIFIED PIN  
CARDHOLDER AGREES TO PAY ISSUER  
SUCH TOTAL IN  
ACCORDANCE WITH ISSUER'S  
AGREEMENT  
WITH CARDHOLDER

Thank You for Choosing  
Aerofleet

HST #100067164RT0001

www.payplus.ca

CUSTOMER COPY

G-120-1500-1530