



Corporate Card Statement of Account

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Online Statements**

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Prepared For
JUANITA YOUNGKIN
UNIDOS US

Account Number
XXXX-XXXXX0-01007

Closing Date
08/28/24

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
3,263.23	1,342.32	0.00	3,263.23	0.00	1,342.32

For important information regarding your account refer to page 2.

Please submit all outstanding expenses.

To manage your Account online or to pay your bill, please visit us at corp.americanexpress.com. For additional contact information, please see the reverse side of this page.

▼ Please fold on the perforation below, detach and return with your payment ▼

Do not staple or use paper clips

Payment Coupon

Account Number 3794-303910-01007

JUANITA YOUNGKIN
UNIDOS US
3917 RHODE HBR RD
EDGEWATER MD 21037

Payable upon receipt in U.S. Dollars.
Enter 15 digit account number on all payments.
Amount Due \$1,342.32
Checks or drafts must be drawn against banks located in the U.S.

Mail Payment to:

See reverse side for instructions on how to update your address, phone number, or email.

AMERICAN EXPRESS
PO BOX 96001
LOS ANGELES CA 90096-8000
|||||

0000379430391001007 000134232000134232 2&H

Payments: Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 5:00pm may not be credited until the next day. Payments must be sent to the payment address shown on your statement and must include the remittance coupon from your statement. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. Your Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert your remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord or satisfaction without our express prior written approval.

Authorization for Electronic Debit: We will process checks electronically, at first presentment and any re-presentments, by transmitting the amount of the check, routing number, account number and check serial number to your financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, you authorize us to initiate an electronic debit from your bank or asset account. When we process your check electronically, your payment may be debited to the bank or asset account as soon as the same day we receive your check, and you will not receive that cancelled check with your bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Card, please note that you are eligible to pay your bill online.

Authorization for Electronic Payments: By using Pay By Computer, Pay By Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electron debit to the financial account you specify in the amount you request. Payments received after 5:00pm may not be credited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversation rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, **in each instance increased by 2.5%**. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-528-2122 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. Requests for refunds of credit balances (designated "CR") should be made by calling us at 1-800-528-2122 or the number on the back of your Card. Billing disputes can also be initiated online. This applies to Corporate Cards only, not Cards issued under the Corporate Defined Express Program.

In Case of Errors or Questions About Electronic Transfers: Please contact us by calling 1-800-IPAY-AXP for Pay By Phone, Pay By Computer issues and automatic payment issues.

When Contacting Us Regarding Errors or Questions: We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about. You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.



Manage your Card account online at:
americanexpress.com/
checkyourbill



For all further inquiries or to pay by phone, please call the number on the back of your Card.

If your Card has been lost or stolen, please call 1-800-528-2122

International Collect:
1-336-393-1111

Hearing Impaired Services:
Dial Relay 711 and
1-800-528-2122

Large Print and Braille Statements:
1-800-528-2122



Customer Service
P.O. Box 981531
El Paso, TX
79998-1531

Payments
PO BOX 96001
LOS ANGELES CA 90096-
8000

Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.



Prepared For
JUANITA YOUNGKIN
 UNIDOS US

Account Number
 XXXX-XXXXX0-01007

Closing Date
 08/28/24

Activity Date reflects either transaction or posting date

Card Number	XXXX-XXXXX0-01007	Reference Code	Amount \$
08/23/24	CORPORATE REMITTANCE RECEIVED 08/23		-3,263.23
08/01/24	IDEALIST.O* IDEALIST NEW YORK CITY NY REF# NT_QZYIUOBVZ +16467866886 07/31/24		125.00
08/01/24	IDEALIST.O* IDEALIST NEW YORK CITY NY REF# NT_QZYM9AENM +16467866886 07/31/24		125.00
08/05/24	CLDTKN CHECKR, INC CHECKR.C SAN FRANCISCO C REF# NT_QBG3TNPFG +18558333364 08/05/24		134.21
08/13/24	IDEALIST.O* IDEALIST NEW YORK CITY NY REF# NT_QEKSM2DGP +16467866886 08/13/24		125.00
08/13/24	IDEALIST.O* IDEALIST NEW YORK CITY NY REF# NT_QEK5PGULP +16467866886 08/13/24		125.00
08/13/24	IDEALIST.O* IDEALIST NEW YORK CITY NY REF# NT_QEKVMD3L2 +16467866886 08/13/24		125.00
08/22/24	Staples Inc PUTNAM PUTNAM CT REF# 352394747 Staples Inc 08/22/24 ORD 9924248067 ;REQ ANITA YOUNGKIN IT1 HAMMERMILL ;UPI 77.4900;QTY6 IT2 PURELL ADVA;UPI 21.6900;QTY1 FRT 0.00;HDL 0.00;ITM8 ROC NUMBER 352394747 TAX \$22.92	35239474700	465.68
08/24/24	Staples Inc PUTNAM PUTNAM CT REF# 352533132 Staples Inc 08/24/24 ORD 9924303564 ;REQ ANITA YOUNGKIN IT1 PRESSTEX CO;UPI 110.7900;QTY1 IT2 ;UPI 0.0000;QTY FRT 0.00;HDL 0.00;ITM1 ROC NUMBER 352533132 TAX \$6.65	35253313200	117.43

Total for JUANITA YOUNGKIN

New Charges/Other Debits 1,342.32
 Payments/Other Credits -3,263.23

Invoice #3042766 - Paid

Idealist.org
389 5th Ave, FL 9
New York, NY 10016

To UnidosUS
Name Karen Reyes
Email kreyes@unidosus.org
Address 1126 16th Street, NW, Washington, DC, 20036, United States
Posted 7/31/2024
Status Paid
Memo

Item	Price
Job Listing for "Housing Counselor, Unidos Counseling Connection (UCC)" in Washington for up to 30 days.	\$125 USD
Payment: Credit Card (\$125.00 USD of \$125.00 USD)	

Due: \$0 USD

Invoice #3042765 - Paid

Idealist.org
389 5th Ave, FL 9
New York, NY 10016

To UnidosUS
Name Karen Reyes
Email kreyes@unidosus.org
Address 1126 16th Street, NW, Washington, DC, 20036, United States
Posted 7/31/2024
Status Paid
Memo

Item	Price
Job Listing for "Program Manager, Workforce Development" in Washington for up to 30 days.	\$125 USD
Payment: Credit Card (\$125.00 USD of \$125.00 USD)	

Due: \$0 USD

Checkr Inc.
1 Montgomery Street
Suite 2400
San Francisco CA 94104
US

INVOICE

UnidosUS

UNIDOSUS-A07ABA3D23-0015

Invoice # 1356293

PO #

Invoice Date: 07/31/2024

Bill To:
UnidosUS
1126 16th St NW #600
Washington DC DC 20036
US



USD \$134.21

Due Date: 08/05/2024

AutoPay: ON

This invoice is for your reference only. As you are enrolled in our autopay service, no further action is required from you. The payment will be processed automatically on 08/05/2024.

Item	Quantity	Unit Price	Amount
Greenhouse Professional	1	\$79.99	\$79.99
Education Verification Fee	1	\$11.62	\$11.62
International Education Search - Out of Country History	1	\$35.00	\$35.00
Subtotal			\$126.61
Sales Tax (6.0000%)			\$7.60
Total			\$134.21

Invoice #3044226 - Paid

Idealist.org
389 5th Ave, FL 9
New York, NY 10016

To UnidosUS
Name Karen Reyes
Email kreyes@unidosus.org
Address 1126 16th Street, NW, Washington, DC, 20036, United States
Posted 8/13/2024
Status Paid
Memo

Item	Price
Job Listing for "Senior Program Development Specialist" in Washington for up to 30 days.	\$125 USD
Payment: Credit Card (\$125.00 USD of \$125.00 USD)	

Due: \$0 USD

Invoice #3044238 - Paid

Idealist.org
389 5th Ave, FL 9
New York, NY 10016

To UnidosUS
Name Karen Reyes
Email kreyes@unidosus.org
Address 1126 16th Street, NW, Washington, DC, 20036, United States
Posted 8/13/2024
Status Paid
Memo

Item	Price
Job Listing for "Senior Manager, Facilities and Workplace Services" in Washington for up to 30 days.	\$125 USD
Payment: Credit Card (\$125.00 USD of \$125.00 USD)	

Due: \$0 USD

Invoice #3044241 - Paid

Idealist.org
389 5th Ave, FL 9
New York, NY 10016

To UnidosUS
Name Karen Reyes
Email kreyes@unidosus.org
Address 1126 16th Street, NW, Washington, DC, 20036, United States
Posted 8/13/2024
Status Paid
Memo

Item	Price
Job Listing for "Director, Education Programs" in Washington for up to 30 days.	\$125 USD
Payment: Credit Card (\$125.00 USD of \$125.00 USD)	

Due: \$0 USD



FW: Here's your Staples order #9924248067. Thanks for shopping with us.

From LaTia Littlejohn <llittlejohn@unidosus.org>
Date Tue 8/20/2024 3:33 PM
To Oscar Mendieta Bravo <obravo@unidosus.org>

Staples receipt for Anita card!

Thanks,
LaTia

LaTia Littlejohn | Benefits & HRIS Manager | Human Resources
202.776.1773 | llittlejohn@unidosus.org
unidosus.org | [Facebook](#) | [Instagram](#) | [LinkedIn](#) | [Threads](#) | [X](#)



From: Staples <support@orders.staples.com>
Sent: Tuesday, August 20, 2024 3:33 PM
To: LaTia Littlejohn <llittlejohn@unidosus.org>
Subject: Here's your Staples order #9924248067. Thanks for shopping with us.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Thank you for your order!

Hi Anita,

We've received order #9924248067 and are processing it now. We'll send you an email with delivery details as soon as your item ships.

Thank you for your ongoing business. We can't wait to see you again!

Your Staples Team

Won't be around? [Click here](#) to sign a driver release agreement. The driver may take the note as a proof of authorization. If you don't post this agreement, the driver will decide whether or not to leave the delivery unattended.

Order information

Date: Aug 20, 2024 | 03:32 PM

Order#: 9924248067

[View order](#)

Shipping information

Unidosus

Latia Littlejohn

1126 16th St Nw

Washington, DC 20036

Need to make changes? Most orders can be cancelled within 30 minutes after placing it.

**Easy
Rewards.**

We're on it! Your order has been confirmed and is being processed. Easy Rewards points are issued 24-48 hours after your online order ships. Visit your [Easy Rewards dashboard](#) for more details.

ITEMS FOR DELIVERY

Delivery by Thursday, August 22, 2024 (14 items)



Staples TECH Gel NonSkid Mouse
PadWrist Rest Combo Blue Crystal 18259
 Item: 811891

1@ \$11.39 Each \$11.39

\$11.39



Swingline Eco Friendly Desktop Stapler
15Sheet Capacity Staples Included Black
Pack S7054567CC
 Item: 272120

2@ \$10.98 Each \$21.96
 \$0.43Off BLACK #545 STAPLER
 PACK -\$0.86
 \$2.56 Off BLACK #545 STAPLER
 PACK -\$5.12

\$15.98



Duracell Coppertop AAA Alkaline Battery
24Pack MN2400BKD
 Item: 2768002

1@ \$21.79 Each \$21.79

\$21.79



Officemate Recycled 3Compartment Plastic
Pen Cup Black 26042
 Item: 2669721

1@ \$13.99 Each \$13.99

\$13.99



Hammermill Copy Plus 85 x 11 Copy Paper
20 lbs 92 Brightness 5000 SheetsCarton
105007
 Item: 122374

6@ \$77.49 Each \$464.94
 \$31.5 Off COPYPLUS 8.5X11
 COPY CS -\$157.50

\$307.44



PURELL Advanced Gel Hand Sanitizer
Clean Scent 1 oz 36Carton 390136BWL
 Item: 472104

1@ \$39.09 Each \$39.09

\$39.09



PURELL Advanced Hand Sanitizer
Refreshing Gel Clean Scent 15 Liter Pump
Bottle 501504
 Item: 24536243

1@ \$21.69 Each \$21.69

\$21.69



**Staples TECH Gel NonSkid Mouse
PadWrist Rest Combo Purple 18265**

Item: 811731

1@ \$11.39 Each

\$11.39

\$11.39

Billing address

Anita Youngkin
Unidosus
3917 Rhode Harbor Rd
Edgewater, MD 21037

Payment information

Merchandise Total: \$606.24
Coupons: -\$163.48
Shipping & Delivery: FREE
Tax: \$22.92

Total: \$465.68

AM ending in 1007: \$465.68

CUSTOMERS ALSO BOUGHT



Staples Multiuse Copy Paper, 8.5" x 11", 20 lbs., 94 Brightness, 500 Sheets/Ream, 8 Reams/Carton (26860-CC)



[View details](#)



Crayola® Crayons, Assorted Colors, 24/Box (523024)



[View details](#)



Staples 30% Recycled File Folders, 1/3-Cut Tab, Letter Size, Manila, 100/Box (ST56675)




[View details](#)





Have a question about your order? Try our Help Center for quick and easy [order modifications](#), [returns](#), [tracking](#) and [more](#).

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Easy Rewards.




EASY WORKS FOR YOU.
Fast to earn, easy to redeem and personalized by you.
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 Find a Location



Stay connected    

Staples, Inc., 500 Staples Drive, Framingham, MA 01702



FW: Here's your Staples order #9924303564. Thanks for shopping with us.

From LaTia Littlejohn <llittlejohn@unidosus.org>
Date Tue 10/8/2024 10:45 AM
To Oscar Mendieta Bravo <obravo@unidosus.org>

Staples Receipt.

Thanks Oscr!

LaTia Littlejohn | Benefits & HRIS Manager | Human Resources
202.776.1773 | llittlejohn@unidosus.org
unidosus.org | [Facebook](#) | [Instagram](#) | [LinkedIn](#) | [Threads](#) | [X](#)



From: LaTia Littlejohn
Sent: Tuesday, September 3, 2024 9:39 AM
To: Anita Youngkin <ayoungkin@unidosus.org>
Subject: FW: Here's your Staples order #9924303564. Thanks for shopping with us.

Hi Anita,

Here is the receipt for staples.

Thanks,
LaTia

LaTia Littlejohn | Benefits & HRIS Manager | Human Resources
202.776.1773 | llittlejohn@unidosus.org
unidosus.org | [Facebook](#) | [Instagram](#) | [LinkedIn](#) | [Threads](#) | [X](#)



From: Staples <support@orders.staples.com>
Sent: Thursday, August 22, 2024 4:30 PM
To: LaTia Littlejohn <llittlejohn@unidosus.org>
Subject: Here's your Staples order #9924303564. Thanks for shopping with us.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Thank you for your order!

Hi Anita,

We've received order #9924303564 and are processing it now. We'll send you an email with delivery details as soon as your item ships.

Thank you for your ongoing business. We can't wait to see you again!

Your Staples Team

Won't be around? [Click here](#) to sign a driver release agreement. The driver may take the note as a proof of authorization. If you don't post this agreement, the driver will decide whether or not to leave the delivery unattended.

Order information

Date: Aug 22, 2024 | 04:30 PM

Order#: 9924303564

[View order](#)

Shipping information

Unidosus

Latia Littlejohn

1126 16th St Nw

Washington, DC 20036

Need to make changes? Most orders can be cancelled within 30 minutes after placing it.



We're on it! Your order has been confirmed and is being processed. Easy Rewards points are issued 24-48 hours after your online order ships. Visit your [Easy Rewards dashboard](#) for more details.

ITEMS FOR DELIVERY

Delivery by Monday, August 26, 2024 (1 item)



Presstex ColorCoded TopTab Folders with Fasteners 2 Partition6 Fasteners Red Letter Size Holds 8 12 x 11 10Box

Item: 901282

1@ \$110.79 Each

\$110.79

Staples Plus Savings

-\$0.01

\$110.78

Billing address

Anita Youngkin
Unidosus
3917 Rhode Harbor Rd
Edgewater, MD 21037

Payment information

Merchandise Total: \$110.79
Coupons: -\$0.01
Shipping & Delivery: FREE
Tax: \$6.65

Total: \$117.43

AM ending in 1007: \$117.43

CUSTOMERS ALSO BOUGHT



Staples File Folders, 1/3-Cut Tab, Letter Size, Assorted Colors, 6/Pack (TR10847/10847)



[View details](#)



Staples Plastic File Jacket, Letter Size, Assorted, 5/Pack (89505)



[View details](#)



Staples Plastic File Pockets, Letter Size, Assorted Colors, 5/Pack (TR20674)



[View details](#)



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Easy Rewards.

EASY WORKS FOR YOU.

Fast to earn, easy to redeem and personalized by you.

[Learn more](#)



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Find a Location



Stay connected



Staples, Inc., 500 Staples Drive, Framingham, MA 01702