



# 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  
03/30/25

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	<b>Balance Due \$</b>
621.40	2,820.24	0.00	621.40	0.00	<b>2,820.24</b>

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](http://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

**Amount Due**  
**\$2,820.24**

Payable upon receipt in U.S. Dollars.

Enter 15 digit account number on all payments.

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 000282024000282024 30HH

**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 conversion 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](http://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  
**03/30/25**

**Activity** Date reflects either transaction or posting date

<b>Card Number XXXX-XXXXX0-01007</b>		Reference Code	<b>Amount \$</b>
03/17/25	CORPORATE REMITTANCE RECEIVED 03/17		-621.40
03/04/25	Staples Inc PUTNAM PUTNAM CT 363648809 9928671524 200364 03/04/25 ORD 9928671524 ;REQ ANITA YOUNGKIN IT1 HAMMERMILL ;UPI 79.9900;QTY3 IT2 TRU RED MED;UPI 12.4900;QTY3 FRT 0.00;HDL 0.00;ITM4 ROC NUMBER 363648809 TAX \$17.20	36364880900	303.82
03/05/25	CLDTKN CHECKR, INC CHECKR.C SAN FRANCISCO C REF# NT_RT1WIXCYM +18558333364 03/05/25		217.23
03/11/25	CLAUDE.AI SUBSCRIPTI SAN FRANCISCO CA REF# CH_3R1XLRBJI +14152360599 03/11/25		21.20
03/11/25	DAYBOOK LISTING PASADENA CA REF# NT_RVONE5R41 +15713063403 03/11/25		140.00
03/18/25	IDEALIST.O* IDEALIST NEW YORK CITY NY REF# CH_3R46PYINQ +16467866886 03/18/25		25.00
03/19/25	SOCIETYFORHUMANRESOU ALEXANDRIA VA CS2621974 SO3879020 21037 03/17/25 Professional Membership ROC NUMBER CS2621974		299.00
03/21/25	UBER ONE HTTPS://HELP.UBER. CA REF# JKCM752H 8005928996 03/21/25		9.99
03/27/25	SOCIETYFORHUMANRESOU ALEXANDRIA VA CS2628241 SO3886343 21037 03/26/25 SHRM Workplace Investigations Speci Professional Membership ROC NUMBER CS2628241		1,804.00
<b>Total for JUANITA YOUNGKIN</b>		New Charges/Other Debits Payments/Other Credits	2,820.24 -621.40





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**Fw: Here's your Staples order #9928671524. Thanks for shopping with us.**

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**From** LaTia Littlejohn <llittlejohn@unidosus.org>  
**Date** Tue 3/4/2025 8:40 AM  
**To** Oscar Mendieta Bravo <obravo@unidosus.org>

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



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**From:** Staples <support@orders.staples.com>  
**Sent:** Monday, March 3, 2025 10:52 AM  
**To:** LaTia Littlejohn <llittlejohn@unidosus.org>  
**Subject:** Here's your Staples order #9928671524. 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.



**Easy  
Rewards.**

## Thank you for your order!

Hi Anita,

We've received order #9928671524 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: Mar 03, 2025 | 10:52 AM  
 Order#: 9928671524



### 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 Tuesday, March 04, 2025 (8 items)

	<p><b><u>Staples Electronics Air Duster 10 oz 2Pack</u></b>  <b><u>SPL10ENFR2</u></b>                  Item: 712332</p>	<p>1@ \$16.89 Each     \$16.89  <hr style="width: 100%;"/> <b>\$16.89</b></p>
	<p><b><u>Presstex ColorCoded TopTab Folders with Fasteners 2 Partition6 Fasteners Red Letter Size Holds 8 12 x 11 10Box</u></b>                  Item: 901282</p>	<p>1@ \$115.29 Each     \$115.29  <hr style="width: 100%;"/> <b>\$115.29</b></p>
	<p><b><u>TRU RED Medium Hard Cover Ruled Notebook GrayPurple TR55742</u></b>                  Item: 24383522</p>	<p>3@ \$12.49 Each     \$37.47  <hr style="width: 100%;"/> <b>\$37.47</b></p>
	<p><b><u>Hammermill Copy Plus 85 x 11 Copy Paper 20 lbs 92 Brightness 5000 SheetsCarton 105007</u></b>                  Item: 122374</p>	<p>3@ \$79.99 Each     \$239.97                  \$41 Off COPYPLUS 8.5X11 COPY CS     -\$123.00  <hr style="width: 100%;"/> <b>\$116.97</b></p>

### Billing address

Anita Youngkin  
 Unidosus  
 3917 Rhode Harbor Rd

### Payment information

Merchandise Total: \$409.62  
 Coupons: -\$123.00  
 Shipping & Delivery: FREE

Edgewater, MD 21037

Tax:

\$17.20

**Total:**

**\$303.82**

AM ending in 1007:

\$303.82

**CUSTOMERS ALSO BOUGHT**



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



[View details](#)



BIC Wite-Out EZ Correct Correction Tape, White, 10/Pack (50790)



[View details](#)



Staples QuickStrip EasyClose Self Seal Security Tinted #10 Business Envelopes, 4 1/8" x 9 1/2", White, 500/Box (ST50312-CC)



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



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

# INVOICE

UnidosUS

**UNIDOSUS-A07ABA3D23-0021**

**Invoice #** 1702551

**PO #**

**Invoice Date:** 02/28/2025

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



**USD \$217.23**

**Due Date:** 03/05/2025

**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 03/05/2025.

Item	Quantity	Unit Price	Amount
Greenhouse Professional With Addons	2	\$96.49	\$192.98
Education Verification Fee	1	\$11.95	\$11.95
<b>Subtotal</b>			\$204.93
<b>Sales Tax (6.0000%)</b>			\$12.30
<b>Total</b>			\$217.23

# Receipt



Invoice number 52DFB2A3-0001  
Receipt number 2530-7803  
Date paid March 11, 2025  
Payment method American Express - 1007

**Anthropic, PBC**  
548 Market Street  
PMB 90375  
San Francisco, California 94104  
United States  
support@anthropic.com

**Bill to**  
Work Mendieta  
1126 16th St NW Unit 600  
Washington, DC, District of Columbia 20036  
United States  
ombravowork@gmail.com

## \$21.20 paid on March 11, 2025

Description	Qty	Unit price	Tax	Amount
Claude Pro Mar 11 – Apr 11, 2025	1	\$20.00	6%	\$20.00

Subtotal	\$20.00
Total excluding tax	\$20.00
Tax (6% on \$20.00)	\$1.20
Total	\$21.20
<b>Amount paid</b>	<b>\$21.20</b>



SHRM Customer Experience  
[shrm.org/contactus](http://shrm.org/contactus)  
For Phone Payment:  
US: 800.283.7476  
International: +1.703.548.3440

CASH SALE NO. CS2621974

3/17/2025

BILL TO	SHIP TO	PAYMENT
Liliana Del Mar 3917 Rhode Harbor Rd Edgewater MD 21037 United States	Liliana Del Mar 3917 Rhode Harbor Rd Edgewater MD 21037 United States	AMEX *1007 (11/2028)  Currency: US Dollar

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL	TAX
1	Professional Membership	\$299.00	\$299.00	\$0.00
1	SHRM HR Magazine	\$0.00	\$0.00	\$0.00

SUBTOTAL	\$299.00
SHIPPING	\$0.00
TAX TOTAL	\$0.00
<b>TOTAL PAID</b>	<b>\$299.00</b>

# Invoice #3065519 - Paid

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

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**To** UnidosUS  
**Name** Karen Reyes  
**Email** kreyes@unidosus.org  
**Address** 1126 16th Street, NW, Washington, DC, 20036, United States  
**Posted** 3/18/2025  
**Status** Paid  
**Memo** Media Relations Intern [\(Change\)](#)

Item	Price
<a href="#">Internship Listing for "Media Relations Intern" in Washington for up to 30 days.</a>	\$25 USD
Payment: <a href="#">Credit Card</a> (\$25.00 USD of \$25.00 USD)	

**Due:** \$0 USD



**Fw: Your Daybook receipt [#1510-5452]**

**From** Karen Reyes <kreyes@unidosus.org>  
**Date** Fri 4/4/2025 10:47 AM  
**To** Oscar Mendieta Bravo <obravo@unidosus.org>

Karen Reyes | Recruitment Manager | Human Resources



202.776.1732 | [kreyes@unidosus.org](mailto:kreyes@unidosus.org)

[unidosus.org](http://unidosus.org) | [Facebook](#) | [Instagram](#) | [LinkedIn](#) | [Threads](#) | [X](#)

**From:** Daybook <receipts+acct\_17gSiUEGe4wCr3GU@stripe.com>  
**Sent:** Tuesday, March 11, 2025 2:34 PM  
**To:** Karen Reyes <kreyes@unidosus.org>  
**Subject:** Your Daybook receipt [#1510-5452]

**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.



## Receipt from Daybook

Receipt #1510-5452

AMOUNT PAID	DATE PAID	PAYMENT METHOD
\$140.00	Mar 11, 2025, 6:31:28 PM	AMERICAN EXPRESS - 1007

**SUMMARY**

Daybook Listing	\$140.00
<b>Amount paid</b>	<b>\$140.00</b>

If you have any questions, contact us at [support@daybook.com](mailto:support@daybook.com) or call us at **+1 571-306-3403**.

Something wrong with the email? [View it in your browser](#).

You're receiving this email because you made a purchase at Daybook, which partners with Stripe to provide invoicing and payment processing.



SHRM Customer Experience  
[shrm.org/contactus](http://shrm.org/contactus)  
 For Phone Payment:  
 US: 800.283.7476  
 International: +1.703.548.3440

**CASH SALE NO. CS2628241** **3/26/2025**

BILL TO	SHIP TO	PAYMENT
Anita Youngkin 1126 16th St NW Suite 600 Washington DC 20036 United States	Anita Corbett 3917 Rhode Harbor Road Edgewater MD 21037 United States	AMEX *1007 (11/2028)  Currency: US Dollar

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL	TAX
1	SHRM Workplace Investigations Specialty Credential	\$1,505.00	\$1,505.00	\$0.00
1	Leading Workplace Investigations May 5 - May 19, 2025   2:00 PM - 3:30 PM ET   Mon/Wed   Live Online	\$0.00	\$0.00	\$0.00
1	Professional Membership	\$299.00	\$299.00	\$0.00
1	SHRM HR Magazine	\$0.00	\$0.00	\$0.00

SUBTOTAL	\$1,804.00
SHIPPING	\$0.00
TAX TOTAL	\$0.00
<b>TOTAL PAID</b>	<b>\$1,804.00</b>