

September 2026 Credit Card Memorandum

To: Lake Orion DDA Board of Directors

From: Matthew Gibb, Executive Director

Date: October 17, 2026

Subject: September 30, 2026 statement - card ending 8770

The September statement lists 27 purchases totaling \$4,858.74 and a \$288.00 provisional credit, resulting in a net \$4,570.74 transferred to the associated central billing account. The chart below itemizes the posted activity for Board review.

Post date	Tran. date	Merchant	Amount
09/01	08/31	CustomInk LLC	\$307.93
09/01	08/31	Textedly	\$2,036.00
09/02	09/01	MiSwitch Communication	\$93.46
09/02	09/01	IONOS	\$28.85
09/02	09/01	WebVitality Inc.	\$525.00
09/02	09/01	Adobe	\$54.04
09/04	09/03	Turner Sanitation Inc.	\$155.00
09/08	09/07	Flowcode Pro	\$9.95
09/08	09/06	Amazon MktpL 538JJ39S1	\$30.94
09/09	09/08	Roll Off Dumpster	\$100.00
09/14	09/11	DRI Signs	\$82.26
09/15	09/14	Roll Off Dumpster	\$100.00
09/17	09/16	Amazon 5R7RO7OW2	\$17.98

September Statement Itemization Continued

Post date	Tran. date	Merchant	Amount
09/18	09/17	Amazon Mktpl 5R5QV9LD0	\$16.74
09/18	09/17	Amazon 5R85L0NL0	\$189.96
09/18	09/17	MI Business Filings	\$125.00
09/21	09/19	Amazon 5R8M675Q0	\$99.99
09/21	09/18	GQT Oxford 7	\$89.85
09/21	09/18	Orion Area Chamber	\$70.00
09/21	09/18	IONOS	\$28.85
09/21	09/18	Little Caesars	\$21.18
09/22	09/21	SnapRetail	\$65.00
09/24	09/23	The UPS Store 3585	\$12.00
09/28	09/26	ClickUp	\$38.00
09/28	09/25	Comcast / Xfinity	\$144.78
09/29	09/28	Turner Sanitation Inc.	\$155.00
09/30	09/30	Amazon 510OL3OX2	\$260.98
09/11	07/18	Provisional credit - Domain Listings	(\$288.00)
Total purchases			\$4,858.74
Provisional credit			(\$288.00)
Net transferred to central billing			\$4,570.74

Reconciliation note: The individual card summary shows \$0.00 due because activity transferred to central billing. The statement separately identifies the July 18 Domain Listings transaction of \$288.00 as disputed and not required to be paid until resolved. That notice is not counted as an additional purchase in this chart; the provisional credit remains subject to dispute resolution.

Descriptions reflect statement merchant names. Receipts are needed to confirm business purposes and GL allocations. All dates shown are in 2026. Source: DDA Gibb September CC.pdf, pages 1-2.