



# Corporate Card Statement of Account

**Sign-up For  
Online Statements**

[www.americanexpress.com/gopaperless](http://www.americanexpress.com/gopaperless)

Prepared For  
JUANITA YOUNGKIN  
UNIDOS US

Account Number  
XXXX-XXXXX0-01007

Closing Date  
05/29/25

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	<b>Balance Due \$</b>
3,369.11	431.43	0.00	3,369.11	0.00	<b>431.43</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

Payable upon receipt in U.S. Dollars.  
Enter 15 digit account number on all payments.  
**Amount Due \$431.43**  
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 000043143000043143 29HH

**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 your 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  
 05/29/25

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

Card Number XXXX-XXXXX0-01007		Reference Code	Amount \$
05/14/25	CORPORATE REMITTANCE RECEIVED 05/14		-3,369.11
05/01/25	Staples Inc PUTNAM PUTNAM CT 367148902 9929849196 200364 05/01/25 ORD 9929849196 ;REQ ANITA YOUNGKIN IT1 HP 414A BLA;UPI 100.8900;QTY1 IT2 POLAND SPRI;UPI 21.9900;QTY1 FRT 0.00;HDL 0.00;ITM2 ROC NUMBER 367148902 TAX \$7.21	36714890200	127.37
05/01/25	Staples Inc PUTNAM PUTNAM CT 367148944 9929849196 200364 05/01/25 ORD 9929849196 ;REQ ANITA YOUNGKIN IT1 CLOROX DISI;UPI 15.9900;QTY1 IT2 ;UPI 0.0000;QTY FRT 0.00;HDL 0.00;ITM1 ROC NUMBER 367148944 TAX \$0.76	36714894400	13.48
05/02/25	UBER TRIP HTTPS://HELP.UBER. CA 02DQRGW7 RFZ26MQL 20001 05/02/25 ROC NUMBER 02DQRGW7		9.95
05/16/25	PRET A MANGER US0059 WASHINGTON DC 113706 113706 20006 05/15/25 ROC NUMBER 113706 TAX \$3.39	11370600000	40.63
05/28/25	SHRM CERTIFICATION S ALEXANDRIA VA REF# W242825187 800-283-7476 05/28/25		240.00
<b>Total for JUANITA YOUNGKIN</b>		New Charges/Other Debits Payments/Other Credits	431.43 -3,369.11





---

**FW: Here's your Staples order #9929849196. Thanks for shopping with us.**

---

**From** LaTia Littlejohn <llittlejohn@unidosus.org>

**Date** Wed 4/30/2025 10:22 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://www.unidosus.org) | [Facebook](#) | [Instagram](#) | [LinkedIn](#) | [Threads](#) | [X](#)

**UNIDOSUS**

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**From:** Staples <support@orders.staples.com>

**Sent:** Wednesday, April 30, 2025 10:10 AM

**To:** LaTia Littlejohn <llittlejohn@unidosus.org>

**Subject:** Here's your Staples order #9929849196. 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 #9929849196 and are processing it now. We'll send you an email with delivery details as soon as your items ship.

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**

**Shipping information**

Date: Apr 30, 2025 | 10:09 AM

Order#: 9929849196

Unidosus

Latia Littlejohn

1126 16th St Nw

Washington, DC 20036



[View order](#)

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, May 01, 2025 (2 items)

	<b><u>Poland Spring 100 Natural Spring Water</u></b>	1@ \$21.99 Each	\$21.99
	<b><u>Regular Flavor 169 oz 24Carton 12119419</u></b>	Points Redemption	-\$0.48
	Item: 713140		<b>\$21.51</b>
	<b><u>HP 414A Black Standard Yield Toner</u></b>	1@ \$100.89 Each	\$100.89
	<b><u>Cartridge W2020A</u></b>	Points Redemption	-\$2.24
	Item: 24398984		<b>\$98.65</b>

Delivery by Thursday, May 01, 2025 (1 item)

	<b><u>Clorox Disinfecting Wipes Value Pack 75</u></b>	1@ \$15.99 Each	\$15.99
	<b><u>WipesContainer 3Pack 30208</u></b>	\$2.99Off CLOROX WIPES VALUE PK 3/75CT	-\$2.99
	Item: 1949018	Points Redemption	-\$0.28
			<b>\$12.72</b>

### Billing address

Anita Youngkin  
Unidosus  
3917 Rhode Harbor Rd  
Edgewater, MD 21037

### Payment information

Merchandise Total:	\$138.87
Coupons:	-\$2.99
Points Redemption:	-\$3.00
Shipping & Delivery:	FREE
Tax:	\$7.97
<b>Total:</b>	<b>\$140.85</b>
AM ending in 1007:	\$140.85

### YOU MAY ALSO LIKE



HP 414A Cyan Standard Yield Toner Cartridge (W2021A)



[View details](#)



HP 414X Yellow High Yield Toner Cartridge (W2022X)



[View details](#)



HP 414X Magenta High Yield Toner Cartridge (W2023X)



[View details](#)



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

**INTRODUCING**  
**Easy Rewards.**

**EASY WORKS FOR YOU.**  
Fast to earn, easy to redeem and personalized by you.  
[Learn more](#)

See our Weekly Ad

Explore Deals in the Easy Rewards Dashboard

Find a Location



Stay connected

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



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**Date** Wed 4/30/2025 10:22 AM

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LaTia Littlejohn | Benefits & HRIS Manager | Human Resources

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

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See our Weekly Ad

Explore Deals in the Easy Rewards Dashboard

Find a Location



Stay connected

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



**Fwd: Your Thursday morning trip with Uber**

**From** Perception The Rapper <perceptionraps@gmail.com>

**Date** Thu 5/1/2025 9:38 PM

**To** Oscar Mendieta Bravo <obravo@unidosus.org>

**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.

Sent from my iPhone

Begin forwarded message:

**From:** Uber Receipts <noreply@uber.com>  
**Date:** May 1, 2025 at 9:25:06 PM EDT  
**To:** perceptionraps@gmail.com  
**Subject:** Your Thursday morning trip with Uber

Total **\$9.95**  
May 1, 2025

# Thanks for riding, Oscar

We hope you enjoyed your ride  
this morning.

## Total

## \$9.95

Trip fare	\$8.12
Subtotal	\$8.12
DC Digital Dispatch Surcharge <input type="checkbox"/>	\$0.25
Booking Fee <input type="checkbox"/>	\$1.02
DC Fee <input type="checkbox"/>	\$0.56

**Payments**

<input type="checkbox"/> <b>American Express ****1007</b> 5/1/25 9:24 PM	\$9.95
---	--------

Receipt ID # 8973af32-0bc5-4c80-86ea-573b5cd2d784

[Switch Payment Method](#)

[Download PDF](#)

## You rode with Addis

5.00 Rating

Has passed a multi-step safety screen



Issued on behalf of Addis

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more >](#)

UberX 0.73 miles | 5 min



**10:28 AM**

1112 16th St NW,  
Washington, DC 20036-4802,  
US



**10:34 AM**

901 K St NW, Washington,  
DC 20001-4403, US

[Report lost item >](#)

[Contact support >](#)

[My trips >](#)



[Forgot password](#)

[Privacy](#)

[Terms](#)

Uber Technologies  
1725 3rd Street,  
San Francisco,  
California  
94158

# Missing Receipt Declaration - Dinner

Date of Expense: 5/15/25  
Vendor: PRET A MANGER 0059  
Amount: 40.63 USD  
City: Washington, District of Columbia

I certify that the detail and amount shown above was expended for business purposes. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract.

Anita Youngkin

6/9/25

15:51 Greenwich Mean Time



- Home
- Activities
- Directories
- Store
- My Resources

## RECERTIFICATION APPLICATION CONFIRMATION/RECEIPT

**Thank you. Please check your email for next steps.** Please use the Print button below if you would like to print a copy of your receipt. Receipts can be accessed at any time from your "My Orders" section.

### CERTIFICATION TYPE

SCP: Recertify by PDCs

Product	List Price	Your Price	Tax	Qty	Total
Member Late Recertification Fee	\$75.00	\$75.00	\$0.00	1	\$75.00
Member Recertification Fee	\$165.00	\$165.00	\$0.00	1	\$165.00

Subtotal: \$240.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

Total: \$240.00

Payment Number	Date	Method	Card/Check Number	Amount
PMT-431826-DVTVSK	05/28/2025	American Express	*****1007	\$240.00

Total Payments: \$240.00

Close
Print