



Auphsite Consulting & Advisory

April 15, 2014

Members of the Board of Directors  
Family Foundations Academy, Inc.  
1101 Delaware Street  
New Castle, DE 19720

1500 Walnut Street, Suite 700  
Philadelphia PA 19144  
O 215-545-2950  
F 215-545-2951  
T 855-545-2950  
[darnell@auphsite.com](mailto:darnell@auphsite.com)  
[www.auphsite.com](http://www.auphsite.com)

### RESPONSES TO BOARD INQUIRIES

During the Executive Session of the Board of Directors on March 18, 2014, Board members raised the following questions to be addressed in a supplement to the Auphsite Forensic Audit of March 18, 2014. Those questions and the responses of Auphsite are set forth below:

- 1. Why and when was the Wilmington Saving Fund Society (WSFS) bank account opened?** The account was opened on September 3, 2010 to provide working capital and funds for capital improvements, including the construction of the multi-purpose room and re-paving of the parking lot. Mr. Moore and Dr. Brewington had signatory rights for the WSFS bank account.
- 2. Please submit WSFS loan documentation for \$440,000 loan.** See Exhibit 1.
- 3. Please submit requisition and disbursement forms from the WSFS loan for expenditures associated with the construction of the multi-purpose room and re-paving.** See Exhibits 2, 3 and 4. All told, \$330,443.57 was spent on the two capital projects, leaving \$109,556.43 unspent. Of the unspent balance, Auphsite uncovered \$32,366.25 in non-construction educational expenditures for the period from December 2010 through June 2012. All expenditures referenced in this paragraph were for school-related purposes consistent with the WSFS loan documentation. This left net unspent proceeds of \$77,190.18.

*This balance of \$77,190.18 of loan proceeds was spent to pay American Express charges incurred by Mr. Moore and Dr. Brewington for personal, non-education related items. In addition,*



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*\$8,739.27 in mortgage payments were used to pay personal American Express charges of Mr. Moore and Dr. Brewington. In total, \$67,008.33 was used to pay Mr. Moore's personal American Express charges and \$18,921.12 was used to pay Dr. Brewington's personal American Express charges.*

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**4. Why and when was the PNC Bank account open?**

According to Mr. Moore, the PNC Bank Account was opened to collect deposits of funds from sources other than the State. Mr. Moore and Dr. Brewington had signatory rights for the PNC Bank account. See Exhibits 5 and 6. From July 2012 through February 2014, \$7,476.77 was deposited from child care activities. Of \$14,167.70 in expenditures through the PNC Bank account reviewed by Aphsite, we have not received documentation of school-related purposes for only \$2,831.

**5. Why were the American Express Corporate Cards issued?**

According to Mr. Moore, the American Express cards were issued on June 16, 2012 to serve as an alternative to the P-Card system would not be practical. They quickly became the instrument of choice for incurring non-school related expenditures by Mr. Moore and Dr. Brewington. Five such cards were issued: two to Mr. Moore; two to Dr. Brewington; and one to Mr. Beltram. Mr. Beltram's was never used, and there is no outstanding balance on one of Dr. Brewington's cards. The current outstanding American Express balances are:

Account # 41005 - \$1,236.44, Mr. Moore

Account # 41007 - \$5,711.25, Mr. Moore

Account # 41008 - \$1,752.73, Dr. Brewington

Account # 41006 - \$55.00, Mr. Beltram (membership fee)

*Total American Express charges from June 2012 through February 2014 were \$73,956.02 for Mr. Moore and \$20,673.85 for Dr. Brewington, all incurred for non-school-related expenses. All but the above amounts have already been repaid out of the WSFS account and should be reimbursed by Mr. Moore and Dr. Brewington from their personal resources. See Exhibit 7. Please note Dr. Brewington made a total of \$23,573.85 in personal*



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*charges, but she already paid \$2,900 back from her own resources.*

- 6. Was there any misuse of the P-Card Account by FFA?**  
Auphsite reviewed \$116,309.45 in P-Card purchases from July 2012 to February 2014. School-related purposes have been identified for all but \$2,403.89 of the purchases.

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### **Recommendations of Auphsite for Board Consideration.**

Based on our review detailed above and our experience with other charter schools, Auphsite recommends the following actions be considered by the Board of Directors of FFA:

1. Adopt Internal Controls Policy developed by Auphsite with input from Mr. Moore.
2. Close PNC Bank account.
3. Close American Express accounts with any remaining balances to be paid by Mr. Moore and Dr. Brewington by June 30, 2014.
4. Keep open the WSFS account for local fund deposits. Local funds that are not State appropriations are not subject to the same regulations. Cash receipts can be deposited into this account. The WSFS account is subject also to the three-step process for expenditures.
5. Create an autonomous accounting department by either:
  - a. Employing an accounting professional with general business acumen; or
  - b. Hiring a consulting firm experienced with financial reporting for charter schools and nonprofits.
6. Routinize the procurement process by enacting a three-step process for school-related expenditures,



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- a. Senior level accountant verifies that expenditure within annual budget adopted by Board;
  - b. Departmental head “signs-off” on necessity of expenditure; and
  - c. Approval by Mr. Moore or Dr. Brewington is required for expenditures over \$1,000 and expenditures not within annual budget.
  - d. Expenditure is then processed.
7. Employ services of accounting information system to capture financial activities of local funds (i.e. field trips and Before and After School Care)
  8. Ratify installation of a point of sale system for cash collections. This system, installed by Mr. Moore on April 2, 2014, minimizes human error, eliminates the need for manual receipts and enhances inventory control and exportable files.
  9. Annually or when a contract expires, review for competitive pricing. If required under the Internal Controls Policy, “put-out” for bid.
  10. In addition to external annual audits required by the State, in October of every fiscal year, commencing October 2014, perform a soft internal audit. In March of every fiscal year, commencing March 2015, perform a hard internal audit.
    - a. Soft audit
      - i. Review bank reconciliations
      - ii. Review documentation filing procedures
      - iii. Review Internal Control Policy
      - iv. Review contracted services engagements
    - b. Hard Audit
      - i. Review for OMB Circular A-133 Compliance
      - ii. Review for program compliance
      - iii. Review asset amortization schedules



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iv. Control Test for vendor expenditures (similar to audit)

AUPHSITE CONSULTING & ADVISORY

By:

\_\_\_\_\_  
Darnell Sulaiman, President

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### **List of Exhibits**

1. Loan Documentation for WSFS Account
2. Requisition and Disbursement Forms for WSFS Account
3. WSFS Construction Register, December 2010 Through June 2012
4. WSFS Bank Register, July 2012
5. PNC Bank Register, July 2012 Through February 2014
6. PNC Undocumented Expenses
7. American Express (and Member) Activity
  - Mr. Moore
  - Dr. Brewington

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# PROMISSORY NOTE

**Borrower:** Family Foundations Academy, Inc. (TIN:  
86-1105534)  
P.O. Box 1045  
New Castle, DE 19720

**Lender:** Wilmington Savings Fund Society, FSB  
WSFS Bank Center  
500 Delaware Avenue, 12th Floor  
Wilmington, DE 19801

**Principal Amount: \$440,000.00**

**Date of Note: September 3, 2010**

**PROMISE TO PAY.** Family Foundations Academy, Inc. ("Borrower") promises to pay to Wilmington Savings Fund Society, FSB ("Lender"), or order, in lawful money of the United States of America, the principal amount of Four Hundred Forty Thousand & 00/100 Dollars (\$440,000.00), together with interest on the unpaid principal balance from September 3, 2010, until paid in full.

**PAYMENT.** Subject to any payment changes resulting from changes in the Index, Borrower will pay this loan in accordance with the following payment schedule, which calculates interest on the unpaid principal balances as described in the "INTEREST CALCULATION METHOD" paragraph using the interest rates described in this paragraph: 4 monthly consecutive interest payments, beginning October 3, 2010, with interest calculated on the unpaid principal balances using an interest rate based on the the Wilmington Savings Fund Society, FSB Prime Rate (currently 4.000%), plus a margin of 1.500 percentage points, adjusted if necessary for the minimum and maximum rate limitations for this loan, resulting in an initial interest rate of 5.500% per annum based on a year of 360 days; 59 monthly consecutive principal and interest payments in the initial amount of \$3,046.40 each, beginning February 3, 2011, with interest calculated on the unpaid principal balances using an interest rate based on the the Wilmington Savings Fund Society, FSB Prime Rate (currently 4.000%), plus a margin of 1.500 percentage points, adjusted if necessary for the minimum and maximum rate limitations for this loan, resulting in an initial interest rate of 5.500% per annum based on a year of 360 days; and one principal and interest payment of \$373,966.75 on January 3, 2016, with interest calculated on the unpaid principal balances using an interest rate based on the the Wilmington Savings Fund Society, FSB Prime Rate (currently 4.000%), plus a margin of 1.500 percentage points, adjusted if necessary for the minimum and maximum rate limitations for this loan, resulting in an initial interest rate of 5.500% per annum based on a year of 360 days. This estimated final payment is based on the assumption that all payments will be made exactly as scheduled and that the Index does not change; the actual final payment will be for all principal and accrued interest not yet paid, together with any other unpaid amounts under this Note. Unless otherwise agreed or required by applicable law, payments will be applied first to any accrued unpaid interest; then to principal; then to any unpaid collection costs; and then to any late charges. Borrower will pay Lender at Lender's address shown above or at such other place as Lender may designate in writing.

**VARIABLE INTEREST RATE.** The interest rate on this Note is subject to change from time to time based on changes in an index which is Lender's Prime Rate (the "Index"). This is the rate Lender charges, or would charge, on 90-day unsecured loans to the most creditworthy corporate customers. This rate may or may not be the lowest rate available from Lender at any given time. Lender will tell Borrower the current Index rate upon Borrower's request. The interest rate change will not occur more often than each day. Borrower understands that Lender may make loans based on other rates as well. **The Index currently is 4.000% per annum.** The interest rate or rates to be applied to the unpaid principal balance during this Note will be the rate or rates set forth herein in the "Payment" section. Notwithstanding any other provision of this Note, after the first payment stream, the interest rate for each subsequent payment stream will be effective as of the last payment date of the just-ending payment stream. **NOTICE:** Under no circumstances will the interest rate on this Note be less than 5.500% per annum or more than the maximum rate allowed by applicable law. Whenever increases occur in the interest rate, Lender, at its option, may do one or more of the following: (A) increase Borrower's payments to ensure Borrower's loan will pay off by its original final maturity date, (B) increase Borrower's payments to cover accruing interest, (C) increase the number of Borrower's payments, and (D) continue Borrower's payments at the same amount and increase Borrower's final payment.

**INTEREST CALCULATION METHOD.** Interest on this Note is computed on a 365/360 basis; that is, by applying the ratio of the interest rate over a year of 360 days, multiplied by the outstanding principal balance, multiplied by the actual number of days the principal balance is outstanding. All interest payable under this Note is computed using this method.

**PREPAYMENT.** Borrower may pay without penalty all or a portion of the amount owed earlier than it is due. Early payments will not, unless agreed to by Lender in writing, relieve Borrower of Borrower's obligation to continue to make payments under the payment schedule. Rather, early payments will reduce the principal balance due and may result in Borrower's making fewer payments. Borrower agrees not to send Lender payments marked "paid in full", "without recourse", or similar language. If Borrower sends such a payment, Lender may accept it without losing any of Lender's rights under this Note, and Borrower will remain obligated to pay any further amount owed to Lender. All written communications concerning disputed amounts, including any check or other payment instrument that indicates that the payment constitutes "payment in full" of the amount owed or that is tendered with other conditions or limitations or as full satisfaction of a disputed amount must be mailed or delivered to: Wilmington Savings Fund Society, FSB, Attn: Business Loan Accounting, P.O. Box 8720 Wilmington, DE 19899-8720.

**LATE CHARGE.** If a payment is 15 days or more late, Borrower will be charged **5.000% of the unpaid portion of the regularly scheduled payment.**

**INTEREST AFTER DEFAULT.** Upon default, including failure to pay upon final maturity, the interest rate on this Note shall be increased by adding an additional 4.000 percentage point margin ("Default Rate Margin"). The Default Rate Margin shall also apply to each succeeding interest rate change that would have applied had there been no default. After maturity, or after this Note would have matured had there been no default, the Default Rate Margin will continue to apply to the final interest rate described in this Note. However, in no event will the interest rate exceed the maximum interest rate limitations under applicable law.

**DEFAULT.** Each of the following shall constitute an event of default ("Event of Default") under this Note:

**Payment Default.** Borrower fails to make any payment when due under this Note.

**Other Defaults.** Borrower fails to comply with or to perform any other term, obligation, covenant or condition contained in this Note or in any of the related documents or to comply with or to perform any term, obligation, covenant or condition contained in any other agreement between Lender and Borrower.

**Default in Favor of Third Parties.** Borrower or any Grantor defaults under any loan, extension of credit, security agreement, purchase or sales agreement, or any other agreement, in favor of any other creditor or person that may materially affect any of Borrower's property or Borrower's ability to repay this Note or perform Borrower's obligations under this Note or any of the related documents.

**False Statements.** Any warranty, representation or statement made or furnished to Lender by Borrower or on Borrower's behalf under this Note or the related documents is false or misleading in any material respect, either now or at the time made or furnished or becomes false or misleading at any time thereafter.

**Insolvency.** The dissolution or termination of Borrower's existence as a going business, the insolvency of Borrower, the appointment of a receiver for any part of Borrower's property, any assignment for the benefit of creditors, any type of creditor workout, or the commencement of any proceeding under any bankruptcy or insolvency laws by or against Borrower.

**Creditor or Forfeiture Proceedings.** Commencement of foreclosure or forfeiture proceedings, whether by judicial proceeding, self-help, repossession or any other method, by any creditor of Borrower or by any governmental agency against any collateral securing the loan. This includes a garnishment of any of Borrower's accounts, including deposit accounts, with Lender. However, this Event of Default shall not apply if

**PROMISSORY NOTE  
(Continued)**

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there is a good faith dispute by Borrower as to the validity or reasonableness of the claim which is the basis of the creditor or forfeiture proceeding and if Borrower gives Lender written notice of the creditor or forfeiture proceeding and deposits with Lender monies or a surety bond for the creditor or forfeiture proceeding, in an amount determined by Lender, in its sole discretion, as being an adequate reserve or bond for the dispute.

**Events Affecting Guarantor.** Any of the preceding events occurs with respect to any guarantor, endorser, surety, or accommodation party of any of the indebtedness or any guarantor, endorser, surety, or accommodation party dies or becomes incompetent, or revokes or disputes the validity of, or liability under, any guaranty of the indebtedness evidenced by this Note.

**Change In Ownership.** Any change in ownership of twenty-five percent (25%) or more of the common stock of Borrower.

**Adverse Change.** A material adverse change occurs in Borrower's financial condition, or Lender believes the prospect of payment or performance of this Note is impaired.

**Insecurity.** Lender in good faith believes itself insecure.

**LENDER'S RIGHTS.** Upon default, Lender may declare the entire unpaid principal balance under this Note and all accrued unpaid interest immediately due, and then Borrower will pay that amount.

**ATTORNEYS' FEES; EXPENSES.** Lender may hire or pay someone else to help collect this Note if Borrower does not pay. Borrower will pay Lender that amount. This includes, subject to any limits under applicable law, Lender's reasonable attorneys' fees and Lender's legal expenses whether or not there is a lawsuit, including reasonable attorneys' fees and legal expenses for bankruptcy proceedings (including efforts to modify or vacate any automatic stay or injunction), and appeals. Lender may also recover from Borrower all court, alternative dispute resolution or other collection costs (including, without limitation, fees and charges of collection agencies) actually incurred by Lender.

**JURY WAIVER.** Lender and Borrower hereby waive the right to any jury trial in any action, proceeding, or counterclaim brought by either Lender or Borrower against the other.

**GOVERNING LAW.** This Note will be governed by federal law applicable to Lender and, to the extent not preempted by federal law, the laws of the State of Delaware without regard to its conflicts of law provisions. This Note has been accepted by Lender in the State of Delaware.

**CHOICE OF VENUE.** If there is a lawsuit, Borrower agrees upon Lender's request to submit to the jurisdiction of the courts of New Castle County, State of Delaware.

**CONFESSION OF JUDGMENT.** BORROWER HEREBY IRREVOCABLY AUTHORIZES AND EMPOWERS ANY ATTORNEY-AT-LAW TO APPEAR IN ANY COURT OF RECORD AND TO CONFESS JUDGMENT AGAINST BORROWER FOR THE UNPAID AMOUNT OF THIS NOTE AS EVIDENCED BY AN AFFIDAVIT SIGNED BY AN OFFICER OF LENDER SETTING FORTH THE AMOUNT THEN DUE, REASONABLE ATTORNEYS' FEES PLUS COSTS OF SUIT, AND TO RELEASE ALL ERRORS, AND WAIVE ALL RIGHTS OF APPEAL. IF A COPY OF THIS NOTE, VERIFIED BY AN AFFIDAVIT, SHALL HAVE BEEN FILED IN THE PROCEEDING, IT WILL NOT BE NECESSARY TO FILE THE ORIGINAL AS A WARRANT OF ATTORNEY. BORROWER WAIVES THE RIGHT TO ANY STAY OF EXECUTION AND THE BENEFIT OF ALL EXEMPTION LAWS NOW OR HEREAFTER IN EFFECT. NO SINGLE EXERCISE OF THE FOREGOING WARRANT AND POWER TO CONFESS JUDGMENT WILL BE DEEMED TO EXHAUST THE POWER, WHETHER OR NOT ANY SUCH EXERCISE SHALL BE HELD BY ANY COURT TO BE INVALID, VOIDABLE, OR VOID; BUT THE POWER WILL CONTINUE UNDIMINISHED AND MAY BE EXERCISED FROM TIME TO TIME AS LENDER MAY ELECT UNTIL ALL AMOUNTS OWING ON THIS NOTE HAVE BEEN PAID IN FULL.

**DISHONORED ITEM FEE.** Borrower will pay a fee to Lender of \$28.50 if Borrower makes a payment on Borrower's loan and the check or preauthorized charge with which Borrower pays is later dishonored.

**RIGHT OF SETOFF.** To the extent permitted by applicable law, Lender reserves a right of setoff in all Borrower's accounts with Lender (whether checking, savings, or some other account). This includes all accounts Borrower holds jointly with someone else and all accounts Borrower may open in the future. However, this does not include any IRA or Keogh accounts, or any trust accounts for which setoff would be prohibited by law. Borrower authorizes Lender, to the extent permitted by applicable law, to charge or setoff all sums owing on the indebtedness against any and all such accounts, and, at Lender's option, to administratively freeze all such accounts to allow Lender to protect Lender's charge and setoff rights provided in this paragraph.

**COLLATERAL.** Borrower acknowledges this Note is secured by 2nd Mortgage lien on real property located at 1101 Delaware Street, New Castle, DE 19720.

**FAILURE TO MEET CERTAIN OBLIGATIONS.** If Borrower fails (i) to provide Lender with financial information or any other documentation to which Lender is entitled; (ii) to execute any documentation which Borrower is obligated to execute under the loan documents; or (iii) to timely pay to Lender any amounts due Lender under the loan documents including, but not limited to, attorney's fees, Lender may increase the rate to 2% above the interest rate in effect at the time of such failure. Lender may increase the interest rate upon expiration of the time period, if any, provided in the loan documents or on Lender's request, without further notice to Borrower. This right is in addition to any and all other rights Lender may have under the loan documents or by law and whether or not Lender has declared a default, Lender has not waived its right to declare a default at a later time or for another such failure.

**CROSS COLLATERAL/CROSS DEFAULT.** Borrower and any Guarantor, as applicable, agree and understand that all loans and loan commitments from Lender to Borrower or any Guarantor shall be cross-collateralized and cross-defaulted such that a default under one loan or loan commitment shall constitute a default under each loan or loan commitment and that collateral for one loan shall constitute collateral for all other loans.

**RE-ASSIGNABILITY.** This Loan may not be assigned by Borrower without the express written consent for the Lender, which consent may be withheld by the Lender at its sole discretion. Any assignment without the Lender's written consent or any change in Borrower's structure including, without limitation, a change in management or owners or their respective interests, without the Lender's written consent shall constitute an event of default.

**SECONDARY FINANCING.** Borrower and Lender agree any secondary financing to be arranged by the Borrower must be approved in writing by the Lender and no further liens will be permitted against the Property or any other assets pledged as collateral for this loan without Lender's prior written permission. In addition, Borrower and Lender agree, during the term of the Loan, Borrower shall not, without the prior written consent of Lender, create, incur or permit to exist any liabilities resulting from loan or advances, whether secured or unsecured, from any other lending institution. Lender shall not unreasonably withhold such consent.

**CHANGE IN OWNERSHIP.** Any statement contained herein or in any of the loan documents to the contrary notwithstanding, Borrower and Lender agree there shall be no change in ownership or percentage of ownership of the Borrower or the collateral securing the property without prior written consent of Lender. Said consent shall not be unreasonably withheld.

**GOOD STANDING.** Borrower hereby agrees that they are in good standing in their domiciliary state and are duly authorized and qualified to do business in the state where such advances under this Note are utilized and all other jurisdictions wherein the nature of their business or property makes qualification necessary. All operations of Borrower have been carried on in accordance with all applicable laws, statutes, ordinances, rules and regulations.



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(Continued)**

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**NON-REVOLVING LINE OF CREDIT.** This Note evidences a non-revolving line of credit for a period of four (4) months (the "Advance Period"). The Advance Period shall be followed immediately thereafter by a sixty (60) year term based on a twenty (20) year amortization to repay all sums advanced, together with all accrued interest and any other sums due Lender as they may occur, as more fully described in the Payment provision of the Note of even date herewith. Advances under this Note, as well as directions for payment from Borrower's accounts, may be requested orally or in writing by Borrower or authorized person. Lender may, but need not, require that all oral requests be confirmed in writing. The following party or parties are authorized to request advances under the line of credit until Lender receives from Borrower at Lender's address shown above written notice of revocation of their authority: Tennell Brewington, Director and Aleasa Ward, Vice President of Family Foundations Academy, Inc. Borrower agrees to be liable for all sums either: (a) advanced in accordance with the instructions of an authorized person or (b) credited to any Borrower's account with Lender. The unpaid principal balance owing on this Note at any time may be evidenced by endorsements on this Note by Lender's internal records, including daily computer print-outs. Lender will have no obligation to advance funds under this Note if: (a) Borrower or any guarantor is in default under the terms of this Note or any agreement that Borrower or any guarantor has with Lender, including any agreement made in connection with the signing of this Note; (b) Borrower or any guarantor ceases doing business or is insolvent; (c) any guarantor seeks, claims or otherwise attempts to limit, modify or revoke such guarantor's guarantee of this Note or any other loan with Lender; (d) Borrower has applied funds provided pursuant to this Note for purposes other than those authorized by Lender; or (e) Lender in good faith deems itself insecure under this Note or any other agreement between Lender and Borrower.

**AUTOMATIC PAYMENTS.** I / We hereby authorize Lender automatically to deduct from deposit account numbered 208386029, or any substituted account with Lender, the amount of any loan payment. If the funds in the account are insufficient to cover any payment, Lender shall not be obligated to advance funds to cover the payment.

**SUCCESSOR INTERESTS.** The terms of this Note shall be binding upon Borrower, and upon Borrower's heirs, personal representatives, successors and assigns, and shall inure to the benefit of Lender and its successors and assigns.

**GENERAL PROVISIONS.** If any part of this Note cannot be enforced, this fact will not affect the rest of the Note. Lender may delay or forgo enforcing any of its rights or remedies under this Note without losing them. Borrower and any other person who signs, guarantees or endorses this Note, to the extent allowed by law, waive presentment, demand for payment, and notice of dishonor. Upon any change in the terms of this Note, and unless otherwise expressly stated in writing, no party who signs this Note, whether as maker, guarantor, accommodation maker or endorser, shall be released from liability. All such parties agree that Lender may renew or extend (repeatedly and for any length of time) this loan or release any party or guarantor or collateral; or impair, fail to realize upon or perfect Lender's security interest in the collateral; and take any other action deemed necessary by Lender without the consent of or notice to anyone. All such parties also agree that Lender may modify this loan without the consent of or notice to anyone other than the party with whom the modification is made. The obligations under this Note are joint and several.

**PRIOR TO SIGNING THIS NOTE, BORROWER READ AND UNDERSTOOD ALL THE PROVISIONS OF THIS NOTE, INCLUDING THE VARIABLE INTEREST RATE PROVISIONS. BORROWER AGREES TO THE TERMS OF THE NOTE.**

**BORROWER ACKNOWLEDGES RECEIPT OF A COMPLETED COPY OF THIS PROMISSORY NOTE.**

**THIS NOTE IS DELIVERED UNDER SEAL AND IT IS INTENDED THAT THIS NOTE IS AND SHALL CONSTITUTE AND HAVE THE EFFECT OF A SEALED INSTRUMENT ACCORDING TO LAW.**

**BORROWER:**

**FAMILY FOUNDATIONS ACADEMY, INC.**

By: Tennell Brewington (Seal)  
Tennell Brewington, Director of Family Foundations Academy, Inc.

By: Sean P. Moore (Seal)  
Sean P. Moore, Director of , Financial Operations of Family Foundations Academy, Inc.

# BUSINESS LOAN AGREEMENT

**Borrower:** Family Foundations Academy, Inc. (TIN: 86-1105534)  
P.O. Box 1045  
New Castle, DE 19720

**Lender:** Wilmington Savings Fund Society, FSB  
WSFS Bank Center  
500 Delaware Avenue, 12th Floor  
Wilmington, DE 19801

THIS BUSINESS LOAN AGREEMENT dated September 3, 2010, is made and executed between Family Foundations Academy, Inc. ("Borrower") and Wilmington Savings Fund Society, FSB ("Lender") on the following terms and conditions. Borrower has received prior commercial loans from Lender or has applied to Lender for a commercial loan or loans or other financial accommodations, including those which may be described on any exhibit or schedule attached to this Agreement. Borrower understands and agrees that: (A) in granting, renewing, or extending any Loan, Lender is relying upon Borrower's representations, warranties, and agreements as set forth in this Agreement; (B) the granting, renewing, or extending of any Loan by Lender at all times shall be subject to Lender's sole judgment and discretion; and (C) all such Loans shall be and remain subject to the terms and conditions of this Agreement.

**TERM.** This Agreement shall be effective as of September 3, 2010, and shall continue in full force and effect until such time as all of Borrower's Loans in favor of Lender have been paid in full, including principal, interest, costs, expenses, attorneys' fees, and other fees and charges, or until such time as the parties may agree in writing to terminate this Agreement.

**ADVANCE AUTHORITY.** The following person or persons are authorized to request advances and authorize payments under the loan until Lender receives from Borrower, at Lender's address shown above, written notice of revocation of such authority: **Tennell Brewington, Director of Family Foundations Academy, Inc.** and **Aleasa Word, Vice President of Family Foundations Academy, Inc.**

**CONDITIONS PRECEDENT TO EACH ADVANCE.** Lender's obligation to make the initial Advance and each subsequent Advance under this Agreement shall be subject to the fulfillment to Lender's satisfaction of all of the conditions set forth in this Agreement and in the Related Documents.

**Loan Documents.** Borrower shall provide to Lender the following documents for the Loan: (1) the Note; (2) Security Agreements granting to Lender security interests in the Collateral; (3) financing statements and all other documents perfecting Lender's Security Interests; (4) evidence of insurance as required below; (5) together with all such Related Documents as Lender may require for the Loan; all in form and substance satisfactory to Lender and Lender's counsel.

**Borrower's Authorization.** Borrower shall have provided in form and substance satisfactory to Lender properly certified resolutions, duly authorizing the execution and delivery of this Agreement, the Note and the Related Documents. In addition, Borrower shall have provided such other resolutions, authorizations, documents and instruments as Lender or its counsel, may require.

**Payment of Fees and Expenses.** Borrower shall have paid to Lender all fees, charges, and other expenses which are then due and payable as specified in this Agreement or any Related Document.

**Representations and Warranties.** The representations and warranties set forth in this Agreement, in the Related Documents, and in any document or certificate delivered to Lender under this Agreement are true and correct.

**No Event of Default.** There shall not exist at the time of any Advance a condition which would constitute an Event of Default under this Agreement or under any Related Document.

**REPRESENTATIONS AND WARRANTIES.** Borrower represents and warrants to Lender, as of the date of this Agreement, as of the date of each disbursement of loan proceeds, as of the date of any renewal, extension or modification of any Loan, and at all times any Indebtedness exists:

**Organization.** Borrower is a non-profit corporation which is, and at all times shall be, duly organized, validly existing, and in good standing under and by virtue of the laws of the State of Delaware. Borrower is duly authorized to transact business in all other states in which Borrower is doing business, having obtained all necessary filings, governmental licenses and approvals for each state in which Borrower is doing business. Specifically, Borrower is, and at all times shall be, duly qualified as a foreign corporation in all states in which the failure to so qualify would have a material adverse effect on its business or financial condition. Borrower has the full power and authority to own its properties and to transact the business in which it is presently engaged or presently proposes to engage. Borrower maintains an office at P.O. Box 1045, New Castle, DE 19720. Unless Borrower has designated otherwise in writing, the principal office is the office at which Borrower keeps its books and records including its records concerning the Collateral. Borrower will notify Lender prior to any change in the location of Borrower's state of organization or any change in Borrower's name. Borrower shall do all things necessary to preserve and to keep in full force and effect its existence, rights and privileges, and shall comply with all regulations, rules, ordinances, statutes, orders and decrees of any governmental or quasi-governmental authority or court applicable to Borrower and Borrower's business activities.

**Assumed Business Names.** Borrower has filed or recorded all documents or filings required by law relating to all assumed business names used by Borrower. Excluding the name of Borrower, the following is a complete list of all assumed business names under which Borrower does business: **None.**

**Authorization.** Borrower's execution, delivery, and performance of this Agreement and all the Related Documents have been duly authorized by all necessary action by Borrower and do not conflict with, result in a violation of, or constitute a default under (1) any provision of (a) Borrower's articles of incorporation or organization, or bylaws, or (b) any agreement or other instrument binding upon Borrower or (2) any law, governmental regulation, court decree, or order applicable to Borrower or to Borrower's properties.

**Financial Information.** Each of Borrower's financial statements supplied to Lender truly and completely disclosed Borrower's financial condition as of the date of the statement, and there has been no material adverse change in Borrower's financial condition subsequent to the date of the most recent financial statement supplied to Lender. Borrower has no material contingent obligations except as disclosed in such financial statements.

**Legal Effect.** This Agreement constitutes, and any instrument or agreement Borrower is required to give under this Agreement when delivered will constitute legal, valid, and binding obligations of Borrower enforceable against Borrower in accordance with their respective terms.

**Properties.** Except as contemplated by this Agreement or as previously disclosed in Borrower's financial statements or in writing to Lender and as accepted by Lender, and except for property tax liens for taxes not presently due and payable, Borrower owns and has good title to all of Borrower's properties free and clear of all Security Interests, and has not executed any security documents or financing statements relating to such properties. All of Borrower's properties are titled in Borrower's legal name, and Borrower has not used or filed a financing statement under any other name for at least the last five (5) years.

**Hazardous Substances.** Except as disclosed to and acknowledged by Lender in writing, Borrower represents and warrants that: (1) During the period of Borrower's ownership of the Collateral, there has been no use, generation, manufacture, storage, treatment, disposal, release or threatened release of any Hazardous Substance by any person on, under, about or from any of the Collateral. (2) Borrower has no knowledge of, or reason to believe that there has been (a) any breach or violation of any Environmental Laws; (b) any use, generation, manufacture, storage, treatment, disposal, release or threatened release of any Hazardous Substance on, under, about or from the Collateral by any prior owners or

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occupants of any of the Collateral; or (c) any actual or threatened litigation or claims of any kind by any person relating to such matters. (3) Neither Borrower nor any tenant, contractor, agent or other authorized user of any of the Collateral shall use, generate, manufacture, store, treat, dispose of or release any Hazardous Substance on, under, about or from any of the Collateral; and any such activity shall be conducted in compliance with all applicable federal, state, and local laws, regulations, and ordinances, including without limitation all Environmental Laws. Borrower authorizes Lender and its agents to enter upon the Collateral to make such inspections and tests as Lender may deem appropriate to determine compliance of the Collateral with this section of the Agreement. Any inspections or tests made by Lender shall be at Borrower's expense and for Lender's purposes only and shall not be construed to create any responsibility or liability on the part of Lender to Borrower or to any other person. The representations and warranties contained herein are based on Borrower's due diligence in investigating the Collateral for hazardous waste and Hazardous Substances. Borrower hereby (1) releases and waives any future claims against Lender for indemnity or contribution in the event Borrower becomes liable for cleanup or other costs under any such laws, and (2) agrees to indemnify, defend, and hold harmless Lender against any and all claims, losses, liabilities, damages, penalties, and expenses which Lender may directly or indirectly sustain or suffer resulting from a breach of this section of the Agreement or as a consequence of any use, generation, manufacture, storage, disposal, release or threatened release of a hazardous waste or substance on the Collateral. The provisions of this section of the Agreement, including the obligation to indemnify and defend, shall survive the payment of the Indebtedness and the termination, expiration or satisfaction of this Agreement and shall not be affected by Lender's acquisition of any interest in any of the Collateral, whether by foreclosure or otherwise.

**Litigation and Claims.** No litigation, claim, investigation, administrative proceeding or similar action (including those for unpaid taxes) against Borrower is pending or threatened, and no other event has occurred which may materially adversely affect Borrower's financial condition or properties, other than litigation, claims, or other events, if any, that have been disclosed to and acknowledged by Lender in writing.

**Taxes.** To the best of Borrower's knowledge, all of Borrower's tax returns and reports that are or were required to be filed, have been filed, and all taxes, assessments and other governmental charges have been paid in full, except those presently being or to be contested by Borrower in good faith in the ordinary course of business and for which adequate reserves have been provided.

**Lien Priority.** Unless otherwise previously disclosed to Lender in writing, Borrower has not entered into or granted any Security Agreements, or permitted the filing or attachment of any Security Interests on or affecting any of the Collateral directly or indirectly securing repayment of Borrower's Loan and Note, that would be prior or that may in any way be superior to Lender's Security Interests and rights in and to such Collateral.

**Binding Effect.** This Agreement, the Note, all Security Agreements (if any), and all Related Documents are binding upon the signers thereof, as well as upon their successors, representatives and assigns, and are legally enforceable in accordance with their respective terms.

**AFFIRMATIVE COVENANTS.** Borrower covenants and agrees with Lender that, so long as this Agreement remains in effect, Borrower will:

**Notices of Claims and Litigation.** Promptly inform Lender in writing of (1) all material adverse changes in Borrower's financial condition, and (2) all existing and all threatened litigation, claims, investigations, administrative proceedings or similar actions affecting Borrower or any Guarantor which could materially affect the financial condition of Borrower or the financial condition of any Guarantor.

**Financial Records.** Maintain its books and records in accordance with GAAP, applied on a consistent basis, and permit Lender to examine and audit Borrower's books and records at all reasonable times.

**Financial Statements.** Furnish Lender with the following:

**Additional Requirements.** Family Foundations Academy, shall furnish Lender with, as soon as available, but in no event later than 120 days after the end of each year. Customer's CPA Audited Financial Statement as fairly representing Customer's financial condition and results of operations.

All financial reports required to be provided under this Agreement shall be prepared in accordance with GAAP, applied on a consistent basis, and certified by Borrower as being true and correct.

**Additional Information.** Furnish such additional information and statements, as Lender may request from time to time.

**Financial Covenants and Ratios.** Comply with the following covenants and ratios:

**Minimum Income and Cash flow Requirements.** Other Cash Flow requirements are as follows: **Debt Service Coverage Ratio, defined as EBITDA less distribution to owners divided by interest expense plus current maturities of long term debt plus taxes paid, should be minimum of 1.25X at all times.**

Except as provided above, all computations made to determine compliance with the requirements contained in this paragraph shall be made in accordance with generally accepted accounting principles, applied on a consistent basis, and certified by Borrower as being true and correct.

**Insurance.** Maintain fire and other risk insurance, public liability insurance, and such other insurance as Lender may require with respect to Borrower's properties and operations, in form, amounts, coverages and with insurance companies acceptable to Lender. Borrower, upon request of Lender, will deliver to Lender from time to time the policies or certificates of insurance in form satisfactory to Lender, including stipulations that coverages will not be cancelled or diminished without at least fifteen (15) days prior written notice to Lender. Each insurance policy also shall include an endorsement providing that coverage in favor of Lender will not be impaired in any way by any act, omission or default of Borrower or any other person. In connection with all policies covering assets in which Lender holds or is offered a security interest for the Loans, Borrower will provide Lender with such lender's loss payable or other endorsements as Lender may require.

**Insurance Reports.** Furnish to Lender, upon request of Lender, reports on each existing insurance policy showing such information as Lender may reasonably request, including without limitation the following: (1) the name of the insurer; (2) the risks insured; (3) the amount of the policy; (4) the properties insured; (5) the then current property values on the basis of which insurance has been obtained, and the manner of determining those values; and (6) the expiration date of the policy. In addition, upon request of Lender (however not more often than annually), Borrower will have an independent appraiser satisfactory to Lender determine, as applicable, the actual cash value or replacement cost of any Collateral. The cost of such appraisal shall be paid by Borrower.

**Other Agreements.** Comply with all terms and conditions of all other agreements, whether now or hereafter existing, between Borrower and any other party and notify Lender immediately in writing of any default in connection with any other such agreements.

**Loan Proceeds.** Use all Loan proceeds solely for Borrower's business operations, unless specifically consented to the contrary by Lender in writing.

**Taxes, Charges and Liens.** Pay and discharge when due all of its indebtedness and obligations, including without limitation all assessments, taxes, governmental charges, levies and liens, of every kind and nature, imposed upon Borrower or its properties, income, or profits, prior to the date on which penalties would attach, and all lawful claims that, if unpaid, might become a lien or charge upon any of Borrower's properties, income, or profits. Provided however, Borrower will not be required to pay and discharge any such assessment, tax, charge, levy, lien or claim so long as (1) the legality of the same shall be contested in good faith by appropriate proceedings, and (2) Borrower shall have established on

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Borrower's books adequate reserves with respect to such contested assessment, tax, charge, levy, lien, or claim in accordance with GAAP.

**Performance.** Perform and comply, in a timely manner, with all terms, conditions, and provisions set forth in this Agreement, in the Related Documents, and in all other instruments and agreements between Borrower and Lender. Borrower shall notify Lender immediately in writing of any default in connection with any agreement.

**Operations.** Maintain executive and management personnel with substantially the same qualifications and experience as the present executive and management personnel; provide written notice to Lender of any change in executive and management personnel; conduct its business affairs in a reasonable and prudent manner.

**Environmental Studies.** Promptly conduct and complete, at Borrower's expense, all such investigations, studies, samplings and testings as may be requested by Lender or any governmental authority relative to any substance, or any waste or by-product of any substance defined as toxic or a hazardous substance under applicable federal, state, or local law, rule, regulation, order or directive, at or affecting any property or any facility owned, leased or used by Borrower.

**Compliance with Governmental Requirements.** Comply with all laws, ordinances, and regulations, now or hereafter in effect, of all governmental authorities applicable to the conduct of Borrower's properties, businesses and operations, and to the use or occupancy of the Collateral, including without limitation, the Americans With Disabilities Act. Borrower may contest in good faith any such law, ordinance, or regulation and withhold compliance during any proceeding, including appropriate appeals, so long as Borrower has notified Lender in writing prior to doing so and so long as, in Lender's sole opinion, Lender's interests in the Collateral are not jeopardized. Lender may require Borrower to post adequate security or a surety bond, reasonably satisfactory to Lender, to protect Lender's interest.

**Inspection.** Permit employees or agents of Lender at any reasonable time to inspect any and all Collateral for the Loan or Loans and Borrower's other properties and to examine or audit Borrower's books, accounts, and records and to make copies and memoranda of Borrower's books, accounts, and records. If Borrower now or at any time hereafter maintains any records (including without limitation computer generated records and computer software programs for the generation of such records) in the possession of a third party, Borrower, upon request of Lender, shall notify such party to permit Lender free access to such records at all reasonable times and to provide Lender with copies of any records it may request, all at Borrower's expense.

**Compliance Certificates.** Unless waived in writing by Lender, provide Lender at least annually, with a certificate executed by Borrower's chief financial officer, or other officer or person acceptable to Lender, certifying that the representations and warranties set forth in this Agreement are true and correct as of the date of the certificate and further certifying that, as of the date of the certificate, no Event of Default exists under this Agreement.

**Environmental Compliance and Reports.** Borrower shall comply in all respects with any and all Environmental Laws; not cause or permit to exist, as a result of an intentional or unintentional action or omission on Borrower's part or on the part of any third party, on property owned and/or occupied by Borrower, any environmental activity where damage may result to the environment, unless such environmental activity is pursuant to and in compliance with the conditions of a permit issued by the appropriate federal, state or local governmental authorities; shall furnish to Lender promptly and in any event within thirty (30) days after receipt thereof a copy of any notice, summons, lien, citation, directive, letter or other communication from any governmental agency or instrumentality concerning any intentional or unintentional action or omission on Borrower's part in connection with any environmental activity whether or not there is damage to the environment and/or other natural resources.

**Additional Assurances.** Make, execute and deliver to Lender such promissory notes, mortgages, deeds of trust, security agreements, assignments, financing statements, instruments, documents and other agreements as Lender or its attorneys may reasonably request to evidence and secure the Loans and to perfect all Security Interests.

**LENDER'S EXPENDITURES.** If any action or proceeding is commenced that would materially affect Lender's interest in the Collateral or if Borrower fails to comply with any provision of this Agreement or any Related Documents, including but not limited to Borrower's failure to discharge or pay when due any amounts Borrower is required to discharge or pay under this Agreement or any Related Documents, Lender on Borrower's behalf may (but shall not be obligated to) take any action that Lender deems appropriate, including but not limited to discharging or paying all taxes, liens, security interests, encumbrances and other claims, at any time levied or placed on any Collateral and paying all costs for insuring, maintaining and preserving any Collateral. All such expenditures incurred or paid by Lender for such purposes will then bear interest at the rate charged under the Note from the date incurred or paid by Lender to the date of repayment by Borrower. All such expenses will become a part of the indebtedness and, at Lender's option, will (A) be payable on demand; (B) be added to the balance of the Note and be apportioned among and be payable with any installment payments to become due during either (1) the term of any applicable insurance policy; or (2) the remaining term of the Note; or (C) be treated as a balloon payment which will be due and payable at the Note's maturity.

**NEGATIVE COVENANTS.** Borrower covenants and agrees with Lender that while this Agreement is in effect, Borrower shall not, without the prior written consent of Lender:

**Indebtedness and Liens.** (1) Except for trade debt incurred in the normal course of business and indebtedness to Lender contemplated by this Agreement, create, incur or assume indebtedness for borrowed money, including capital leases, (2) sell, transfer, mortgage, assign, pledge, lease, grant a security interest in, or encumber any of Borrower's assets (except as allowed as Permitted Liens), or (3) sell with recourse any of Borrower's accounts, except to Lender.

**Continuity of Operations.** (1) Engage in any business activities substantially different than those in which Borrower is presently engaged, (2) cease operations, liquidate, merge, transfer, acquire or consolidate with any other entity, change its name, dissolve or transfer or sell Collateral out of the ordinary course of business, or (3) pay any dividends on Borrower's stock (other than dividends payable in its stock), provided, however that notwithstanding the foregoing, but only so long as no Event of Default has occurred and is continuing or would result from the payment of dividends, if Borrower is a "Subchapter S Corporation" (as defined in the Internal Revenue Code of 1986, as amended), Borrower may pay cash dividends on its stock to its shareholders from time to time in amounts necessary to enable the shareholders to pay income taxes and make estimated income tax payments to satisfy their liabilities under federal and state law which arise solely from their status as Shareholders of a Subchapter S Corporation because of their ownership of shares of Borrower's stock, or purchase or retire any of Borrower's outstanding shares or alter or amend Borrower's capital structure.

**Loans, Acquisitions and Guaranties.** (1) Loan, invest in or advance money or assets to any other person, enterprise or entity, (2) purchase, create or acquire any interest in any other enterprise or entity, or (3) incur any obligation as surety or guarantor other than in the ordinary course of business.

**Agreements.** Enter into any agreement containing any provisions which would be violated or breached by the performance of Borrower's obligations under this Agreement or in connection herewith.

**CESSATION OF ADVANCES.** If Lender has made any commitment to make any Loan to Borrower, whether under this Agreement or under any other agreement, Lender shall have no obligation to make Loan Advances or to disburse Loan proceeds if: (A) Borrower or any Guarantor is in default under the terms of this Agreement or any of the Related Documents or any other agreement that Borrower or any Guarantor has with Lender; (B) Borrower or any Guarantor dies, becomes incompetent or becomes insolvent, files a petition in bankruptcy or similar proceedings, or is adjudged a

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bankrupt; (C) there occurs a material adverse change in Borrower's financial condition, in the financial condition of any Guarantor, or in the value of any Collateral securing any Loan; or (D) any Guarantor seeks, claims or otherwise attempts to limit, modify or revoke such Guarantor's guaranty of the Loan or any other loan with Lender; or (E) Lender in good faith deems itself insecure, even though no Event of Default shall have occurred.

**RIGHT OF SETOFF.** To the extent permitted by applicable law, Lender reserves a right of setoff in all Borrower's accounts with Lender (whether checking, savings, or some other account). This includes all accounts Borrower holds jointly with someone else and all accounts Borrower may open in the future. However, this does not include any IRA or Keogh accounts, or any trust accounts for which setoff would be prohibited by law. Borrower authorizes Lender, to the extent permitted by applicable law, to charge or setoff all sums owing on the Indebtedness against any and all such accounts, and, at Lender's option, to administratively freeze all such accounts to allow Lender to protect Lender's charge and setoff rights provided in this paragraph.

**DEFAULT.** Each of the following shall constitute an Event of Default under this Agreement:

**Payment Default.** Borrower fails to make any payment when due under the Loan.

**Other Defaults.** Borrower fails to comply with or to perform any other term, obligation, covenant or condition contained in this Agreement or in any of the Related Documents or to comply with or to perform any term, obligation, covenant or condition contained in any other agreement between Lender and Borrower.

**Default in Favor of Third Parties.** Borrower or any Grantor defaults under any loan, extension of credit, security agreement, purchase or sales agreement, or any other agreement, in favor of any other creditor or person that may materially affect any of Borrower's or any Grantor's property or Borrower's or any Grantor's ability to repay the Loans or perform their respective obligations under this Agreement or any of the Related Documents.

**False Statements.** Any warranty, representation or statement made or furnished to Lender by Borrower or on Borrower's behalf under this Agreement or the Related Documents is false or misleading in any material respect, either now or at the time made or furnished or becomes false or misleading at any time thereafter.

**Insolvency.** The dissolution or termination of Borrower's existence as a going business, the insolvency of Borrower, the appointment of a receiver for any part of Borrower's property, any assignment for the benefit of creditors, any type of creditor workout, or the commencement of any proceeding under any bankruptcy or insolvency laws by or against Borrower.

**Defective Collateralization.** This Agreement or any of the Related Documents ceases to be in full force and effect (including failure of any collateral document to create a valid and perfected security interest or lien) at any time and for any reason.

**Creditor or Forfeiture Proceedings.** Commencement of foreclosure or forfeiture proceedings, whether by judicial proceeding, self-help, repossession or any other method, by any creditor of Borrower or by any governmental agency against any collateral securing the Loan. This includes a garnishment of any of Borrower's accounts, including deposit accounts, with Lender. However, this Event of Default shall not apply if there is a good faith dispute by Borrower as to the validity or reasonableness of the claim which is the basis of the creditor or forfeiture proceeding and if Borrower gives Lender written notice of the creditor or forfeiture proceeding and deposits with Lender monies or a surety bond for the creditor or forfeiture proceeding, in an amount determined by Lender, in its sole discretion, as being an adequate reserve or bond for the dispute.

**Events Affecting Guarantor.** Any of the preceding events occurs with respect to any Guarantor of any of the Indebtedness or any Guarantor dies or becomes incompetent, or revokes or disputes the validity of, or liability under, any Guaranty of the Indebtedness.

**Change in Ownership.** Any change in ownership of twenty-five percent (25%) or more of the common stock of Borrower.

**Adverse Change.** A material adverse change occurs in Borrower's financial condition, or Lender believes the prospect of payment or performance of the Loan is impaired.

**Insecurity.** Lender in good faith believes itself insecure.

**EFFECT OF AN EVENT OF DEFAULT.** If any Event of Default shall occur, except where otherwise provided in this Agreement or the Related Documents, all commitments and obligations of Lender under this Agreement or the Related Documents or any other agreement immediately will terminate (including any obligation to make further Loan Advances or disbursements), and, at Lender's option, all Indebtedness immediately will become due and payable, all without notice of any kind to Borrower, except that in the case of an Event of Default of the type described in the "Insolvency" subsection above, such acceleration shall be automatic and not optional. In addition, Lender shall have all the rights and remedies provided in the Related Documents or available at law, in equity, or otherwise. Except as may be prohibited by applicable law, all of Lender's rights and remedies shall be cumulative and may be exercised singularly or concurrently. Election by Lender to pursue any remedy shall not exclude pursuit of any other remedy, and an election to make expenditures or to take action to perform an obligation of Borrower or of any Grantor shall not affect Lender's right to declare a default and to exercise its rights and remedies.

**FAILURE TO MEET CERTAIN OBLIGATIONS.** If Borrower fails (i) to provide Lender with financial information or any other documentation to which Lender is entitled; (ii) to execute any documentation which Borrower is obligated to execute under the loan documents; or (iii) to timely pay to Lender any amounts due Lender under the loan documents including, but not limited to, attorney's fees, Lender may increase the rate to 2% above the interest rate in effect at the time of such failure. Lender may increase the interest rate upon expiration of the time period, if any, provided in the loan documents or on Lender's request, without further notice to Borrower. This right is in addition to any and all other rights Lender may have under the loan documents or by law and whether or not Lender has declared a default, Lender has not waived its right to declare a default at a later time or for another such failure.

**DEPOSIT ACCOUNT.** Borrower agrees to maintain a primary depository account with Lender during the term of this loan.

**CROSS COLLATERAL/CROSS DEFAULT.** Borrower and any Guarantor, as applicable, agree and understand that all loans and loan commitments from Lender to Borrower or any Guarantor shall be cross-collateralized and cross-defaulted such that a default under one loan or loan commitment shall constitute a default under each loan or loan commitment and that collateral for one loan shall constitute collateral for all other loans.

**RE-ASSIGNABILITY.** This Loan may not be assigned by Borrower without the express written consent for the Lender, which consent may be withheld by the Lender at its sole discretion. Any assignment without the Lender's written consent or any change in Borrower's structure including, without limitation, a change in management or owners or their respective interests, without the Lender's written consent shall constitute an event of default.

**SECONDARY FINANCING.** Borrower and Lender agree any secondary financing to be arranged by the Borrower must be approved in writing by the Lender and no further liens will be permitted against the Property or any other assets pledged as collateral for this loan without Lender's prior written permission. In addition, Borrower and Lender agree, during the term of the Loan, Borrower shall not, without the prior written consent of Lender, create, incur or permit to exist any liabilities resulting from loan or advances, whether secured or unsecured, from any other lending institution. Lender shall not unreasonably withhold such consent.

**CHANGE IN OWNERSHIP.** Any statement contained herein or in any of the loan documents to the contrary notwithstanding, Borrower and Lender agree there shall be no change in ownership or percentage of ownership of the Borrower or the collateral securing the property without prior written

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consent of Lender. Said consent shall not be unreasonably withheld.

**GOOD STANDING.** Borrower hereby agrees that they are in good standing in their domiciliary state and are duly authorized and qualified to do business in the state where such advances under this Note are utilized and all other jurisdictions wherein the nature of their business or property makes qualification necessary. All operations of Borrower have been carried on in accordance with all applicable laws, statutes, ordinances, rules and regulations.

**MISCELLANEOUS PROVISIONS.** The following miscellaneous provisions are a part of this Agreement:

**Amendments.** This Agreement, together with any Related Documents, constitutes the entire understanding and agreement of the parties as to the matters set forth in this Agreement. No alteration of or amendment to this Agreement shall be effective unless given in writing and signed by the party or parties sought to be charged or bound by the alteration or amendment.

**Attorneys' Fees; Expenses.** Borrower agrees to pay upon demand all of Lender's costs and expenses, including Lender's reasonable attorneys' fees and Lender's legal expenses, incurred in connection with the enforcement of this Agreement. Lender may hire or pay someone else to help enforce this Agreement, and Borrower shall pay the costs and expenses of such enforcement. Costs and expenses include Lender's reasonable attorneys' fees and legal expenses whether or not there is a lawsuit, including reasonable attorneys' fees and legal expenses for bankruptcy proceedings (including efforts to modify or vacate any automatic stay or injunction), appeals, and any anticipated post-judgment collection services. Lender may also recover from Borrower all court, alternative dispute resolution or other collection costs (including, without limitation, fees and charges of collection agencies) actually incurred by Lender.

**Caption Headings.** Caption headings in this Agreement are for convenience purposes only and are not to be used to interpret or define the provisions of this Agreement.

**Consent to Loan Participation.** Borrower agrees and consents to Lender's sale or transfer, whether now or later, of one or more participation interests in the Loan to one or more purchasers, whether related or unrelated to Lender. Lender may provide, without any limitation whatsoever, to any one or more purchasers, or potential purchasers, any information or knowledge Lender may have about Borrower or about any other matter relating to the Loan, and Borrower hereby waives any rights to privacy Borrower may have with respect to such matters. Borrower additionally waives any and all notices of sale of participation interests, as well as all notices of any repurchase of such participation interests. Borrower also agrees that the purchasers of any such participation interests will be considered as the absolute owners of such interests in the Loan and will have all the rights granted under the participation agreement or agreements governing the sale of such participation interests. Borrower further waives all rights of offset or counterclaim that it may have now or later against Lender or against any purchaser of such a participation interest and unconditionally agrees that either Lender or such purchaser may enforce Borrower's obligation under the Loan irrespective of the failure or insolvency of any holder of any interest in the Loan. Borrower further agrees that the purchaser of any such participation interests may enforce its interests irrespective of any personal claims or defenses that Borrower may have against Lender.

**Governing Law.** This Agreement will be governed by federal law applicable to Lender and, to the extent not preempted by federal law, the laws of the State of Delaware without regard to its conflicts of law provisions. This Agreement has been accepted by Lender in the State of Delaware.

**Choice of Venue.** If there is a lawsuit, Borrower agrees upon Lender's request to submit to the jurisdiction of the courts of New Castle County, State of Delaware.

**No Waiver by Lender.** Lender shall not be deemed to have waived any rights under this Agreement unless such waiver is given in writing and signed by Lender. No delay or omission on the part of Lender in exercising any right shall operate as a waiver of such right or any other right. A waiver by Lender of a provision of this Agreement shall not prejudice or constitute a waiver of Lender's right otherwise to demand strict compliance with that provision or any other provision of this Agreement. No prior waiver by Lender, nor any course of dealing between Lender and Borrower, or between Lender and any Grantor, shall constitute a waiver of any of Lender's rights or of any of Borrower's or any Grantor's obligations as to any future transactions. Whenever the consent of Lender is required under this Agreement, the granting of such consent by Lender in any instance shall not constitute continuing consent to subsequent instances where such consent is required and in all cases such consent may be granted or withheld in the sole discretion of Lender.

**Notices.** Any notice required to be given under this Agreement shall be given in writing, and shall be effective when actually delivered, when actually received by telefacsimile (unless otherwise required by law), when deposited with a nationally recognized overnight courier, or, if mailed, when deposited in the United States mail, as first class, certified or registered mail postage prepaid, directed to the addresses shown near the beginning of this Agreement. Any party may change its address for notices under this Agreement by giving formal written notice to the other parties, specifying that the purpose of the notice is to change the party's address. For notice purposes, Borrower agrees to keep Lender informed at all times of Borrower's current address. Unless otherwise provided or required by law, if there is more than one Borrower, any notice given by Lender to any Borrower is deemed to be notice given to all Borrowers.

**Severability.** If a court of competent jurisdiction finds any provision of this Agreement to be illegal, invalid, or unenforceable as to any circumstance, that finding shall not make the offending provision illegal, invalid, or unenforceable as to any other circumstance. If feasible, the offending provision shall be considered modified so that it becomes legal, valid and enforceable. If the offending provision cannot be so modified, it shall be considered deleted from this Agreement. Unless otherwise required by law, the illegality, invalidity, or unenforceability of any provision of this Agreement shall not affect the legality, validity or enforceability of any other provision of this Agreement.

**Subsidiaries and Affiliates of Borrower.** To the extent the context of any provisions of this Agreement makes it appropriate, including without limitation any representation, warranty or covenant, the word "Borrower" as used in this Agreement shall include all of Borrower's subsidiaries and affiliates. Notwithstanding the foregoing however, under no circumstances shall this Agreement be construed to require Lender to make any Loan or other financial accommodation to any of Borrower's subsidiaries or affiliates.

**Successors and Assigns.** All covenants and agreements by or on behalf of Borrower contained in this Agreement or any Related Documents shall bind Borrower's successors and assigns and shall inure to the benefit of Lender and its successors and assigns. Borrower shall not, however, have the right to assign Borrower's rights under this Agreement or any interest therein, without the prior written consent of Lender.

**Survival of Representations and Warranties.** Borrower understands and agrees that in making the Loan, Lender is relying on all representations, warranties, and covenants made by Borrower in this Agreement or in any certificate or other instrument delivered by Borrower to Lender under this Agreement or the Related Documents. Borrower further agrees that regardless of any investigation made by Lender, all such representations, warranties and covenants will survive the making of the Loan and delivery to Lender of the Related Documents, shall be continuing in nature, and shall remain in full force and effect until such time as Borrower's Indebtedness shall be paid in full, or until this Agreement shall be terminated in the manner provided above, whichever is the last to occur.

**Time is of the Essence.** Time is of the essence in the performance of this Agreement.

**Waive Jury.** All parties to this Agreement hereby waive the right to any jury trial in any action, proceeding, or counterclaim brought by any party against any other party.

**BUSINESS LOAN AGREEMENT  
(Continued)**

Loan No: 500031075-0299

Page 6

**DEFINITIONS.** The following capitalized words and terms shall have the following meanings when used in this Agreement. Unless specifically stated to the contrary, all references to dollar amounts shall mean amounts in lawful money of the United States of America. Words and terms used in the singular shall include the plural, and the plural shall include the singular, as the context may require. Words and terms not otherwise defined in this Agreement shall have the meanings attributed to such terms in the Uniform Commercial Code. Accounting words and terms not otherwise defined in this Agreement shall have the meanings assigned to them in accordance with generally accepted accounting principles as in effect on the date of this Agreement:

**Advance.** The word "Advance" means a disbursement of Loan funds made, or to be made, to Borrower or on Borrower's behalf on a line of credit or multiple advance basis under the terms and conditions of this Agreement.

**Agreement.** The word "Agreement" means this Business Loan Agreement, as this Business Loan Agreement may be amended or modified from time to time, together with all exhibits and schedules attached to this Business Loan Agreement from time to time.

**Borrower.** The word "Borrower" means Family Foundations Academy, Inc. and includes all co-signers and co-makers signing the Note and all their successors and assigns.

**Collateral.** The word "Collateral" means all property and assets granted as collateral security for a Loan, whether real or personal property, whether granted directly or indirectly, whether granted now or in the future, and whether granted in the form of a security interest, mortgage, collateral mortgage, deed of trust, assignment, pledge, crop pledge, chattel mortgage, collateral chattel mortgage, chattel trust, factor's lien, equipment trust, conditional sale, trust receipt, lien, charge, lien or title retention contract, lease or consignment intended as a security device, or any other security or lien interest whatsoever, whether created by law, contract, or otherwise.

**Environmental Laws.** The words "Environmental Laws" mean any and all state, federal and local statutes, regulations and ordinances relating to the protection of human health or the environment, including without limitation the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, 42 U.S.C. Section 9601, et seq. ("CERCLA"), the Superfund Amendments and Reauthorization Act of 1986, Pub. L. No. 99-499 ("SARA"), the Hazardous Materials Transportation Act, 49 U.S.C. Section 1801, et seq., the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901, et seq., or other applicable state or federal laws, rules, or regulations adopted pursuant thereto.

**Event of Default.** The words "Event of Default" mean any of the events of default set forth in this Agreement in the default section of this Agreement.

**GAAP.** The word "GAAP" means generally accepted accounting principles.

**Grantor.** The word "Grantor" means each and all of the persons or entities granting a Security Interest in any Collateral for the Loan, including without limitation all Borrowers granting such a Security Interest.

**Guarantor.** The word "Guarantor" means any guarantor, surety, or accommodation party of any or all of the Loan.

**Guaranty.** The word "Guaranty" means the guaranty from Guarantor to Lender, including without limitation a guaranty of all or part of the Note.

**Hazardous Substances.** The words "Hazardous Substances" mean materials that, because of their quantity, concentration or physical, chemical or infectious characteristics, may cause or pose a present or potential hazard to human health or the environment when improperly used, treated, stored, disposed of, generated, manufactured, transported or otherwise handled. The words "Hazardous Substances" are used in their very broadest sense and include without limitation any and all hazardous or toxic substances, materials or waste as defined by or listed under the Environmental Laws. The term "Hazardous Substances" also includes, without limitation, petroleum and petroleum by-products or any fraction thereof and asbestos.

**Indebtedness.** The word "Indebtedness" means the indebtedness evidenced by the Note or Related Documents, including all principal and interest together with all other indebtedness and costs and expenses for which Borrower is responsible under this Agreement or under any of the Related Documents.

**Lender.** The word "Lender" means Wilmington Savings Fund Society, FSB, its successors and assigns.

**Loan.** The word "Loan" means any and all loans and financial accommodations from Lender to Borrower whether now or hereafter existing, and however evidenced, including without limitation those loans and financial accommodations described herein or described on any exhibit or schedule attached to this Agreement from time to time.

**Note.** The word "Note" means Original Promissory Note dated September 3, 2010, in the original principal sum of \$440,000.00 .

**Permitted Liens.** The words "Permitted Liens" mean (1) liens and security interests securing Indebtedness owed by Borrower to Lender; (2) liens for taxes, assessments, or similar charges either not yet due or being contested in good faith; (3) liens of materialmen, mechanics, warehousemen, or carriers, or other like liens arising in the ordinary course of business and securing obligations which are not yet delinquent; (4) purchase money liens or purchase money security interests upon or in any property acquired or held by Borrower in the ordinary course of business to secure indebtedness outstanding on the date of this Agreement or permitted to be incurred under the paragraph of this Agreement titled "Indebtedness and Liens"; (5) liens and security interests which, as of the date of this Agreement, have been disclosed to and approved by the Lender in writing; and (6) those liens and security interests which in the aggregate constitute an immaterial and insignificant monetary amount with respect to the net value of Borrower's assets.

**Related Documents.** The words "Related Documents" mean all promissory notes, credit agreements, loan agreements, environmental agreements, guaranties, security agreements, mortgages, deeds of trust, security deeds, collateral mortgages, and all other instruments, agreements and documents, whether now or hereafter existing, executed in connection with the Loan.

**Security Agreement.** The words "Security Agreement" mean and include without limitation any agreements, promises, covenants, arrangements, understandings or other agreements, whether created by law, contract, or otherwise, evidencing, governing, representing, or creating a Security Interest.

**Security Interest.** The words "Security Interest" mean, without limitation, any and all types of collateral security, present and future, whether in the form of a lien, charge, encumbrance, mortgage, deed of trust, security deed, assignment, pledge, crop pledge, chattel mortgage, collateral chattel mortgage, chattel trust, factor's lien, equipment trust, conditional sale, trust receipt, lien or title retention contract, lease or consignment intended as a security device, or any other security or lien interest whatsoever whether created by law, contract, or otherwise.

**BUSINESS LOAN AGREEMENT  
(Continued)**

Loan No: 500031075-0299

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BORROWER ACKNOWLEDGES HAVING READ ALL THE PROVISIONS OF THIS BUSINESS LOAN AGREEMENT AND BORROWER AGREES TO ITS TERMS. THIS BUSINESS LOAN AGREEMENT IS DATED SEPTEMBER 3, 2010.

THIS AGREEMENT IS DELIVERED UNDER SEAL AND IT IS INTENDED THAT THIS AGREEMENT IS AND SHALL CONSTITUTE AND HAVE THE EFFECT OF A SEALED INSTRUMENT ACCORDING TO LAW.

BORROWER:

FAMILY FOUNDATIONS ACADEMY, INC.

By: Tennell Brewington (Seal)  
Tennell Brewington, Director of Family Foundations Academy, Inc.

By: Sean P. Moore (Seal)  
Sean P. Moore, Director of , Financial Operations of Family Foundations Academy, Inc.

LENDER:

WILMINGTON SAVINGS FUND SOCIETY, FSB

By: [Signature] (Seal)  
Authorized Signer




**AIA<sup>®</sup> Document G701™ – 2001**
**Change Order**

<b>PROJECT</b> ( <i>Name and address</i> ):	<b>CHANGE ORDER NUMBER:</b> 001	OWNER: <input type="checkbox"/>
Family Foundations Academy 1101 Delaware Street New Castle, DE 19720	<b>DATE:</b> July 22, 2011	ARCHITECT: <input type="checkbox"/>
<b>TO CONTRACTOR</b> ( <i>Name and address</i> ):	<b>ARCHITECT'S PROJECT NUMBER:</b>	CONTRACTOR: <input type="checkbox"/>
Wohlsen Construction Company 18 Boulden Circle, Suite 16 New Castle, DE 19720-3495	<b>CONTRACT DATE:</b> August 6, 2010	FIELD: <input type="checkbox"/>
	<b>CONTRACT FOR:</b> General Construction	OTHER: <input type="checkbox"/>

**THE CONTRACT IS CHANGED AS FOLLOWS:**

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Redo Multi Purpose Room and attached Kitchen Renovations

Note: Work will begin upon Contractor's receipt of: 1) the Owner's written Notice to Proceed, 2) all necessary permits for construction and 3) written confirmation from the Owner that the financing is in place.

The original Contract Sum was	\$ 197,101.51
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 197,101.51
The Contract Sum will be increased by this Change Order in the amount of	\$ 164,490.00
The new Contract Sum including this Change Order will be	\$ 361,591.51

The Contract Time will be increased by To Be Determined (tbd) days.

The date of Substantial Completion as of the date of this Change Order therefore is To Be Determined

**NOTE:** This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Homsey Architects, Inc.	Wohlsen Construction Company	Family Foundations Academy
<b>ARCHITECT</b> ( <i>Firm name</i> )	<b>CONTRACTOR</b> ( <i>Firm name</i> )	<b>OWNER</b> ( <i>Firm name</i> )
2003 North Scott Street, New Castle, DE 19720	18 Boulden Circle, Suite 16, New Castle, DE 19720-3495	1101 Delaware Street, New Castle, DE 19720
<b>ADDRESS</b>	<b>ADDRESS</b>	<b>ADDRESS</b>
<b>BY</b> ( <i>Signature</i> )	<b>BY</b> ( <i>Signature</i> )	<b>BY</b> ( <i>Signature</i> )
( <i>Typed name</i> )	( <i>Typed name</i> )	( <i>Typed name</i> )
<b>DATE</b>	<b>DATE</b>	<b>DATE</b>

# WOHLSEN

Application For Payment No. 1 CONSTRUCTION

To: Family Foundations  
1101 Delaware Street  
New Castle, DE 19720

Upon payment of \$ 60,097.10 Wohlsen Construction Company ("Contractor") hereby waives, releases and discharges Family Foundations ("Owner") from any and all rights Contractor has to assert mechanic's lien rights against 1101 Delaware Steet, New Castle, DE ("Owner's Property") by reason of the Contractor's Work performed, or materials or equipment supplied, for the MultiPurpose Room ("Project") through September 30, 2011 ("Date").

This waiver is conditioned only upon the Contractor receiving payment from the Owner in the amount stipulated above.

Upon receipt of such payment, this waiver shall become effective, without further conditions, as a release *pro tanto* of the undersigned's rights to assert a mechanic's lien against the Owner's property.

Any person who receives this Waiver should verify that payment has actually been received before relying on the Waiver.

Wohlsen Construction Company

By: *Pamela L. Snyder*

Pamela L. Snyder  
Typed or Printed Name

Project Manager

Title:  
10/6/11

Date:

The individual who has before me signed the foregoing Form of Conditional Waiver of Liens on the date shown, being first duly sworn, deposes and says that they are authorized to execute the foregoing on behalf of the Contractor indicated above and that the statements contained herein are true:

Subscribed and sworn to before me this 6th day of October, 2011.

*Clare J. McDonalds*  
Notary Public

My commission expires: 7/21/12

18 Boulden Circle, Suite 16  
New Castle, DE 19720-3495  
Phone 302-324-9900 • Fax 302-324-9954  
WohlsenConstruction.com



# APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: Family Foundations Academy

PROJECT: Family Foundation/Multi Purpose Rm & Kitchen Renovations

AIA Document G702

1101 Delaware Street  
New Castle, DE  
19720

1101 Delaware Street  
New Castle, DE  
19720

APPLICATION NO.: 1  
PERIOD TO : 30-SEP-11  
PROJECT NOS.: PR9151.3  
INVOICE NO. 11J0544

Distribution to:  
 OWNER  
 ARCHITECT  
 CONTRACTOR

FROM CONTRACTOR: Wohlsen Construction Company

ARCHITECT:

Remit To:  
PO Box 4612  
Lancaster, PA, 17804

CONTRACT DATE : 09-AUG-11

CONTRACT FOR: Family Foundation/Multi Purpose Rm & Kitchen Renovatio

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet is attached.

1. ORIGINAL CONTRACT SUM .....	\$	122,334.00
2. Net change by change orders .....	\$	0.00
3. CONTRACT SUM TO DATE ( Line1 +/- 2 ) .....	\$	122,334.00
4. TOTAL COMPLETED & STORED TO DATE .....	\$	60,087.10
(Column 3 on G703)		
5. RETAINAGE:		
Total retainage Column 1 of G703) .....	\$	0.00
6. TOTAL EARNED LESS RETAINAGE .....	\$	60,097.10
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		
(Line 6 from prior Certificate) .....	\$	0.00
8. CURRENT PAYMENT DUE .....	\$	60,097.10
9. BALANCE TO FINISH, INCLUDING RETAINAGE .		
(Line 3 less Line 6 )	\$	62,236.90

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Change Order approved in previous months by Owner	0.00	0.00
APPROVED THIS MONTH		
Number	Date Approved	
CURRENT TOTAL	0.00	0.00
Net Change by Change Orders		0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor : Wohlsen Construction Company

By: Diana S. Snyder Date: 10/6/11

State of: Delaware

County of: New Castle

Subscribed and sworn to before me this 6th day of October, 2011

Notary Public: Clare J. Healdans

My Commission expires: 7/2/12

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$ \_\_\_\_\_

(Attach explanation if amount certified differs from the amount applied for. Initial figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT :

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D E WORK COMPLETED (D+E)		F MATERIAL PRESENTLY STORED	G TOTAL COMPLETED AND STORED TO DATE	PER-% (G / C)	H BALANCE TO FINISH	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD					
<b>09</b>	<b>Finishes</b>								
09650	VCT & Carpet	1,762.00	0.00	1,937.00	0.00	1,937.00	70	825.00	0.00
09900	Painting & VWC	1,459.00	0.00	2,950.00	0.00	2,950.00	85	509.00	0.00
	<i>Finishes Total:</i>	<u>17,042.00</u>	<u>0.00</u>	<u>12,212.00</u>	<u>0.00</u>	<u>12,212.00</u>	<u>72</u>	<u>4,830.00</u>	<u>0.00</u>
<b>15</b>	<b>Mechanical</b>								
15100	Plumbing	5,871.00	0.00	0.00	0.00	0.00		5,871.00	0.00
15300	Sprinkler	6,545.00	0.00	6,545.00	0.00	6,545.00	100	0.00	0.00
15500	HVAC	13,800.00	0.00	12,800.00	0.00	12,800.00	100	0.00	0.00
	<i>Mechanical Total:</i>	<u>26,216.00</u>	<u>0.00</u>	<u>19,345.00</u>	<u>0.00</u>	<u>19,345.00</u>	<u>66</u>	<u>5,871.00</u>	<u>0.00</u>
<b>16</b>	<b>Electrical</b>								
16001	Electrical	14,175.00	0.00	0.00	0.00	0.00		14,175.00	0.00
	<i>Electrical Total:</i>	<u>14,175.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>14,175.00</u>	<u>0.00</u>
<b>20</b>	<b>Contingency</b>								
20000C	Contract Contingency	19,099.00	0.00	1,187.83	0.00	1,187.83	12	8,911.17	0.00
	<i>Contingency Total:</i>	<u>19,099.00</u>	<u>0.00</u>	<u>1,187.83</u>	<u>0.00</u>	<u>1,187.83</u>	<u>12</u>	<u>8,911.17</u>	<u>0.00</u>
<b>99</b>	<b>Fees</b>								
01145	Data Processing	477.00	0.00	477.00	0.00	477.00	100	0.00	0.00
01733	Reproduction Costs	341.00	0.00	341.00	0.00	341.00	100	0.00	0.00
01810	Building Permit	1,363.00	0.00	830.00	0.00	630.00	61	533.00	0.00
01815	Builder's Risk Insurance	947.00	0.00	0.00	0.00	0.00		947.00	0.00
01825	DE Gross Receipts Tax	253.00	0.00	-150.00	0.00	-150.00	-59	403.00	0.00
01828	Fire Mar Review	892.00	0.00	0.00	0.00	0.00		892.00	0.00



548 Steel Way PO Box 7066  
Lancaster PA 17604-7066

Tel: (717) 299-2500  
Fax: (717) 299-3419

# Invoice

Invoice No : 11J0635  
Date : 10/31/2011  
Terms : Net 30

Page 1 of 1

**To: Family Foundations Academy**  
1101 Delaware Street  
New Castle DE 19720

Attention: Sean Moore

Particulars	Total To Date	Previously Billed	Current Billing
<b>RE: Family Foundations Electrical Upgrades</b>			
<i>Services for period ending 10/31/2011</i>			
Base Contract	5,108.25	0.00	5,108.25
100 % Complete of \$5,108.25			
<b>INVOICE TOTAL</b>			<b>5,108.25</b>

Project Number PR1194	CP-	Total of This Invoice	5,108.25
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Exhibit - 2

**FAMILY FOUNDATIONS  
ACADEMY**



**PURCHASE MEMO**

DATE: 8/9/2011  
P.M. # JAB019

PR1194

1101 Delaware Street  
New Castle, DE 19720  
Phone: 302-324-8901  
Fax: 302-324-8908

**VENDOR**  
WOHLSEN  
18 BOULDEN CIRCLE SUITE 16  
NEW CASTLE, DE 19720  
302-324-9900

**SHIP TO**  
FFA  
1101 DELAWARE ST.  
NEW CASTLE, DE 19720

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
			30 DAYS PAYMENT TERM

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	INSTALL AN 208V-40A-3PH INCLUDING 3P40A CIRCUIT BREAKER & 250V-60A NON -FUSE DISCONNECT SWITCH FOR A NEW CONVECTION OVEN AT 1101 DELAWARE ST. NEW CASTLE, DE	1	1,477.00	1,477.00
	INSTALL NEW ELECTRICAL SERVICES FOR 1 208V-40A-3PH FOR AN OVEN, 4 120V-20A DEDICATED CIRCUITS FOR WARMER, FREEZER, 2 REFRIGERATORS ON LOWER FLOOR AT FFA /ST. MATHEWS AT 1 FALLON AVE. WILMINGTON, DE 19804	1	3,388.00	3,388.00

Other Comments or Special Instructions

SUBTOTAL	\$	4,865.00
TAX RATE		
TAX	\$	-
S & H	\$	-
OTHER	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>4,865.00</b>

If you have any questions about this purchase memo, please contact  
Mr. Sean Moore  
Office: 302-324-8901 ext. 246  
Fax: 302-324-8908  
smoore@ffa.k12.de.us

MR. MOORE 8/9/2011  
Requested by Date

Reviewed by Date  
*Jennell Brewington* 8/9/11  
Authorized by Date

Exhibit - 2

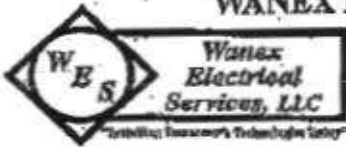
08/08/2011 17:12 3823261798

WANEX ELECTRICAL

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# QUOTATION/PROPOSAL

## WANEX ELECTRICAL SERVICES, LLC



261 Airport Road  
 New Castle, DE 19720  
 (302) 326-1700  
 Fax (302) 326-1790  
 WWW.WANEX.COM

Date August 8, 2011  
 BID No. 11-46-CCR 2

ESTIMATED DELIVERY  
 From receipt of order August 15, 2011

ATTENTION: Ms. Pam Snyder  
Wohlsen Construction Company  
18 Boulden Drive, Suite 16  
New Castle, DE 19720  
 PROJECT INQUIRY NO. Family Foundations

Acceptance of this proposal includes the following TERMS:  
 1. Progress billing, net payment due in 30 days.  
 2. 1.5% interest added in any open balances after 30 days compounded monthly.  
 3. All legal fees to be paid by customer to collect any unpaid invoice or to place a mechanics lien against open balances past due.

ITEM	DESCRIPTION	AMOUNT
	<p>Furnish all labor, materials, equipment, and supervision to complete the additional work to install new electric services as follows: (1)208V-40A-3Ph for an oven, and (4)120V-20A dedicated circuits for "warmer", "freezer", (2)"refrigerators", on lower floor. Remove plugmold from floor on third floor and junction wires above ceiling below (second floor ceiling) at the former St. Matthews school located at 1013 E Newport Pike, Wilmington, DE 19804, now part of Family Foundation Academy.</p> <p>Notes and Exclusions: Please Read Carefully!!!</p> <p>1 All building/ local permits obtained for our work by others.</p> <p>2 All appliances furnished and installed by others.</p> <p>3 Quoted for normal working hours, no overtime or shift work included.</p>	\$9,388.00

Proposal and terms accepted by: Jennell Breuninger, Director 8/9/11  
Signature Title Date  
 Please sign and fax return

Customer Purchase Order Number to be used on invoices

**Thank-you For Allowing Us To Quote Your Work!**

ABOVE PRICES GOOD FOR 30 DAYS  
 PLEASE REFER TO THE ABOVE BID NUMBER WHEN PLACING YOUR ORDER

SIGNATURE [Signature] 8/8/11

Exhibit - 2

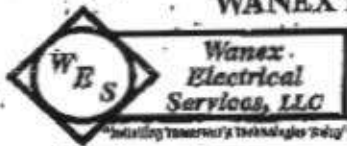
08/09/2011 17:12 3023261790

WANEX ELECTRICAL

PAGE 02/03

**QUOTATION/PROPOSAL**

**WANEX ELECTRICAL SERVICES, LLC**



261 Airport Road  
New Castle, DE 19720  
(302) 326-1700  
Fax (302) 326-1790  
www.wanex.com

Date August 8, 2011  
BID No. 17-46-CCRF

ESTIMATED DELIVERY  
From receipt of order August 15, 2011

ATTENTION: Ms. Pam Snyder  
Wohlsen Construction Company  
18 Boulden Drive, Suite 16  
New Castle, DE 19720  
PROJECT INQUIRY NO. Family Foundation

Acceptance of this proposal includes the following TERMS:  
1. Progress billing, net payment due in 30 days.  
2. 1.5% interest added to any open balance after 30 days compounded monthly.  
3. All legal fees to be paid by customer to collect any unpaid invoice or to place a mechanics lien against open balance past due.

ITEM	DESCRIPTION	AMOUNT
	<i>Furnish all labor, materials, equipment, and supervision to complete the additional work to install an 208Y-40A-3Ph electric service including new 3P40A circuit breaker and 250V-50A non-fused disconnect switch for a new convection oven at the Family Foundation Academy located 1101 Delaware Ave., New Castle, DE.</i>	\$1,477.00
	<i>Notes and Exclusions: Please Read Carefully!!!</i>	
1	<i>All building/ local permits obtained for our work by others.</i>	
2	<i>Convection oven furnished and installed by others.</i>	
3	<i>Quoted for normal working hours, no overtime or shift work included.</i>	

Proposal and terms accepted by: Jennell Brewington Director 8/9/11  
Signature Title Date  
Please sign and fax return

Customer Purchase Order Number to be used on invoices

**Thank-you For Allowing Us To Quote Your Work!**

ABOVE PRICES GOOD FOR 30 DAYS  
PLEASE REFER TO THE ABOVE BID NUMBER WHEN PLACING YOUR ORDER

SIGNATURE [Signature] 8/8/11



# Contract

## EVANS PAVING, LLC

Driveways • Parking Lots • Laneways

Jessie  
302  
723-2406

Bear  
(302) 322-6863  
Middletown  
(302) 376-6300  
Hockessin  
(302) 235-2200

#1 in parking lot paving  
867 South DuPont Hwy • Suite 4  
New Castle, DE 19720  
EvansMobile@yahoo.com

Fax  
302  
276-2631

Wilmington  
(302) 428-9700  
Fax  
(302) 322-5703

PROPOSAL SUBMITTED TO:

PHONE: 302 324-8906 DATE: 7-22-11

STREET: 1101 Delaware Street

JOB NAME: AH Jose Beltran

CITY, STATE & ZIP CODE: New Castle De

JOB LOCATION: Fax 302 324-8908

ARCHITECT

DATE OF PLANS

DATE WORK SCHEDULED

JOB PHONE

We Hereby submit specifications and estimates for:

- Remove dirt and loosen asphalt
- Clean back edges
- Remove weeds and apply weed killer
- Remove around cement for level fit
- Extending driveway App 4,740 sq ft
- Remove old driveway
- Grading
- Apply stone where needed
- Paving with 2 1/2" inches of asphalt  
Compressed to 2" inches
- Vibratory rolled
- Seal coating

To extend parking lot  
app 4,740 sq ft. With 4" to 6"  
of stone. Then 2 1/2" of  
type C hot mix asphalt  
compressed to 2"

\*\*If customer cancels 3 days after signing contract, there will be a 10% charge of original contract.\*\*

We propose hereby to furnish material and labor—complete in accordance with above specifications, for the sum of dollars

\$ 12,798 <sup>RU</sup> ALL Discounts Included

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Water drainage not guaranteed. Asphalt breakage due to vegetation and oil not guaranteed. Paving over stone base we did not install not guaranteed. "YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FOR AN EXPLANATION OF THIS RIGHT."

Acceptance of Proposal—the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: Sean Moore

Date of Acceptance: 7/25/11

Signature: \_\_\_\_\_

# Contract

Jessie  
302  
723-2406

## EVANS PAVING, LLC

Driveways • Parking Lots • Laneways

Bear  
(302) 322-6863  
Middletown  
(302) 376-6300  
Hockessin  
(302) 235-2200

#1 in parking lot paving  
867 South DuPont Hwy • Suite 4  
New Castle, DE 19720  
EvansMobile@yahoo.com

Fax  
302  
276-2631

Wilmington  
(302) 428-9700  
Fax  
(302) 322-5703

We propose hereby to furnish material and labor—complete in accordance with above specifications, for the sum of dollars

\$ ~~10,500.00~~ <sup>all</sup> 9,500.00 <sup>SPM</sup> ALL Discounts Included

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Water drainage not guaranteed. Asphalt breakage due to vegetation and oil not guaranteed. Paving over stone base we did not install not guaranteed. "YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FOR AN EXPLANATION OF THIS RIGHT."

Acceptance of Proposal—the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: 7/26/11

Signature: *[Signature]*

Signature: \_\_\_\_\_

FAMILY FOUNDATIONS  
ACADEMY



PURCHASE MEMO

DATE:  
P.M. #

8/1/2011  
JAB012

1101 Delaware Street  
New Castle, DE 19720  
Phone: 302-324-8901  
Fax: 302-324-8908

**VENDOR**

EVANS PAVING  
867 SOUTH DUPONT HWY  
SUITE 4  
NEW CASTLE, DE 19720  
302-322-6863

**SHIP TO**

FFA  
1101 DELAWARE ST.  
NEW CASTLE, DE 19720

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS
			PAY ON COMPLETION

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
	RESURFACES & LINES	1	32,000.00	32,000.00
	BASKETBALL COURT	1	9,500.00	9,500.00
	PAVING OUTSIDE PLAYGROUND AREA	1	4,500.00	4,500.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

**Other Comments or Special Instructions**

APPROVED BY MR. MOORE

SUBTOTAL	\$ 46,000.00
TAX RATE	
TAX	\$ -
S & H	\$ -
OTHER	\$ -
<b>TOTAL</b>	<b>\$ 46,000.00</b>

If you have any questions about this purchase memo, please contact  
Mr. Sean Moore  
Office: 302-324-8901 ext. 246  
Fax: 302-324-8908  
[smoore@ffa.k12.de.us](mailto:smoore@ffa.k12.de.us)

MR. MOORE 7/22/2011  
 \_\_\_\_\_  
 Requested by Date  
 \_\_\_\_\_  
 Reviewed by Date  
 \_\_\_\_\_  
 Authorized by Date

# Contract

Exhibit - 2

## EVANS PAVING, LLC

Driveways • Parking Lots • Laneways

Bear  
(302) 322-6863  
Middletown  
(302) 376-6300  
Hockessin  
(302) 235-2200

#1 in parking lot paving  
867 South DuPont Hwy • Suite 4  
New Castle, DE 19720  
EvansMobile@yahoo.com

Wilmington  
(302) 428-9700  
Fax  
(302) 322-5700

PROPOSAL SUBMITTED TO: <u>FFA</u>		PHONE:	DATE: <u>July 29/11</u>
STREET: <u>1101 Delaware St</u>		JOB NAME	
CITY, STATE & ZIP CODE: <u>New Castle DE</u>		JOB LOCATION	
ARCHITECT	DATE OF PLANS	DATE WORK SCHEDULED	JOB PHONE
We Hereby submit specifications and estimates for: <input type="checkbox"/> Remove dirt and loosen asphalt <input type="checkbox"/> Clean back edges <input type="checkbox"/> Remove weeds and apply weed killer <input type="checkbox"/> Remove around cement for level fit <input type="checkbox"/> Extencing driveway <input type="checkbox"/> Remove old driveway <input type="checkbox"/> Grading <input type="checkbox"/> Apply stone where needed <input type="checkbox"/> Paving with _____ inches of asphalt Compressed to _____ inches <input type="checkbox"/> Vibratory rolled <input type="checkbox"/> Seal coating		$  \begin{array}{r}  32000 \\  12798 \\  \underline{9500} \\  4800 \\  59098 \text{ Total Sum} \\  4800 \text{ on Del Dot Approval} \\  8298 \text{ on Del Dot Approval} \\  \hline  46000 \text{ on completion of work} \\  \text{Includes } 32000 \text{ Resurface} \\  9500 \text{ Basket ball Ct.} \\  4500 \text{ for Expansion and Paye} \\  \text{Along Playground}  \end{array}  $	
**If customer cancels 3 days after signing contract, there will be a 10% charge of original contract.**			

We propose hereby to furnish material and labor—complete in accordance with above specifications, for the sum of dollars

\$ 46,000

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Water drainage not guaranteed. Asphalt breakage due to vegetation and oil not guaranteed. Paving over stone base we did not install not guaranteed. "YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THE TRANSACTION. SEE THE ATTACHED NOTICE OF CANCELLATION FOR AN EXPLANATION OF THIS RIGHT."

Acceptance of Proposal—the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: 7/29/11

Signature: 

Signature: Sean Moore

Exhibit - 2

\*\*\*\*\*  
\*\*\* FAX TX REPORT \*\*\*  
\*\*\*\*\*

TRANSMISSION OK

JOB NO. 1539  
 DESTINATION ADDRESS 13022762631  
 SUBADDRESS  
 DESTINATION ID  
 ST. TIME 07/25 16:43  
 TX/RX TIME 00'59  
 PGS. 2  
 RESULT OK

### Contract

Bear  
(302) 322-6863  
 Middletown  
(302) 376-6300  
 Hockessin  
(302) 235-2200

**EVANS PAVING, LLC**  
 Driveways • Parking Lots • Laneways  
*#1 in parking lot paving*  
 867 South DuPont Hwy • Suite 4  
 New Castle, DE 19720  
 EvansMobile@yahoo.com

*Jessie*  
*302*  
*723-2406*

Wilmington  
(302) 428-9700  
 Fax  
(302) 322-5703

*Fax*  
*302*  
*276-2671*

<b>PROPOSAL SUBMITTED TO:</b>	<b>PHONE:</b> 302 324 8901	<b>DATE:</b> 7-22-11
<b>STREET:</b> 1101 Delaware Street	<b>JOB NAME:</b> Mt Jose Beltman	
<b>CITY, STATE &amp; ZIP CODE:</b> New Castle DE	<b>JOB LOCATION:</b> 302 324-8908	
<b>ARCHITECT</b>	<b>DATE OF PLANS</b>	<b>DATE WORK SCHEDULED</b>
<b>JOB PHONE</b>		
<p>We Hereby submit specifications and estimates for:</p> <p><input checked="" type="checkbox"/> Remove dirt and loosen asphalt</p> <p><input checked="" type="checkbox"/> Clean back edges</p> <p><input checked="" type="checkbox"/> Remove weeds and apply weed killer</p> <p><input checked="" type="checkbox"/> Remove around cement for level fit</p> <p><input type="checkbox"/> Extending driveway</p> <p><input type="checkbox"/> Remove old driveway</p> <p><input type="checkbox"/> Grading</p> <p><input type="checkbox"/> Apply stone where needed</p> <p><input checked="" type="checkbox"/> Paving with 2 1/2" inches of asphalt Compressed to 2" inches</p> <p><input checked="" type="checkbox"/> Vibratory rolled</p> <p><input type="checkbox"/> Seal coating</p>		
<p><i>To resurface app 32,930 sq ft</i>  <i>And prefill all low spots</i>  <i>Then put 2 1/2" of typical</i>  <i>hot mix asphalt compressed</i>  <i>to 2"</i></p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><b>***If customer cancels 3 days after signing contract, there will be a 10% charge of original contract.**</b></p> </div>		

We propose hereby to furnish material and labor—complete in accordance with above specifications, for the sum of dollars  
*00*  
 \$ 32,000 All Discounts Included

DATE	DESCRIPTION	Construction	Vendor/Memo/Description	CHECK#	DEBIT	CREDIT	BALANCE
							0.33
12/15/10		C				440,000.00	440,000.33
12/16/10	MORTGAGE PAYMENT				(29,813.09)		410,187.24
12/22/10		C	WOHLSEN	1010	(176,984.88)		233,202.36
12/22/10		C	WOHLSEN	1011	(20,116.63)		213,085.73
12/22/10	DEBIT LOAN FEE	C			(4,400.00)		208,685.73
12/24/10	PRINC MPT LOAN					28,322.44	237,008.17
12/29/10	DEBIT LOAN FEE	C			(907.00)		236,101.17
1/3/11	MORTGAGE PAYMENT				(29,813.09)		206,288.08
1/3/11	MORTGAGE PAYMENT				(1,277.22)		205,010.86
2/1/11	MORTGAGE PAYMENT				(29,813.09)		175,197.77
2/3/11	MORTGAGE PAYMENT				(3,046.40)		172,151.37
2/15/11	PRINC MPT LOAN					3,046.40	175,197.77
2/15/11	PRINC MPT LOAN					1,277.22	176,474.99
2/15/11	PRINC MPT LOAN					29,813.09	206,288.08
2/15/11	PRINC MPT LOAN					29,813.09	236,101.17
2/28/11	UCC FEE	?			(45.00)		236,056.17
3/1/11	MORTGAGE PAYMENT				(29,813.09)		206,243.08
3/3/11	MORTGAGE PAYMENT				(3,046.40)		203,196.68
4/1/11	ACH REJECTED					3,046.40	206,243.08
4/4/11	MORTGAGE PAYMENT				(3,046.40)		203,196.68
5/2/11	MORTGAGE PAYMENT				(29,813.09)		173,383.59
5/3/11	MORTGAGE PAYMENT				(3,046.40)		170,337.19
6/1/11	MORTGAGE PAYMENT				(29,813.09)		140,524.10
6/3/11	MORTGAGE PAYMENT				(3,046.40)		137,477.70
6/6/11	DEPOSIT (500031075-100)					59,626.18	197,103.88
6/6/11	DEPOSIT (500031075-100)					6,092.80	203,196.68
6/16/11	DEPOSIT					29,813.09	233,009.77
6/22/11	DEPOSIT (500031075-100)					29,813.09	262,822.86
6/24/11	DEPOSIT (500031075-200)					3,046.40	265,869.26
7/1/11	MORTGAGE PAYMENT				(29,813.09)		236,056.17
7/5/11	MORTGAGE PAYMENT				(3,046.40)		233,009.77
8/1/11	MORTGAGE PAYMENT				(29,813.09)		203,196.68
8/2/11		C	EVANS PAVING	1012	(32,000.00)		171,196.68
8/2/11		C	EVANS PAVING	1013	(9,500.00)		161,696.68
8/2/11		C	EVANS PAVING	1014	(4,500.00)		157,196.68
8/3/11	MORTGAGE PAYMENT				(3,046.40)		154,150.28
8/3/11	DEPOSIT					6,092.80	160,243.08
8/9/11	DEPOSIT					59,626.18	219,869.26

WSFS MORTGAGE LOAN ACTIVITY

9/1/11 MORTGAGE PAYMENT				(29,813.09)		190,056.17
9/6/11 MORTGAGE PAYMENT				(3,046.40)		187,009.77
9/15/11 DEPOSIT					29,813.09	216,822.86
9/23/11	NC	VICENT KNIGHT	1016	(2,500.00)		214,322.86
9/23/11 DEPOSIT					3,046.40	217,369.26
10/3/11 MORTGAGE PAYMENT				(29,813.09)		187,556.17
10/3/11 MORTGAGE PAYMENT				(3,046.40)		184,509.77
10/10/11 DEPOSIT					29,813.09	214,322.86
10/14/11 DEPOSIT					3,046.40	217,369.26
11/1/11 MORTGAGE PAYMENT				(29,813.09)		187,556.17
11/3/11 MORTGAGE PAYMENT				(3,046.40)		184,509.77
11/7/11 DEPOSIT					29,813.09	214,322.86
11/14/11	C	WOHLSEN	1017	(60,097.10)		154,225.76
11/14/11	C	WOHLSEN	1018	(15,399.11)		138,826.65
11/14/11	C	WOHLSEN	1019	(5,108.25)		133,718.40
11/18/11 DEPOSIT					3,046.40	136,764.80
12/1/11 MORTGAGE PAYMENT				(29,813.09)		106,951.71
12/5/11 MORTGAGE PAYMENT				(3,046.40)		103,905.31
12/7/11 DEPOSIT					29,813.09	133,718.40
12/21/11	C	NEW CASTLE INSURANCE	1020	(1,430.60)		132,287.80
12/21/11 DEPOSIT					3,046.40	135,334.20
1/3/12 MORTGAGE PAYMENT				(29,813.09)		105,521.11
1/3/12 MORTGAGE PAYMENT				(3,046.40)		102,474.71
1/19/12	C	D&BLLP		(50,000.00)		52,474.71
2/1/12 MORTGAGE PAYMENT				(29,813.09)		22,661.62
2/1/12 DEPOSIT					3,046.40	25,708.02
2/3/12 MORTGAGE PAYMENT				(3,046.40)		22,661.62
2/9/12 DEPOSIT					29,813.09	52,474.71
2/21/12	NC	COMPUSA	1022	(444.88)		52,029.83
2/21/12	NC	COMPUSA	1023	(307.91)		51,721.92
2/23/12 DEPOSIT					3,046.40	54,768.32
3/1/12 MORTGAGE PAYMENT				(29,813.09)		24,955.23
3/2/12	NC	COMPUSA	1024	(1,245.00)		23,710.23
3/5/12 MORTGAGE PAYMENT				(3,046.40)		20,663.83
3/30/12 DEPOSIT					29,813.09	50,476.92
4/2/12 MORTGAGE PAYMENT				(29,813.09)		20,663.83
4/3/12 MORTGAGE PAYMENT				(3,046.40)		17,617.43
4/4/12 DEPOSIT					29,813.09	47,430.52
4/5/12 DEPOSIT					3,046.40	50,476.92
4/25/12	NC	ERNEST BULLOCK	1027	(300.00)		50,176.92
4/26/12	NC	MABLES BARBQUE	1029	(2,400.00)		47,776.92
4/27/12	NC	MOON BOUNCE	1030	(400.00)		47,376.92

WSFS MORTGAGE LOAN ACTIVITY

4/30/12 DEPOSIT					50,000.00	97,376.92
5/1/12 MORTGAGE PAYMENT				(29,813.09)		67,563.83
5/3/12 MORTGAGE PAYMENT				(3,046.40)		64,517.43
5/7/12	NC	MOES	1031	(2,540.00)		61,977.43
5/8/12	NC	ALLIANCE ONE	1032	(3,701.42)		58,276.01
5/8/12 ACH	?	PATRICK SCANLON		(2,500.00)		55,776.01
5/8/12 ACH	?	PATRICK SCANLON		(1,621.27)		54,154.74
5/8/12 DEPOSIT					29,813.09	83,967.83
5/9/12	NC	PAT TROY BROOKS	1033	(250.00)		83,717.83
5/15/12 DEPOSIT					3,046.40	86,764.23
5/22/12	NC	FAMOUS DAVES	1035	(1,054.78)		85,709.45
5/29/12	NC	VINCENT ADKINS	1026	(300.00)		85,409.45
6/1/12 MORTGAGE PAYMENT				(29,813.09)		55,596.36
6/4/12	NC	MORGAN STATE	1034	(124.00)		55,472.36
6/4/12 MORTGAGE PAYMENT				(3,046.40)		52,425.96
6/6/12	NC	HORACE KNIGHT	1038	(230.00)		52,195.96
6/7/12	NC	KRAPF COACHES	1036	(3,998.00)		48,197.96
6/8/12	NC	MORGAN STATE	1037	(52.00)		48,145.96
6/8/12	NC	JOE CORSKI	1039	(7,852.00)		40,293.96
6/12/12	NC	COMPUSA	1040	(499.99)		39,793.97
6/14/12 DEPOSIT					3,046.40	42,840.37
6/25/12 DEPOSIT					89,439.27	132,279.64
						132,279.64
				(1,002,511.46)	1,134,790.77	132,279.31



WSFS MORTGAGE LOAN ACTIVITY

DATE	DESCRIPTION	Construction	Vendor/Memo/Descripton	CHECK#	DEBIT	CREDIT	BALANCE
12/15/10		C				440,000.00	440,000.33
12/22/10		C	WOHLEN	1010	(176,984.88)		233,202.36
12/22/10		C	WOHLEN	1011	(20,116.63)		213,085.73
12/22/10	DEBIT LOAN FEE	C			(4,400.00)		208,685.73
12/29/10	DEBIT LOAN FEE	C			(907.00)		236,101.17
8/2/11		C	EVANS PAVING	1012	(32,000.00)		171,196.68
8/2/11		C	EVANS PAVING	1013	(9,500.00)		161,696.68
8/2/11		C	EVANS PAVING	1014	(4,500.00)		157,196.68
11/14/11		C	WOHLEN	1017	(60,097.10)		154,225.76
11/14/11		C	WOHLEN	1018	(15,399.11)		138,826.65
11/14/11		C	WOHLEN	1019	(5,108.25)		133,718.40
12/21/11		C	NEW CASTLE INSURANCE	1020	(1,430.60)		102,474.71
					(330,443.57)		

DATE	DESCRIPTION	Construction	Vendor/Memo/Description	CHECK#	DEBIT	CREDIT	BALANCE
2/28/11	UCC FEE	?			(45.00)		236,056.17
9/23/11		NC	VICENT KNIGHT	1016	(2,500.00)		214,322.86
2/21/12		NC	COMPUSA	1022	(444.88)		52,029.83
2/21/12		NC	COMPUSA	1023	(307.91)		51,721.92
3/2/12		NC	COMPUSA	1024	(1,245.00)		53,523.32
4/25/12		NC	ERNEST BULLOCK	1027	(300.00)		50,176.92
4/26/12		NC	MABLES BARBQUE	1029	(2,400.00)		47,776.92
4/27/12		NC	MOON BOUNCE	1030	(400.00)		47,376.92
5/29/12		NC	VINCENT ADKINS	1026	(300.00)		97,076.92
5/7/12		NC	MOES	1031	(2,540.00)		94,536.92
5/8/12		NC	ALLIANCE ONE	1032	(3,701.42)		90,835.50
5/9/12		NC	PAT TROY BROOKS	1033	(250.00)		90,585.50
5/8/12	ACH	?	PATRICK SCANLON		(2,500.00)		55,226.01
5/8/12	ACH	?	PATRICK SCANLON		(1,621.27)		53,604.74
5/22/12		NC	FAMOUS DAVES	1035	(1,054.78)		85,409.45
6/4/12		NC	MORGAN STATE	1034	(124.00)		85,285.45
6/7/12		NC	KRAPF COACHES	1036	(3,998.00)		81,287.45
6/8/12		NC	MORGAN STATE	1037	(52.00)		81,235.45
6/6/12		NC	HORACE KNIGHT	1038	(230.00)		81,005.45
6/8/12		NC	JOE CORSKI	1039	(7,852.00)		73,153.45
6/12/12		NC	COMPUSA	1040	(499.99)		72,653.46
					(32,366.25)		

# Exhibit - 4

**Family Foundations  
Academy Inc.**

**Account QuickReport**

All Dates

	Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount	Balance
1020 WSFS Bank - 6029								
	07/31/2012	Deposit				R	98,934.03	98,934.03
	08/01/2012	Check	1042	American Express		R	-5,000.00	93,934.03
	08/14/2012	Check	1045	S. Cruz		R	-220.00	93,714.03
	08/14/2012	Check	1046	Nicole Belton		R	-1,000.00	92,714.03
	08/14/2012	Check	1047	Famous Daves		R	-1,513.46	91,200.57
	08/14/2012	Deposit				R	29,813.09	121,013.66
	08/31/2012	Expense	ach	WSFS		R	-32,859.49	88,154.17
	08/31/2012	Deposit				R	3,046.40	91,200.57
	09/30/2012	Check	ach			R	-32,859.49	58,341.08
	09/30/2012	Check	1050	Sean Moore		R	-2,250.00	56,091.08
	09/30/2012	Check	ach	American Express		R	-1,295.44	54,795.64
	09/30/2012	Check	ach	American Express		R	-769.39	54,026.25
	10/31/2012	Check	1052	Nicole Lyes		R	-300.00	53,726.25
	10/31/2012	Journal Entry	1119		recognize revenue and expenses Oct 2012 WSFS	R	-32,859.49	20,866.76
	10/31/2012	Expense	1057	Shredrick Smith		R	-250.00	20,616.76
	10/31/2012	Journal Entry	1119		recognize revenue and expenses Oct 2012 WSFS	R	65,718.98	86,335.74
	10/31/2012	Check	1055	Frederick Smith		R	-50.00	86,285.74
	10/31/2012	Check	1053	New Castle Historical Society		R	-185.00	86,100.74
	10/31/2012	Check	1051	Aaron Washington		R	-200.00	85,900.74
	10/31/2012	Check	1054	Delaware Historical Society		R	-222.00	85,678.74
	11/08/2012	Check			Voided	R	0.00	85,678.74
	11/30/2012	Journal Entry	1112		recognize revenue and expenses WSFS Nov 2012	R	62,672.58	148,351.32
	11/30/2012	Journal Entry	1112		recognize revenue and expenses WSFS Nov 2012	R	-32,859.49	115,491.83
	11/30/2012	Journal Entry	1112		recognize revenue and expenses WSFS Nov 2012	R	-7,390.22	108,101.61

# Exhibit - 4

11/30/2012	Journal Entry	1112		1060 (Comp Usa)	R	-2,197.87	105,903.74
12/31/2012	Journal Entry	1113		recognize revenue & expenses WSFS Dec 2012	R	3,046.40	108,950.14
12/31/2012	Journal Entry	1113		recognize revenue & expenses WSFS Dec 2012	R	-5,871.67	103,078.47
12/31/2012	Journal Entry	1113		recognize revenue & expenses WSFS Dec 2012	R	-32,859.49	70,218.98
01/31/2013	Journal Entry	1123		recognize revenue and expenses Jan 2013 WSFS	R	-213.98	70,005.00
01/31/2013	Journal Entry	1123		recognize revenue and expenses Jan 2013 WSFS	R	-32,859.49	37,145.51
02/28/2013	Journal Entry	1114		recognize revenue and expenses WSFS Feb 2013	R	-32,859.49	4,286.02
02/28/2013	Journal Entry	1114		recognize revenue and expenses WSFS Feb 2013	R	62,672.58	66,958.60
02/28/2013	Journal Entry	1114		recognize revenue and expenses WSFS Feb 2013	R	5.00	66,963.60
02/28/2013	Journal Entry	1114		recognize revenue and expenses WSFS Feb 2013	R	-5,397.00	61,566.60
02/28/2013	Journal Entry	1114		recognize revenue and expenses WSFS Feb 2013	R	-9,619.42	51,947.18
03/31/2013	Journal Entry	1115		Recognize revenue and expenses March 2013	R	-15,556.58	36,390.60
03/31/2013	Journal Entry	1115		Recognize revenue and expenses March 2013	R	3,046.40	39,437.00
04/30/2013	Journal Entry	1124		recognize revenue and expenses April 2013	R	-13,102.54	26,334.46
05/31/2013	Journal Entry	1117		recognize revenue and expenses May 2013	R	-657.00	25,677.46
06/30/2013	Journal Entry	1118		recognize revenue and expenses June 2013	R	-7,616.33	18,061.13
06/30/2013	Journal Entry	1118		recognize revenue and expenses June 2013	R	-2,006.83	16,054.30
07/11/2013	Check	1071			R	-300.00	15,754.30
07/22/2013	Check	1072			R	-440.00	15,314.30
08/09/2013	Check	ACH		ATTY FEE	R	-2,622.00	12,692.30
08/14/2013	Deposit				R	2,622.00	15,314.30
09/04/2013	Check	1075			R	-100.00	15,214.30
09/20/2013	Check	ach	American Express		R	-6,344.23	8,870.07
09/26/2013	Check	1077			R	-135.00	8,735.07
10/30/2013	Check	1078			R	-9,106.95	-371.88
10/30/2013	Check	ach	American Express		R	-5,582.94	-5,954.82
10/30/2013	Check				R	-35.00	-5,989.82

# Exhibit - 4

11/11/2013	Deposit		Reverse PYMT	R	20,000.00	14,010.18
11/30/2013	Check			R	-25.00	13,985.18
11/30/2013	Deposit			R	0.18	13,985.36
12/31/2013	Check	ach	American Express	R	-5,237.35	8,748.01
12/31/2013	Deposit			R	0.32	8,748.33
01/31/2014	Journal Entry	1120	recognize revenue and expenses from WSFS Jan 2014	R	0.22	8,748.55
01/31/2014	Journal Entry	1120	recognize revenue and expenses from WSFS Jan 2014	R	-15.00	8,733.55
02/28/2014	Journal Entry	1122	recognize revenue and expenses Feb 2014	R	-15.00	8,718.55
02/28/2014	Journal Entry	1122	recognize revenue and expenses Feb 2014	R	-200.00	8,518.55
02/28/2014	Journal Entry	1122	recognize revenue and expenses Feb 2014	R	<u>0.20</u>	8,518.75
<b>6029</b>	<b>TOTAL</b>				<b><u>8,518.75</u></b>	<b>8,518.75</b>

Exhibit - 4

**Family Foundations Academy Inc.  
Account QuickReport**

All Dates

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount	Balance
<b>1010 PNC Bank - 6485</b>							
07/31/2012	Deposit				R	8,415.92	8,415.92
10/31/2012	Check				R	-50.00	8,365.92
10/31/2012	Deposit				R	2,581.07	10,946.99
11/30/2012	Check				R	-16.00	10,930.99
11/30/2012	Deposit			return adjustment	R	10.00	10,940.99
12/31/2012	Check	1002	Misc Expenses		R	-150.00	10,790.99
12/31/2012	Deposit				R	209.70	11,000.69
02/26/2013	Deposit				R	489.00	11,489.69
02/28/2013	Check	1003	Misc Expenses		R	-200.00	11,289.69
03/29/2013	Check	0			R	-96.00	11,193.69
03/29/2013	Deposit				R	1,047.00	12,240.69
04/30/2013	Check	1004			R	-300.00	11,940.69
04/30/2013	Deposit				R	520.00	12,460.69
06/28/2013	Check	ach	American Express		R	-8,843.30	3,617.39
06/28/2013	Deposit				R	1,620.00	5,237.39
07/31/2013	Check	ach	American Express		R	-724.99	4,512.40
08/30/2013	Check	ach	American Express		R	-2,433.43	2,078.97
09/30/2013	Deposit				R	1,000.00	3,078.97
11/29/2013	Check	ach	American Express		R	-1,354.01	1,724.96
<b>Total for 1010 PNC Bank - 6485</b>						<b><u>1,724.96</u></b>	
<b>TOTAL</b>						<b>1,724.96</b>	

Exhibit - 6

**Family Foundations Academy Inc.  
Transaction Report  
July 2012 - February 2014**

	Date	Transaction Type	Num	Adj	Name	Memo/Description	Account	Split	Amount	Balance
<b>9999 Ask Accountant</b>										
	09/30/2012	Check	1050	No	Sean Moore		9999 Ask Accountant	1020 WSFS Bank - 6029	2,250.00	2,250.00
	12/31/2012	Check	1002	No	Misc Expenses		9999 Ask Accountant	1010 PNC Bank - 6485	150.00	2,400.00
	02/28/2013	Check	1003	No	Misc Expenses		9999 Ask Accountant	1010 PNC Bank - 6485	200.00	2,600.00
	03/29/2013	Check	0	No			9999 Ask Accountant	1010 PNC Bank - 6485	96.00	2,696.00
	09/26/2013	Check	1077	No			9999 Ask Accountant	1020 WSFS Bank - 6029	<u>135.00</u>	2,831.00
<b>Total for 9999 Ask Accountant</b>									<u><b>2,831.00</b></u>	
<b>TOTAL</b>									<u><b>2,831.00</b></u>	



# Corporate Card Statement of Account

Sign-up For Online Statements

www.americanexpress.com/checkyourbill

Prepared For  
SEAN MOORE  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX0-41007

Closing Date  
07/28/12

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Please Pay By
3,039.42	1,295.44	0.00	3,039.42	0.00	1,295.44	08/12/12

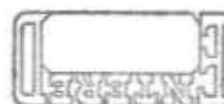
For important information regarding your account refer to page 2.

Your account is canceled. Please contact us immediately.

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.

## Activity Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXXX0-41007		
07/14/12 CUSTOMER SERVICE PAYMENT THANK YOU07/14	0540900000	-3,039.42
07/15/12 #07871 ACME 00000000 OGLETOWN DE REF# 000038578 3027389509 07/14/12	0000857800	115.00
07/18/12 BEST BUY MHT 1480 NEWARK DE REF# 006009628 ELECTRONICS STOR 07/17/12	0060096280	1,105.92
07/19/12 Clarion Hotel - The New Castle DE FOL# 0087002140 LODGING 07/18/12 ARRIVAL DATE DEPARTURE DATE 07/17/12 07/18/12 00 ROC NUMBER 0087002140	0087002140	74.52
<b>Total for SEAN MOORE</b>	New Charges/Other Debits Payments/Other Credits	1,295.44 -3,039.42



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

Do not staple or use paper clips

### Payment Coupon

Account Number  
3796-139430-41007

SEAN MOORE  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033



Mail Payment to:

AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001



Please Pay By  
08/12/12

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

Amount Due  
\$1,295.44

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

0000379613943041007 000129544000129544 2877



**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 2.6%. 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX.

**Business Travel Accident Insurance Plan and American Express® Card Baggage Insurance Plan<sup>2</sup>**  
 Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.

1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-82-04.  
 2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



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 FAX: 1-800-695-9090

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 FT LAUDERDALE  
 FL  
 33336-0001

Change of Address  
 If correct on front  
 do not use

Name																								
Company Name																								
Street Address																								
City, State																								
Zip Code																								
Area Code and Home Phone																								
Area Code and Work Phone																								
Email																								

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



# Corporate Card Statement of Account

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Statements**  
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Prepared For  
SEAN MOORE  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX0-41007

Closing Date  
08/28/12

Page 1 of 2

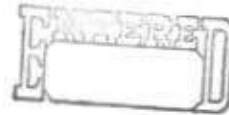
Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 09/12/12
1,295.44	0.00	0.00	0.00	0.00	<b>1,295.44</b>

For important information regarding your account refer to page 2.

Your account is canceled. Please contact us immediately.

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.

Activity	Amount \$
<b>Total of New Activity</b>	
New Charges/Other Debits	0.00
Payments/Other Credits	0.00



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

Do not staple or use paper clips  
**Payment Coupon**

Account Number  
3796-139430-41007

**Please Pay By  
09/12/12**

Payable upon receipt in  
U.S. Dollars.

  
 SEAN MOORE  
 FAMILY FOUNDATION  
 1101 DELAWARE ST  
 NEW CASTLE DE 19720-8033

**Amount Due  
\$1,295.44**

Please enter account  
number on all checks and  
correspondence.

Checks or drafts must be  
drawn against banks  
located in the U.S.

Check here if address,  
telephone number, or  
e-mail address has  
changed. Note changes on  
reverse side.

Mail Payment to:

  
 AMERICAN EXPRESS  
 PO BOX 360001  
 FT LAUDERDALE FL 33336-0001



0000379613943041007 000129544000000000 28H

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Our acceptance of any payment marked with a restrictive legend will not operate as an accord and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. 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 1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-02-04.  
 2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.

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 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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 1-800-528-2122

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

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 PO BOX 360001  
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 FL  
 33336-0001

Change of Address  
 If correct on front  
 do not use

Name																
Company Name																
Street Address																
City, State																
Zip Code																
Area Code and Home Phone																
Area Code and Work Phone																
Email																

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



**Corporate Card  
Statement of Account**

**Sign-up For Online  
Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
**SEAN MOORE  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41007**

Closing Date  
**09/28/12**

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
1,295.44	275.00	164.58	1,295.44	0.00	<b>439.58</b>

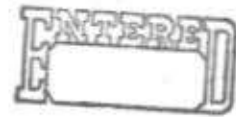
For important information regarding your account refer to page 2.

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.

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

Card Number	Reference Code	Amount \$
<b>XXXX-XXXXX0-41007</b>		
08/31/12 CUSTOMER SERVICE PAYMENT THANK YOU08/31	0542900000	-1,295.44
09/10/12 MEMBERSHIP REINSTATED - 05 MONTHS FEE DATE OF ABOVE 09/10	0070000000	164.58
09/19/12 ARAMARK WELLS FARGO PHILADELPHIA PA REF# 011264650 215-389-2727 09/18/12	0112646500	275.00
<b>Total for SEAN MOORE</b>	New Charges/Other Debits Payments/Other Credits	439.58 -1,295.44



↓ Please hold on the perforation below, detach and return with your payment ↓

Do not staple or use paper clips

**Payment Coupon**

Account Number  
**3796-139430-41007**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

SEAN MOORE  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

**Amount Due  
\$439.58**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.



Mail Payment to:

AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001



0000379613943041007 000043958000027500 28HH

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 2.6%. 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX.

**Business Travel Accident Insurance Plan<sup>1</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.

1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-02-04.

2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



Manage your card account online at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



To Pay by Phone  
 1-800-472-9297

Customer Service and Billing Inquiries  
 1-800-528-2122  
**24 hours/7 days**

Express Cash  
 1-800-CASH-NOW

Lost or Stolen Card  
 1-800-528-2122

International Collect:  
 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-685-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

Payments  
 PO BOX 360001  
 FT LAUDERDALE  
 FL  
 33336-0001

Change of Address  
 If correct on front  
 do not use

Name																									
Company Name																									
Street Address																									
City, State																									
Zip Code																									
Area Code and Home Phone																									
Area Code and Work Phone																									
Email																									

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



# Corporate Card Statement of Account

Sign-up For Online Statements

www.americanexpress.com/checkyourbill

Prepared For  
SEAN MOORE  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX0-41007

Closing Date  
10/28/12

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 11/12/12
439.58	2,396.98	0.00	0.00	0.00	<b>2,836.56</b>

For important information regarding your account refer to page 2.

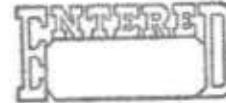
Your account is 30 days past due. Please submit all outstanding expenses to avoid possible suspension.

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.

## Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXXX0-41007	Reference Code	Amount \$
10/07/12 MACY'S #162 CONCORD WILMINGTON DE REF# 16200406981 MACYS 10/06/12 FINE WATCHES ROC NUMBER 16200406981	16200406981	1,491.49
10/09/12 COMCAST OF WILMINGTO 800-COMCAST DE REF# 31721301 CABLE SVCS 10/08/12 CABLE SERVICE ROC NUMBER 31721301	31721301000	368.95
10/17/12 DELAWARE STATE #628 DOVER DE 000020094 9436 19901 10/16/12 Books & Accessories ROC NUMBER 00002009436	00002009436	459.45
10/27/12 Red Roof Inn 0190 28 Newark DE 004269453 9384800 19713 10/26/12 Hotel Stay ROC NUMBER 0042694533	00426945330	77.09
<b>Total for SEAN MOORE</b>	New Charges/Other Debits Payments/Other Credits	2,396.98 0.00



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

Do not staple or use paper clips  
**Payment Coupon**

Account Number  
3796-139430-41007

**Please Pay By**  
11/12/12

Payable upon receipt in U.S. Dollars.

SEAN MOORE  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

**Amount Due**  
\$2,836.56

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:

AMERICAN EXPRESS  
PO BOX 380001  
FT LAUDERDALE FL 33336-0001



0000379613943041007 000283656000239698 28RH

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Our acceptance of any payment marked with a restrictive legend will not operate as an accord and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. 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**Business Travel Accident Insurance Plan<sup>1</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.

<sup>1</sup> Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-02-04.

<sup>2</sup> American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.

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Customer Service and Billing Inquiries  
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**24 hours/7 days**

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Lost or Stolen Card  
1-800-528-2122

International Collect:  
1-336-393-1111

Hearing Impaired Services:  
TTY: 1-800-221-9950  
FAX: 1-800-695-9090

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

Global Assist  
1-800-554-AMEX  
International Collect:  
1-715-343-7977

Payments  
PO BOX 360001  
FT LAUDERDALE  
FL  
33336-0001

Change of Address  
If correct on front  
do not use

Name	
Company Name	
Street Address	
City, State	
Zip Code	
Area Code and Home Phone	
Area Code and Work Phone	
Email	

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



**Corporate Card  
Statement of Account**

**Sign-up For Online  
Statements**

www.americanexpress.com/checkyourbill

Prepared For  
**SEAN MOORE  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41007**

Closing Date  
**11/28/12**

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
2,836.56	5,116.06	0.00	2,836.56	0.00	<b>5,116.06</b>

For important information regarding your account, refer to page 2.

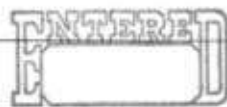
Please submit all outstanding expenses.

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.

**Activity**

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
<b>XXXX-XXXXX0-41007</b>		
11/26/12 CUSTOMER SERVICE PAYMENT THANK YOU 11/26	0540900000	-2,836.56
10/29/12 #07871 ACME 00000000 OGLETOWN DE	00007188700	148.96
REF# 000071887 3027389509 10/28/12		
10/29/12 REDTOWERREGALIA.COM 8148838585 VA	10883684000	294.45
REF# 10883684 DIRECT MKTG MISC 10/29/12		
ACCESSORIES		
ROC NUMBER 10883684		
10/31/12 CHAMPS #14008 14008 NEWARK DE	90134000000	139.99
REF# 90134 SPORTING GOODS S 10/30/12		
10/31/12 APPLE STORE 102 NEWARK DE		87.00
REF# R1025870310 COMPUTER STORE 10/30/12		
10/31/12 VERIZON WIRELESS 098 NEWARK DE	00140600000	74.99
REF# 00140800 8009220204 10/30/12		
ROC NUMBER 00140800		
11/01/12 #07871 ACME 00000000 OGLETOWN DE	00008364000	59.72
REF# 000083640 3027389509 10/31/12		
11/05/12 PAINTBALL ACTION GAM NEWARK DE		783.00
REF# 0 3022347135 11/03/12		
11/13/12 INFINITI OF WESTCHES WEST CHESTER PA	00823808800	2,500.00
REF# 038209088 610-696-8700 11/12/12		
11/17/12 GIANT FOOD INC #385 BEAR DE	58274400000	69.06
REF# 582744 GROCERY STORE 11/17/12		



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

Do not staple or use paper clips

**Payment Coupon**

Account Number  
**3796-139430-41007**

SEAN MOORE  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-8033



Mail Payment to:

AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001



Continued on Page 3

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due \$5,116.06**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.



0000379613943041007 000511606000511606 28HH



**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. 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Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX. **Business Travel Accident Insurance Plan<sup>1</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above. **1 Business Travel Accident Insurance Plan** is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-02-04. **2 American Express Card Baggage Insurance Plan** is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



Manage your card account online at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



To Pay by Phone  
1-800-472-9297

Customer Service and Billing Inquiries  
1-800-528-2122  
24 hours/7 days

Express Cash  
1-800-CASH-NOW

Lost or Stolen Card  
1-800-528-2122

International Collect  
1-336-393-1111

Hearing Impaired Services  
TTY: 1-800-221-9950  
FAX: 1-800-885-9090

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

Global Assist  
1-800-554-AMEX  
International Collect:  
1-715-343-7977

**Payments**  
PO BOX 36001  
FT LAUDERDALE  
FL  
33336-0001

Change of Address  
If correct, on front  
do not use

Name																							
Company Name																							
Street Address																							
City, State																							
Zip Code																							
Area Code and Home Phone																							
Area Code and Work Phone																							
Email																							

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



Prepared For  
SEAN MOORE  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX0-41007

Closing Date  
11/28/12

Page 3 of 3

Activity Continued		Reference Code	Amount \$
11/18/12	PHILLY SOFT PRETZEL BEAR DE REF# 000032 BAKERY 11/17/12 FAST FOOD RESTAURANTS ROC NUMBER 000032	0000320000	15.50
11/19/12	WAWA857 NEW CASTLE DE REF# 0015-5872 GAS STATION 11/18/12 FUEL ROC NUMBER 0015-5872		77.44
11/24/12	MERCEDES BENZ OF WIL WILMINGTON DE REF# 10156320121 3029952211 11/23/12 CAR/TRUCK DEALERS-A ROC NUMBER 1015632012112300	10156320121	593.00
11/27/12	DICK'S SPORTING GOOD NEWARK DE REF# 00374031 SPORTING GOODS S 11/26/12 SPORTING GOODS/APPA ROC NUMBER 00374031	00374031000	272.95
<b>Total for SEAN MOORE</b>		New Charges/Other Debits Payments/Other Credits	5,116.06 -2,836.56



**Corporate Card  
Statement of Account**

**Sign-up For Online  
Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
**SEAN MOORE  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41007**

Closing Date  
**12/28/12**

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
5,116.06	9,573.06	0.00	5,116.06	566.74	<b>9,006.32</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.

**Activity**

Date reflects either transaction or posting date

Card Number XXXX-XXXXX0-41007	Reference Code	Amount \$
12/24/12 CORP ONLINE PAYMENT REC'D THANK YO12/24		-5,116.06
12/01/12 #07871 ACME 00000000 OGLETOWN DE REF# 000041085 3027389509 11/30/12	00004108500	61.01
12/04/12 SHELL OIL 9100261420 NEW CASTLE DE REF# 0482646 AUTO FUEL DISPEN 12/03/12	04826460000	99.00
12/05/12 TG1 FRIDAYS #1520 00 NEW CASTLE DE REF# 99329264 3023256620 12/04/12 RESTAURANT CHARGES ROC NUMBER 99329264	99329264000	28.07
12/08/12 MERCEDES BENZ OF WIL WILMINGTON DE REF# 10156320121 3029952211 12/07/12 CAR/TRUCK DEALERS-A ROC NUMBER 1015632012120700	10156320121	50.00
12/11/12 QUICKEN LOANS INC 87 DETROIT MI REF# 0 3133734516 12/10/12		500.00
12/12/12 OUTBACK 3918 FRAZER PA REF# 500578 RESTAURANT 12/11/12	50057800000	66.00
12/13/12 EXXONMOBIL NEW CASTLE DE REF# L546080 302-325-2023 12/12/12 GAS/SERVICES ROC NUMBER L546080		96.61

↓ Please list on the perforation below. Detach and return with your payment ↓

Do not staple or use paper clips

**Payment Coupon**

Account Number  
**3796-139430-41007**

SEAN MOORE  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033



Mail Payment to:

AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001



Continued on Page 3

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due \$9,006.32**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.



0000379613943041007 000900632000957306 28HH

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX. **Business Travel Accident Insurance Plan and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.   
 1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-82-04.   
 2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



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 1-800-528-2122

International Collect  
 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

**Payments**  
 PO BOX 360001  
 FT LAUDERDALE  
 FL  
 33336-0001

Change of Address  
 If correct on front do not use

Name															
Company Name															
Street Address															
City, State															
Zip Code															
Area Code and Home Phone															
Area Code and Work Phone															
Email															

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



Activity Continued		Reference Code	Amount \$
12/13/12	HAPPY HARRY'S, A WAL NEW CASTLE DE REF# 9999992348 8002892273 12/12/12 REFER TO RECEIPT ROC NUMBER 999999234800002	9999992348	10.95
12/14/12	GNC #00657 657 NEWARK DE REF# 0 MISC FOOD STORE 12/12/12 GNC ROC NUMBER 0		372.14
12/17/12	BEDBATH&BEYOND#1341 CHRISTIANA DE REF# 00002-03045 302-737-5256 12/16/12		312.88
12/17/12	FURNITURE AND MORE F WILMINGTON DE REF# 080277972 302-479-7190 12/17/12	08027797200	765.00
12/18/12	JUST CABINETS (#38) WILMINGTON DE 38303534 38303534 19808 12/17/12 JUST CABINETS (#38) ROC NUMBER 38303534	38303534000	1,599.97
12/20/12	DIAMOND FURNITURE 00 BEAR DE REF# 0000055009 302-221-3333 12/19/12 FURNITURE/LAMP/LIGH ROC NUMBER 0000055009	00000550090	377.95
12/21/12	TGI FRIDAYS #1520 00 NEW CASTLE DE REF# 63113306 3023256620 12/20/12 RESTAURANT CHARGES ROC NUMBER 63113306	63113306000	31.26
12/23/12	BEDBATH&BEYOND#1341 CHRISTIANA DE REF# 00051-01866 302-737-5256 12/22/12		736.70
12/23/12	BEDBATH&BEYOND#1341 CHRISTIANA DE REF# 00051-01868 302-737-5256 12/22/12		-147.34 Credit
12/24/12	MACY'S #074 CHRISTIA NEWARK DE REF# 07400909150 MACY'S 12/23/12 FINE WATCHES ROC NUMBER 07400909150	07400909150	715.50
12/24/12	THE COACH STORE 1350 NEWARK DE REF# 00005254 LUGGAGE/LEATHER 12/23/12	00005254000	526.00
12/24/12	NORDSTROMRACK 639 0 NEWARK DE REF# 10860435 DEPARTMENT STORE 12/23/12 BETTER COATS ROC NUMBER 10860435	10860435000	98.90
12/24/12	BEDBATH&BEYOND#1341 CHRISTIANA DE REF# 00051-02262 302-737-5256 12/23/12		167.87
12/24/12	MACY'S #074 CHRISTIA NEWARK DE REF# 07400909152 MACY'S 12/23/12 MERCHANDISE ROC NUMBER 07400909152	07400909152	-320.50 Credit
12/25/12	STAPLES 01528 NEW CASTLE DE REF# 000133272 (800)333-3330 12/24/12	00013327200	525.49
12/25/12	SELECT EXPRESS & LOG 212-9474114 NY REF# 5434178 2128712554 12/17/12	54341780000	180.50
12/27/12	THE COACH STORE 1350 NEWARK DE REF# 00005400 LUGGAGE/LEATHER 12/26/12	00005400000	108.00
12/27/12	NORDSTROMRACK 639 0 NEWARK DE REF# 78199618 DEPARTMENT STORE 12/26/12 BETTER COATS ROC NUMBER 78199618	78199618000	-98.90 Credit
12/28/12	THE HOME DEPOT #1605 NEW CASTLE DE REF# 12270160525 999-999-9999 12/27/12	12270160525	2,143.26
<b>Total for SEAN MOORE</b>		New Charges/Other Debits Payments/Other Credits	9,573.06 -5,682.80



# Corporate Card Statement of Account

**Sign-up For Online Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
**SEAN MOORE  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41007**

Closing Date  
**01/28/13**

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 02/12/13
9,006.32	6,989.74	0.00	0.00	85.00	<b>15,911.06</b>

For important information regarding your account refer to page 2.

Your account is 30 days past due. Please submit all outstanding expenses to avoid possible suspension.

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.

## Activity Date reflects either transaction or posting date

Card Number XXXX-XXXXX0-41007	Reference Code	Amount \$
12/29/12 RAYMOUR & FLANIGAN D WILMINGTON DE 00000600000 1,986.00 REF# 000006 302-478-5110 12/28/12 FURNITURE,HOME FURN ROC NUMBER 000006		
12/29/12 RAYMOUR & FLANIGAN D WILMINGTON DE 00000300000 3,224.36 REF# 000003 800-836-9633 12/28/12 FURNITURE,HOME FURN ROC NUMBER 000003		
12/29/12 RAYMOUR & FLANIGAN D WILMINGTON DE 00000700000 -85.00 REF# 000007 302-478-5110 12/28/12 FURNITURE,HOME FURN ROC NUMBER 000007		Credit
01/02/13 #07871 ACME 0000000 OGLETOWN DE 00002283100 64.76 REF# 000022631 3027389509 01/01/13		
01/05/13 THE HOME DEPOT #1605 NEW CASTLE DE 01040160536 400.41 REF# 01040160536 999-999-9999 01/04/13		
01/07/13 CROWNPLAZA CHERRY H CHERRY HILL NJ 03000028403 228.85 FOL# 356440 LODGING 01/07/13 ARRIVAL DATE DEPARTURE DATE 01/05/13 01/06/13 00 ROC NUMBER 356440		

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

Do not staple or use paper clips

### Payment Coupon

Account Number  
**3796-139430-41007**

Continued on Page 3

**Please Pay By 02/12/13**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due \$15,911.06**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

SEAN MOORE  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

Mail Payment to:

AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001



0000379613943041007 001591106000698974 28HH

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. 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**Business Travel Accident Insurance Plan<sup>1</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.

1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-82-04.  
 2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AXD400.



Manage your card account online at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



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Customer Service and Billing Inquiries  
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**24 hours/7 days**

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 1-800-CASH-NOW

Lost or Stolen Card  
 1-800-528-2122

International Collect:  
 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect  
 1-715-343-7977

**Payments**  
 PO BOX 360001  
 FT LAUDERDALE  
 FL  
 33336-0001

Change of Address  
 If correct on front do not use

Name																								
Company Name																								
Street Address																								
City, State																								
Zip Code																								
Area Code and Home Phone																								
Area Code and Work Phone																								
Email																								

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



Prepared For  
SEAN MOORE  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX0-41007

Closing Date  
01/28/13

Page 3 of 3

Activity Continued				Reference Code	Amount \$
01/07/13	SEARS ROEBUCK 01254 WILMINGTON DE	01254303637		01254303637	199.97
	REF# 01254303637 -	01/06/13			
	AUDIO/VISUAL				
	ROC NUMBER 012543036373 1				
01/14/13	YANKEE CANDLE 0098 S NEWARK DE	113001004		11300100400	89.93
	REF# 113001004 4136658306	01/13/13			
	GIFT, NOVELTY STORE				
	ROC NUMBER 113001004				
01/23/13	GIANT FOOD INC #385 BEAR DE	586343		58634300000	185.52
	REF# 586343 GROCERY STORE	01/22/13			
01/25/13	ORECK FLOOR CARE #15 WILMINGTON DE	352000004		35200000400	609.94
	352000004 019808	01/24/13			
	HOUSEHOLD APPLIANCE				
	ROC NUMBER 352000004 000000				
<b>Total for SEAN MOORE</b>				New Charges/Other Debits	6,989.74
				Payments/Other Credits	-85.00





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Statement of Account**

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**SEAN MOORE  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41007**

Closing Date  
**02/28/13**

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ <b>03/15/13</b>
15,911.06	2,374.34	395.00	8,921.32	0.00	<b>9,759.08</b>

For important information regarding your account refer to page 2.

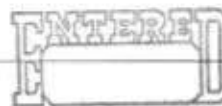
Your account is 30 days past due. Please submit all outstanding expenses to avoid possible suspension.

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.

**Activity**

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
<b>XXXX-XXXXX0-41007</b>		
02/14/13 PAYMENT RECEIVED - THANK YOU 02/14		-8,921.32
01/28/13 ANNUAL MEMBERSHIP RENEWAL FEE PERIOD 03/13 THRU 02/14	00700000313	395.00
02/01/13 BJS 015 NEW CASTLE NEW CASTLE DE REF# 0 BJS CLUB 1-800-2 02/01/13		599.99
02/02/13 EXXONMOBIL NEWARK DE REF# L696255 302-368-3900 02/01/13 GAS/SERVICES ROC NUMBER L696255		12.03
02/02/13 BEST BUY 1480 NEWARK DE REF# 006005733 ELECTRONICS STOR 02/01/13	00600573300	1,009.94
02/02/13 RADIOSHACK 121442 BEAR DE REF# 039506098 000-0000000 02/01/13	03950609800	194.95
02/03/13 LONGHORN STEAKS 5243 BEAR DE REF# 524328869 3028345729 02/02/13	52432886900	99.32
02/23/13 WAWA857 NEW CASTLE DE REF# 0024-8344 GAS STATION 02/22/13 FUEL ROC NUMBER 0024-8344		100.61



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

Do not staple or use paper clips  
**Payment Coupon**

Account Number  
**3796-139430-41007**

Continued on Page 3

**Please Pay By  
03/15/13**

Payable upon receipt in U.S. Dollars.



SEAN MOORE  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

**Amount Due  
\$9,759.08**

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:



AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001



0000379613943041007 000975908000237434 28HH

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX.

**Business Travel Accident Insurance Plan<sup>1</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.

1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-82-D4.

2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



Manage your card account online at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



To Pay by Phone  
1-800-472-9297

Customer Service and Billing Inquiries  
1-800-528-2122  
**24 hours/7 days**

Express Cash  
1-800-CASH-NOW

Lost or Stolen Card  
1-800-528-2122

International Collect:  
1-336-393-1111

Hearing Impaired Services:  
TTY: 1-800-221-9950  
FAX: 1-800-695-9090

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

Global Assist  
1-800-554-AMEX  
International Collect:  
1-715-343-7977

Payments  
PO BOX 360001  
FT LAUDERDALE  
FL  
33336-0001

Change of Address  
If correct on front do not use.

Name																
Company Name																
Street Address																
City, State																
Zip Code																
Area Code and Home Phone																
Area Code and Work Phone																
Email																

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



Prepared For  
**SEAN MOORE**  
**FAMILY FOUNDATION**

Account Number  
XXXX-XXXXX0-41007

Closing Date  
02/28/13

Page 3 of 3

<b>Activity Continued</b>				Reference Code	Amount \$
02/23/13	COMCAST OF WILMINGTO REF# 31721301 CABLE SERVICE ROC NUMBER 31721301	800-COMCAST CABLE SVCS 02/22/13	DE	31721301000	357.50
<b>Total for SEAN MOORE</b>				New Charges/Other Debits Payments/Other Credits	2,769.34 -8,921.32



**Corporate Card  
Statement of Account**

**Sign-up For Online  
Statements**

www.americanexpress.com/checkyourbill

Prepared For  
**SEAN MOORE  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41007**

Closing Date  
**03/30/13**

Page 1 of 4

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ <b>04/14/13</b>
9,759.08	8,195.11	0.00	6,989.74	0.00	<b>10,964.45</b>

For important information regarding your account refer to page 2.

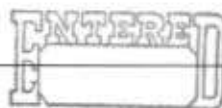
Your account is 30 days past due. Please submit all outstanding expenses to avoid possible suspension.

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.

**Activity**

Date reflects either transaction or posting date

Card Number XXXX-XXXXX0-41007	Reference Code	Amount \$
03/11/13 PAYMENT RECEIVED - THANK YOU 03/11		-6,989.74
03/02/13 #07871 ACME 00000000 OGLETOWN DE REF# 000010034 3027389509 03/01/13 00001003400		100.66
03/04/13 OLD NAVY 3911 OLD NA NEWARK DE REF# 39110008443 FAMILY CLOTHING 03/03/13 39110008443		152.88
03/07/13 SEASONS PIZZA NEW CASTLE DE REF# 0 3023221300 03/06/13		106.01
03/13/13 EXXONMOBIL STANTON DE REF# L6T4910 302-995-7167 03/12/13 GAS/SERVICES ROC NUMBER L6T4910		77.60
03/13/13 AMAZON MKTPLACE PMTS AMZN.COM/BILL WA REF# CDM7UFVAA9N MERCHANDISE 03/13/13		11.20
03/13/13 AMAZON MKTPLACE PMTS AMZN.COM/BILL WA REF# YH7V3F0R5EB MERCHANDISE 03/13/13		21.98
03/13/13 AMAZON.COM AMZN.COM/BILL WA REF# LPZT36LDDF7 MERCHANDISE 03/13/13		37.59
03/13/13 AMAZON MKTPLACE PMTS AMZN.COM/BILL WA REF# LPZWE0YT5RR MERCHANDISE 03/13/13		8.50
03/14/13 AMAZON MKTPLACE PMTS AMZN.COM/BILL WA REF# LPZYEFPGCUF MERCHANDISE 03/13/13		9.47



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

Do not staple or use paper clips

**Payment Coupon**

Account Number  
3796-139430-41007

Continued on Page 3

**Please Pay By  
04/14/13**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due  
\$10,964.45**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.



SEAN MOORE  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

Mail Payment to:



AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001



0000379613943041007 001096445000819511 30HH

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX. **Business Travel Accident Insurance Plan and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.   
 1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-82-04.   
 2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AXD400.



Manage your card account online at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



To Pay by Phone  
 1-800-472-8297

Customer Service and Billing Inquiries  
 1-800-528-2122  
**24 hours/7 days**

Express Cash  
 1-800-CASH-NOW

Lost or Stolen Card  
 1-800-528-2122

International Collect:  
 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

Payments  
 PO BOX 360001  
 FT LAUDERDALE  
 FL  
 33336-0001

Change of Address  
 If correct on front do not use

Name															
Company Name															
Street Address															
City, State															
Zip Code															
Area Code and Home Phone															
Area Code and Work Phone															
Email															

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



Activity Continued		Reference Code	Amount \$
03/14/13	AMAZON MKTPLACE PMTS AMZN.COM/BILL REF# LPZ09TQ9J71 MERCHANDISE	WA 03/13/13	3.99
03/14/13	AMAZON.COM AMZN.COM/BILL REF# LPZK99QF8KF MERCHANDISE	WA 03/13/13	65.28
03/14/13	RHINO LININGS OF D 5 NEWARK REF# 313199001 3023684660 AUTOMOTIVE PARTS, A ROC NUMBER 313199001	DE 03/13/13	500.00
03/14/13	PAYPAL *TJ S KORNER 4029357733 REF# 53755298 402-935-7733 PROFESSIONAL SEVICE ROC NUMBER 53755298	CA 03/13/13	245.00
03/14/13	PAYPAL *LOVIE ART 4029357733 REF# 58085970 402-935-7733 PROFESSIONAL SEVICE ROC NUMBER 58085970	CA 03/13/13	114.00
03/15/13	SEASONS PIZZA NEW CASTLE REF# 0 3023221300	DE 03/14/13	53.44
03/15/13	MERCEDES BENZ OF WIL WILMINGTON REF# 10156320130 3029952211 CAR/TRUCK DEALERS-A ROC NUMBER 1015632013031400	DE 03/14/13	99.00
03/15/13	MERCEDES BENZ OF WIL WILMINGTON REF# 10156320130 3029952211 CAR/TRUCK DEALERS-A ROC NUMBER 1015632013031400	DE 03/14/13	630.23
03/15/13	PAYPAL *EDHATTEM 4029357733 REF# 66979199 402-935-7733 PROFESSIONAL SEVICE ROC NUMBER 66979199	CA 03/15/13	370.00
03/15/13	PAYPAL *EDGARCREATI 4029357733 REF# 66979297 402-935-7733 PROFESSIONAL SEVICE ROC NUMBER 66979297	CA 03/15/13	174.99
03/16/13	DICKS SPORTING GOOD NEWARK REF# 00114461 SPORTING GOODS S SPORTING GOODS/APPA ROC NUMBER 00114461	DE 03/15/13	379.95
03/17/13	PAYPAL *QUITE BAZAA 4029357733 REF# 83250058 402-935-7733 PROFESSIONAL SEVICE ROC NUMBER 83250058	CA 03/17/13	80.00
03/17/13	PAYPAL *PUCKERFISHM 4029357733 REF# 83249882 402-935-7733 PROFESSIONAL SEVICF ROC NUMBER 83249882	CA 03/17/13	30.38
03/18/13	HARRYS SAVOY GRILL 6 WILMINGTON REF# 10156320130 3024753000	DE 03/17/13	139.25
03/19/13	PAYPAL *CAFEPRESSCO 4029357733 REF# 92464129 402-935-7733 PROFESSIONAL SEVICE ROC NUMBER 92464129	CA 03/19/13	931.90
03/20/13	RHINO LININGS OF D 5 NEWARK REF# 319204010 3023684660 AUTOMOTIVE PARTS, A ROC NUMBER 319204010	DE 03/19/13	2,375.00
03/21/13	SEASONS PIZZA NEW CASTLE REF# 0 3023221300	DE 03/20/13	35.96
03/21/13	FOOTLOCKER FOOTLOCKE WAUSAU REF# 039191910 800-991-6815	WI 03/18/13	604.92
03/22/13	AMAZON MKTPLACE PMTS AMZN.COM/BILL REF# ULDD71PM2TV MERCHANDISE	WA 03/22/13	282.48
03/24/13	HESS 08502 000000000 NEW CASTLE REF# 000053102 3023284399	DE 03/23/13	56.19

Continued on reverse

<b>Activity Continued</b>				Reference Code	Amount \$
03/25/13	COURTYARD 2Y6 FOL# 000024030017 ARRIVAL DATE DEPARTURE DATE 03/23/13 03/24/13 00 ROC NUMBER 000024030017	NEW YORK LODGING	NY 03/24/13	24030017000	241.35
03/25/13	BRITTANY GARAGE REF# 99950004 PARKING FEES ROC NUMBER 99950004	NEW YORK 212-535-8670	NY 03/24/13	99950004000	35.00
03/29/13	TARGET T2764 2764 REF# 01111831	NEWARK DISCOUNT STORE	DE 03/29/13	01111831000	199.96
03/30/13	SEASONS PIZZA REF# 0 3023221300	NEW CASTLE	DE 03/29/13		20.97
<b>Total for SEAN MOORE</b>				New Charges/Other Debits Payments/Other Credits	8,195.11 -6,989.74



**Corporate Card  
Statement of Account**

**Sign-up For Online  
Statements**

www.americanexpress.com/checkyourbill

Prepared For  
**SEAN MOORE  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41007**

Closing Date  
**04/29/13**

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ <b>05/14/13</b>
10,964.45	648.19	0.00	2,769.34	0.00	<b>8,843.30</b>

For important information regarding your account refer to page 2.

Your account is 30 days past due. Please submit all outstanding expenses to avoid possible suspension.

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.

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

Card Number	Reference Code	Amount \$
<b>XXXX-XXXXX0-41007</b>		
04/05/13 PAYMENT RECEIVED - THANK YOU	04/05	-2,769.34 ✓
03/31/13 SEASONS PIZZA NEW CASTLE DE	03/30/13	58.93
REF# 0 3023221300		
04/17/13 CHELSEA AMOCO 6418 NEW CASTLE DE	10/81047000	94.90
REF# 10781047 302-328-7597	04/17/13	
Unleaded Super		
ROC NUMBER 10781047		
04/19/13 COMCAST OF WILMINGTO 800-COMCAST DE	31721301000	288.39
REF# 31721301 CABLE SVCS	04/18/13	
CABLE SERVICE		
ROC NUMBER 31721301		
04/21/13 AAA AUTOMOTIVE SERV SPRINGFIELD VA	12699786000	75.00
REF# 12699786 800-337-9222	04/20/13	
TOWING SVCS		
ROC NUMBER 12699786		
04/22/13 GNC #08414 414 BEAR DE		130.97
REF# 0 302-832-5678	04/20/13	
GROCERIES/SUNDRIES		
ROC NUMBER 0		
<b>Total for SEAN MOORE</b>	New Charges/Other Debits Payments/Other Credits	648.19 -2,769.34

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

Do not staple or use paper clips

**Payment Coupon**

Account Number  
**3796-139430-41007**

**Please Pay By  
05/14/13**

Payable upon receipt in U.S. Dollars.



SEAN MOORE  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

**Amount Due  
\$8,843.30**

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:



AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001



0000379613943041007 000884330000064819 2944



**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX.

**Business Travel Accident Insurance Plan<sup>1</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.

1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-82-04.

2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



Manage your card account online at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



To Pay by Phone  
 1-800-472-9297

Customer Service and Billing Inquiries  
 1-800-528-2122  
**24 hours/7 days**

Express Cash  
 1-800-CASH-NOW

Lost or Stolen Card  
 1-800-528-2122

International Collect:  
 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

**Payments**  
 PO BOX 360001  
 FT LAUDERDALE  
 FL  
 33336-0001

Change of Address  
 If correct on front do not use

Name															
Company Name															
Street Address															
City, State															
Zip Code															
Area Code and Home Phone															
Area Code and Work Phone															
Email															

Providing your email address to American Express will enable us to receive special offers, suited to your needs.



# Corporate Card Statement of Account

**Sign-up For Online Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
**SEAN MOORE  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41007**

Closing Date  
**05/29/13**

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Please Pay By
8,843.30	460.58	264.41	0.00	0.00	<b>9,568.29</b>	<b>06/13/13</b>

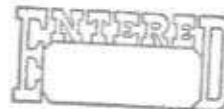
For important information regarding your account refer to page 2.

Your account is 60 days past due. Submit all outstanding expenses to avoid possible cancellation.

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.

## Activity Date reflects either transaction or posting date

Card Number XXXX-XXXXX0-41007					Reference Code	Amount \$
05/03/13	US TREASURY TAX PYMT NASHVILLE	TN	05/02/13	06830992400	450.00	
	REF# 068309924 8667348212					
05/03/13	PAY 1040 SERVICE FEE 888-PAY-1040	DC	05/02/13	06830992300	10.58	
	REF# 068309923 8007229104					
05/29/13	DELINQUENCY CHARGE ON	8,843.30			264.41	
<b>Total for SEAN MOORE</b>					New Charges/Other Debits	724.99
					Payments/Other Credits	0.00



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

Do not staple or use paper clips

### Payment Coupon

Account Number  
3796-139430-41007

**Please Pay By**  
**06/13/13**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due**  
**\$9,568.29**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.



SEAN MOORE  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

Mail Payment to:



AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001



0000379613943041007 000956829000046058 29HH

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Our acceptance of any payment marked with a restrictive legend will not operate as an accord and 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 canceled 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. 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<sup>1</sup> Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-82-04.

<sup>2</sup> American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



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 1-800-554-AMEX  
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 1-715-343-7977

**Payments**  
 PO BOX 360001  
 FT LAUDERDALE  
 FL  
 33338-0001

Change of Address  
 If correct on front  
 do not use

Name																								
Company Name																								
Street Address																								
City, State																								
Zip Code																								
Area Code and Home Phone																								
Area Code and Work Phone																								
Email																								

Providing your email address to American Express will enable us to receive special offers, suited to your needs.



# Corporate Card Statement of Account

**Sign-up For Online Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
**SEAN MOORE  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41007**

Closing Date  
**06/28/13**

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Please Pay By
9,568.29	2,298.43	0.00	8,843.30	0.00	<b>3,023.42</b>	<b>07/13/13</b>

For important information regarding your account refer to page 2.

Your account is 30 days past due. Please submit all outstanding expenses to avoid possible suspension.

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.

## Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
<b>XXXX-XXXXX0-41007</b>		
06/04/13 PAYMENT RECEIVED - THANK YOU	06/04	-8,843.30
06/09/13 TIMBERLAND OUTLET #1 LANCASTER PA REF# 06090122599 999-999-9999	06/09/13 06090122599	54.00
06/10/13 SHORE STOP 253 0000 NEW CASTLE DE REF# 000486975 3028363812	06/09/13 00048697500	91.67
06/10/13 HILLTOP CRAB HOUSE R TOUGHKENAMON PA REF# 76071 RESTAURANT	06/09/13 76071000000	113.77
06/10/13 PERFUMANIA #553 0000 LANCASTER PA REF# 36800553002 8666003600	06/09/13 36800553002	149.77
ROC NUMBER 36800553002 TAX		\$8.48
06/10/13 ANN TAYLOR FACTORY 1 LANCASTER PA REF# 1281 201306 WOMEN'S CLOTHING	06/09/13 12810201306	385.40
06/10/13 COACH STORE-LANCASTE LANCASTER PA REF# 00102685 LUGGAGE/LEATHER	06/09/13 00102685000	183.79
06/11/13 COMCAST OF WILMINGTO 800-COMCAST DE REF# 09574098QHP CABLE SVCS	06/10/13	551.84
06/11/13 5075 KENNETH COLE 50 LANCASTER PA REF# 90002095 999-999-9999	06/09/13 90002095000	144.84
SHOES/ACC ROC NUMBER 90002095		

↓ Please fold on the perforation below, detach and return with your payment ↓  
Do not staple or use paper clips  
**Payment Coupon**

Account Number  
**3796-139430-41007**



SEAN MOORE  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

Mail Payment to:



AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001

**Please Pay By**  
**07/13/13**

Continued on Page 3

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due**  
**\$3,023.42**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

0000379613943041007 000302342000229843 28HH

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Our acceptance of any payment marked with a restrictive legend will not operate as an accord and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. 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Large Print and Braille Statements  
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Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

Payments  
 PO BOX 360001  
 FT LAUDERDALE  
 FL  
 33336-0001

Change of Address  
 If correct on front do not use

Name															
Company Name															
Street Address															
City, State															
Zip Code															
Area Code and Home Phone															
Area Code and Work Phone															
Email															

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



Prepared For  
**SEAN MOORE**  
**FAMILY FOUNDATION**

Account Number  
 XXXX-XXXXX0-41007

Closing Date  
 06/28/13

Page 3 of 3

Activity Continued				Reference Code	Amount \$
06/11/13	FAMOUS FOOTWEAR OUTL LANCASTER REF# 09413113 SHOE STORE SHOE STORE ROC NUMBER 09413113	PA 06/09/13		09413113000	69.98
06/18/13	#07871 ACME 00000000 NEWARK REF# 000015923 3027389509	DE 06/17/13		00001592300	56.96
06/22/13	GETTY/ALLIANCE 6820/ 302-328-2259 REF# 0 GAS AND CONV UNBRANDED TAX	DE 06/21/13			30.01
06/22/13	PAPA JOHNS #1317.COM NEW CASTLE REF# 899000019 8 3023220770 FAST FOOD RESTAURAN ROC NUMBER 899000019 899019	DE 06/21/13		89900001908	18.50
06/23/13	YANKEE CANDLE 0098 5 NEWARK REF# 622001004 4136658306 GIFT, NOVELTY STORE ROC NUMBER 622001004	DE 06/22/13		62200100400	75.09
06/24/13	THE HOME DEPOT #1605 NEW CASTLE REF# 06230160514 999-999-9999	DE 06/23/13		06230160514	239.47
06/26/13	SEASONS PIZZA NEW CASTLE REF# 0 3023221300	DE 06/25/13			34.77
06/28/13	WAWA857 NEW CASTLE REF# 0099-6523 GAS STATION FUEL ROC NUMBER 0099-6523	DE 06/27/13			98.57
<b>Total for SEAN MOORE</b>				New Charges/Other Debits Payments/Other Credits	2,298.43 -8,843.30

Balance Please Pay By  
Due \$ 08/12/13

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$
3,023.42	3,403.04	0.00	724.99	0.00

**5,701.47** For important information regarding your account refer to page 2.

Your account is 30 days past due. Please submit all outstanding expenses to avoid possible suspension.

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.

**Activity**

Date reflects either transaction or posting date

Card Number XXXX-XXXXX0-41007	Reference Code	Amount \$
07/05/13 PAYMENT RECEIVED - THANK YOU 07/05		-724.99
06/28/13 SEASONS PIZZA NEW CASTLE DE REF# 85409243179 302-322-1300 06/27/13	85409243179	47.09
06/30/13 PF CHANGS #9847 0076 BALTIMORE MD REF# 0000050060 602-957-8986 06/29/13	0000050060	37.06
06/30/13 BA0020 VALVOLINE INS NEW CASTLE DE REF# 000009277 8003278242 06/29/13 AUTO SERVICES ROC NUMBER 000009277	00000927700	119.95
07/04/13 #07871 ACME 00000000 NEWARK DE REF# 000030708 3027389509 07/03/13	00003070800	77.49
07/05/13 #07871 ACME 00000000 NEWARK DE REF# 000072120 3027389509 07/04/13	00007212000	144.82
07/08/13 WAWA857 NEW CASTLE DE REF# 0022-4768 GAS STATION 07/07/13 FUEL ROC NUMBER 0022-4768		40.02
07/08/13 #07871 ACME 00000000 NEWARK DE REF# 000018188 3027389509 07/07/13	00001818800	226.16
07/10/13 SPRINT STORE #1032 NEW CASTLE DE REF# 581600 TELECOM EQUIPMEN 07/09/13	58160000000	50.00



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

Do not staple or use paper clips

**Payment Coupon**

Account Number  
3796-139430-41007

Continued on Page 3

Please Pay By  
08/12/13

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

Amount Due  
\$5,701.47

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.



SEAN MOORE  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

Mail Payment to:



AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001



0000379613943041007 000570147000340304 28HH

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX.

**Business Travel Accident Insurance Plan<sup>1</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.

1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-82-04.

2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



Manage your card account online at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



To Pay by Phone  
1-800-472-9297

Customer Service and Billing Inquiries  
1-800-528-2122  
**24 hours/7 days**

Express Cash  
1-800-CASH-NOW

Lost or Stolen Card  
1-800-528-2122

International Collect:  
1-336-393-1111

Hearing Impaired Services:  
TTY: 1-800-221-9950  
FAX: 1-800-695-9090

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

Global Assist  
1-800-554-AMEX  
International Collect:  
1-715-343-7977

**Payments**  
PO BOX 360001  
FT LAUDERDALE  
FL  
33336-0001

Change of Address  
If correct on front  
do not use

Name																									
Company Name																									
Street Address																									
City, State																									
Zip Code																									
Area Code and Home Phone																									
Area Code and Work Phone																									
Email																									

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



## Activity Continued

Reference Code

Amount \$

07/11/13	BEAR CREEK 6417 REF# 19233049 Unleaded Regular ROC NUMBER 19233049	NEW CASTLE 302-838-2806	DE 07/11/13	19233048000	82.59
07/11/13	ENTERPRISE RENTACAR R/A# D293613	WILMINGTON AUTOMOBILE RE ENTERPRISE RENTACAR WILMINGTON 100	DE 07/11/13		459.30
	LOCATION DATE/TIME RENTAL AGREEMENT WILMINGTON DE 07/05/13 D293613 071040 RETURN TR# WILMINGTON DE 07/11/13 MOORE SEAN				
07/12/13	RHINO LININGS OF D 5 REF# 711300003	NEWARK 3023684660	DE 07/11/13	71130000300	299.00
	AUTOMOTIVE PARTS, A ROC NUMBER 711300003				
07/15/13	SHELL OIL 5754432410 REF# 0846352	BRONX AUTO FUEL DISPEN	NY 07/14/13	08463520000	99.00
07/17/13	MERCEDES BENZ OF WIL REF# 10156320130	WILMINGTON 3029952211	DE 07/16/13	10156320130	119.00
	CAR/TRUCK DEALERS-A ROC NUMBER 1015632013071600				
07/18/13	ACCENT MUSIC, INC. 5 REF# 000653010	WILMINGTON 3029984263	DE 07/17/13	00065301000	199.99
	MUSIC STORES ROC NUMBER 000653010				
07/19/13	COMCAST OF WILMINGTO REF# 530111600J7	800-COMCAST CABLE SVCS	DE 07/18/13		499.94
07/19/13	WAL-MART STORE#2555 REF# 89078099	NEW CASTLE DISCOUNT STORE	DE 07/18/13	89078099000	64.39
07/20/13	SXMSIRIUSXM.COM/ACCT REF# T1.8E958DE.	888-635-5144 XM SATELITE	NY 07/19/13		259.97
07/22/13	ALBEREE LTD 1 REF# 0002216	BALTIMORE 410-243-2900	MD 07/21/13	00022160000	50.02
	AUTOMATED FUEL PUMP ROC NUMBER 0002216				
07/24/13	WAWA857 REF# 0061-8884	NEW CASTLE GAS STATION	DE 07/23/13		48.43
	FUEL ROC NUMBER 0061-8884				
07/24/13	MERCEDES BENZ OF WES REF# 062000368 1	WEST CHESTER 4843131100	PA 07/23/13	06200036801	137.80
	AUTO/TRUCK DEALER ROC NUMBER 062000368 135140				
07/25/13	RUTHS CHRIS STEAKHO REF# 3968238	BALTIMORE RESTAURANT	MD 07/24/13	39682380000	174.25
07/28/13	WAWA857 REF# 0071-8586	NEW CASTLE GAS STATION	DE 07/27/13		74.90
	FUEL ROC NUMBER 0071-8586				
07/28/13	BUFFALO WILD WINGS 0 REF# 07289812	WILMINGTON 302-540-3311	DE 07/28/13	07289812000	40.55
	FOOD/BEVERAGE ROC NUMBER 07289812				
07/28/13	#07871 ACME 00000000 REF# 000947715	NEWARK 3027389509	DE 07/27/13	00094771500	71.32

Total for SEAN MOORE

New Charges/Other Debits  
Payments/Other Credits3,403.04  
-724.99



**Corporate Card  
Statement of Account**

**Sign-up For Online  
Statements**

www.americanexpress.com/checkyourbill

Prepared For  
**SEAN MOORE  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41007**

Closing Date  
**08/28/13**

Page 1 of 4

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ <b>09/12/13</b>
5,701.47	2,836.63	0.00	2,298.43	0.00	<b>6,239.67</b>

For important information regarding your account refer to page 2.

Your account is 30 days past due. Please submit all outstanding expenses to avoid possible suspension.

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.

**Activity**

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
<b>XXXX-XXXXX0-41007</b>		
07/31/13 PAYMENT RECEIVED - THANK YOU 07/31		-2,298.43
07/30/13 #07871 ACME 00000000 NEWARK DE 00003363800 107.97 REF# 000033639 3027389509 07/29/13		
08/01/13 SEASONS PIZZA NEW CASTLE DE 85409243213 27.45 REF# 85409243213 302-322-1300 07/31/13		
08/01/13 SEASONS PIZZA NEW CASTLE DE 85409243213 35.45 REF# 85409243213 302-322-1300 07/31/13		
08/01/13 ACCENT MUSIC, INC. 5 WILMINGTON DE 00069102200 44.90 REF# 000691022 3029984263 07/31/13 MUSIC STORES ROC NUMBER 000691022		
08/02/13 PATS PIZZA NEW CASTLE DE 28800029000 24.97 REF# 288000029 302-322-6060 08/01/13 FOOD/BEVERAGE ROC NUMBER 28800029		
08/03/13 #07871 ACME 00000000 NEWARK DE 00093009700 82.27 REF# 000930097 3027389509 08/02/13		
08/04/13 OLD NAVY 3911 OLD NA NEWARK DE 39110007767 62.25 REF# 39110007767 FAMILY CLOTHING 08/03/13		



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Do not staple or use paper clips

**Payment Coupon**

Account Number  
**3796-139430-41007**

Continued on Page 3

**Please Pay By  
09/12/13**

Payable upon receipt in U.S. Dollars.



SEAN MOORE  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

**Amount Due  
\$6,239.67**

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:



AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001



0000379613943041007 000623967000283663 28HH

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. 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Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX.

**Business Travel Accident Insurance Plan<sup>1</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.  
 1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-R2-D4  
 2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



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International Collect:  
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 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

**Payments**  
 PO BOX 360001  
 FT LAUDERDALE  
 FL  
 33336-0001

Change of Address  
 If correct on front do not use

Name	
Company Name	
Street Address	
City, State	
Zip Code	
Area Code and Home Phone	
Area Code and Work Phone	
Email	

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



Activity Continued				Reference Code	Amount \$
08/06/13	AMTRAK TKT# 2171048654203 WILEY/AMAELA MS TICKET-ID 2171048654203 FROM WILMINGTON ,DE TO NEW YORK - PENN,NY CARRIER 2V	WASHINGTON DC PASSENGER RAI 08/05/13		21807557000	192.00
08/06/13	AMAZON.COM REF# C19KD5TOQTX	AMZN.COM/BILL MERCHANDISE 08/06/13	WA		29.54
08/07/13	AMAZON MKTPLACE REF# C18177R0H71	PMTS AMZN.COM/BILL MERCHANDISE 08/07/13	WA		80.85
08/10/13	US TREASURY TAX REF# 078541478	PYMT NASHVILLE 8667348212 08/09/13	TN	07854147800	450.00
08/10/13	PAY 1040 SERVICE FEE 888-PAY-1040 REF# 078541476	8007229104 08/09/13	DC	07854147800	10.58
08/10/13	TJs Korner TJs Kor Wilmington REF# B36ICL 8774174551		DE		135.00
08/13/13	WAWAB40 0000000022 REF# 000013104	NEW CASTLE 8004449292 08/12/13	DE	00001310400	96.70
08/14/13	#07871 ACME 00000000 REF# 000087515	NEWARK 3027389509 08/13/13	DE	00008751500	50.37
08/15/13	ITUNES MUSICUSA REF# MGQTTJ1G832	ITUN MUSIC STO 08/15/13	CA		1.29
08/16/13	EXXONMOBIL REF# O471471	NEWARK 302-453-1244 08/15/13	DE		100.00
08/16/13	#07871 ACME 00000000 REF# 000940170	NEWARK 3027389509 08/15/13	DE	00094017000	72.39
08/17/13	BUSCH GARDENS ADMNS REF# 387000087	WILLIAMSBURG 0 7572533184 08/16/13 AMUSEMENT PARK, CIR ROC NUMBER 387000087 050100	VA	38700008700	330.00
08/17/13	BUSCH GARDENS EU PRK REF# 831000347	WILLIAMSBURG 3 7572533184 08/16/13 PARKING LOT/GARAGE ROC NUMBER 831000347 360750	VA	83100034700	25.00
08/18/13	COURTYARD 1WS FOL# 000017080001	WILLIAMSBURG LODGING 08/17/13 ARRIVAL DATE DEPARTURE DATE 08/16/13 08/17/13 00 ROC NUMBER 000017080001	VA	17080001000	145.19
08/18/13	COURTYARD 1WS FOL# 000017080002	WILLIAMSBURG LODGING 08/17/13 ARRIVAL DATE DEPARTURE DATE 08/16/13 08/17/13 00 ROC NUMBER 000017080002	VA	17080002000	158.72
08/18/13	KINGS DOMINION FRONT REF# 00009408170	DOSWELL 8048765000 08/17/13 GENERAL MERCHANDISE ROC NUMBER 00009408170	VA	00009408170	194.95
08/18/13	KINGS DOMINION-PARKI REF# 00009407776	DOSWELL 8048765000 08/17/13 GENERAL MERCHANDISE ROC NUMBER 00009407776	VA	00009407776	15.00
08/19/13	SEASONS PIZZA REF# 85409243231	NEW CASTLE 302-322-1300 08/18/13	DE	85409243231	24.21
08/21/13	YANKEE CANDLE 0098 5 REF# 820001005	NEWARK 4136658306 08/20/13 GIFT, NOVELTY STORE ROC NUMBER 820001005	DE	82000100500	153.88
08/24/13	HILLTOP CRAB HOUSE R REF# 80900	TOUGHKENAMON RESTAURANT 08/23/13	PA	80900000000	103.01

Continued on reverse

<b>Activity Continued</b>					Reference Code	Amount \$
08/26/13	#07871	ACME 00000000	NEWARK	DE	00002476200	82.89
	REF#	000024762	3027389509	08/25/13		
<b>Total for SEAN MOORE</b>					New Charges/Other Debits	2,836.63
					Payments/Other Credits	-2,298.43



**Corporate Card  
Statement of Account**

**Sign-up For Online  
Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
**SEAN MOORE  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41007**

Closing Date  
**09/28/13**

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
6,239.67	1,458.57	0.00	6,344.23	0.00	<b>1,354.01</b>

For important information regarding your account refer to page 2.

Please submit all outstanding expenses.

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**Activity**

Date reflects either transaction or posting date

Card Number XXXX-XXXXX0-41007	Reference Code	Amount \$
09/18/13 PAYMENT RECEIVED - THANK YOU	09/18	-6,344.23 ✓
08/30/13 ITUNES MUSICUSA ITUN CUPERTINO CA REF# MGQTXH4F5H0 ITUNES MUSIC STO 08/30/13		9.84
09/03/13 WAWA857 NEW CASTLE DE REF# 0063-5326 GAS STATION 09/02/13 FUEL ROC NUMBER 0063-5326		94.72
09/19/13 TICKETMASTER NEW YORK NY REF# NY5D842C14- TICKET AGENCY 09/18/13 JOHN LEGEND 09/18/13		920.00
09/22/13 KUNKEL'S SEAFOOD & S HADDON HEIGHT NJ REF# 00112071 856-547-1225 09/21/13 FOOD/BEVERAGE ROC NUMBER 00112071	00112071000	142.71
09/22/13 UNIVERSITY LIQUORS 6 NEWARK DE REF# 10156420130 3027374450 09/22/13 PACKAGE STORE-BEER/ ROC NUMBER 1015642013092200	10156420130	47.44
09/23/13 #07871 ACME 00000000 NEWARK DE REF# 000030728 3027389509 09/22/13	00003072800	173.69



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**Payment Coupon**

Account Number  
**3796-139430-41007**

SEAN MOORE  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033



Mail Payment to:

AMERICAN EXPRESS  
PO BOX 390001  
FT LAUDERDALE FL 33336-0001



Continued on Page 3

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due \$1,354.01**

Checks or drafts must be drawn against banks located in the U.S.

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0000379613943041007 000135401000145857 28HH



Prepared For  
SEAN MOORE  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX0-41007

Closing Date  
09/26/13

Page 3 of 3

<b>Activity Continued</b>				Reference Code	Amount \$
09/27/13	FIREBIRDS 0087 REF# 0 FOOD/BEVERAGE ROC NUMBER 0	CHADDS FORD RESTAURANT	PA 09/26/13		70.17
<b>Total for SEAN MOORE</b>				New Charges/Other Debits Payments/Other Credits	1,458.57 -6,344.23



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FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41007**

Closing Date  
**10/28/13**

Page 1 of 9

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	<b>Balance Due \$ 11/12/13</b>
1,354.01	5,237.35	0.00	0.00	0.00	<b>6,591.36</b>

For important information regarding your account refer to page 2.

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

Card Number XXXX-XXXXX0-41007					Reference Code	Amount \$
09/29/13	MODELL'S #96 REF# 00181685	NEWARK 999-999-9999	DE 09/28/13	00181685000		74.97
09/29/13	UNIVERSITY LIQUORS & REF# 10156420130	NEWARK 3027374450	DE 09/29/13	10156420130		48.95
	PACKAGE STORE-BEER/ ROC NUMBER 1015642013092900					
09/30/13	SHELL OIL 9100261420 REF# 0729137	NEW CASTLE AUTO FUEL DISPEN	DE 09/29/13	07291370000		55.01
09/30/13	3RD BASE MARKET 0462 REF# 000000059	NEW CASTLE 302-378-8441	DE 09/29/13	0000000590		12.65
	GROCERIES/SUNDRIES ROC NUMBER 000000059					
09/30/13	#07871 ACME 00000000 REF# 000029366	NEWARK 3027389509	DE 09/29/13	00002936600		113.65
10/03/13	WAWA857 REF# 0028-2713	NEW CASTLE GAS STATION	DE 10/02/13			63.11
	FUEL ROC NUMBER 0028-2713					



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**Payment Coupon**

Account Number  
**3796-139430-41007**

**Please Pay By  
11/12/13**

Continued on Page 3

Payable upon receipt in U.S. Dollars.

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**Amount Due  
\$6,591.36**

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0000379613943041007 000659136000523735 2&H





Activity Continued				Reference Code	Amount \$
10/03/13	SEASONS PIZZA REF# 85409243276	NEW CASTLE 302-322-1300	DE 10/02/13	85409243276	26.70
10/03/13	JT 8963 REF# 067276 MISC. PRODUCTS ROC NUMBER 067276	NEW CASTLE JT 8963	DE 10/03/13	06727600000	292.70
10/04/13	SHELL OIL 9100261420 REF# 0749531	NEW CASTLE AUTO FUEL DISPEN	DE 10/03/13	07495310000	90.25
10/04/13	CORT FURNITURE RNTL# REF# 01223411 RENT-ALL ROC NUMBER 01223411	CINNAMINSON 856-802-0202	NJ 10/03/13	01223411000	708.20
10/05/13	MERCEDES BENZ OF WIL REF# 10156320131 CAR/TRUCK DEALERS-A ROC NUMBER 1015632013100400	WILMINGTON 3029952211	DE 10/04/13	10156320131	307.68
10/07/13	PATHMARK #593 000000 REF# 000011081	NEW CASTLE 3023239610	DE 10/06/13	00001108100	207.14
10/09/13	#07871 ACME 00000000 REF# 000084249	NEWARK 3027389509	DE 10/08/13	00008424900	104.89
10/12/13	TARGET T2764 2764 REF# 01730605	NEWARK DISCOUNT STORE	DE 10/11/13	01730605000	102.94
10/12/13	TARGET T2764 2764 REF# 01730608	NEWARK DISCOUNT STORE	DE 10/11/13	01730608000	19.00
10/13/13	DE/NEWARK/CHRISTIANA REF# 00001013	NEWARK BOOK STORE	DE 10/12/13	00001013000	42.97
10/14/13	THROWBACKS BAR AND G REF# 31017393286	DELTRAN RESTAURANT	NJ 10/13/13	31017393286	53.85
10/14/13	TARGET T2104 2104 REF# 00786039	DELTRAN DISCOUNT STORE	NJ 10/13/13	00786039000	461.20
10/15/13	SEASONS PIZZA REF# 85409243288	NEW CASTLE 302-322-1300	DE 10/14/13	85409243288	18.05
10/16/13	EXXONMOBIL REF# LWW1780 GAS/SERVICES ROC NUMBER LWW1780	NEWPORT 302-996-1893	DE 10/15/13		29.73
10/16/13	WAWA857 REF# 0057-7895 MERCHANDISE FUEL MERCHANDISE ROC NUMBER 0057-7895	NEW CASTLE GAS STATION	DE 10/15/13		4.16
10/16/13	WAWA857 REF# 0057-7887 FUEL ROC NUMBER 0057-7887	NEW CASTLE GAS STATION	DE 10/15/13		95.27
10/16/13	MERCEDES BENZ OF WIL REF# 10156320131 CAR/TRUCK DEALERS-A ROC NUMBER 1015632013101500	WILMINGTON 3029952211	DE 10/15/13	10156320131	121.25
10/16/13	MERCEDES BENZ OF WIL REF# 10156320131 CAR/TRUCK DEALERS-A ROC NUMBER 1015632013101500	WILMINGTON 3029952211	DE 10/15/13	10156320131	199.00
10/17/13	SEASONS PIZZA REF# 85409243290	NEW CASTLE 302-322-1300	DE 10/16/13	85409243290	26.28
10/17/13	BEST BUY REF# 006001600	1480 NEWARK ELECTRONICS STOR	DE 10/16/13	00600160000	798.95
10/17/13	BEST BUY REF# 006507676	1480 NEWARK ELECTRONICS STOR	DE 10/16/13	00650767600	249.99
10/18/13	RED LOBSTER #438 REF# 043826403	001 DELTRAN 8564616202	NJ 10/17/13	04382640300	79.62
10/18/13	#07871 ACME 00000000 REF# 000085371	NEWARK 3027389509	DE 10/17/13	00008537100	33.01

Continued on reverse

<b>Activity Continued</b>				Reference Code	Amount \$
10/20/13	WAL-MART STORE#2555 REF# 46271279	NEW CASTLE DISCOUNT STORE	DE 10/19/13	46271279000	120.87
10/20/13	BEDBATH&BEYOND#1341 REF# 00051-00845	CHRISTIANA 302-737-5256	DE 10/19/13		159.95
10/21/13	SEASONS PIZZA REF# 85409243294	NEW CASTLE 302-322-1300	DE 10/20/13	85409243294	37.72
10/21/13	GNC #00657 657 REF# GNC ROC NUMBER	NEWARK 0 MISC FOOD STORE	DE 10/19/13		120.61
10/22/13	PAYPAL *EBAYINCSHIP REF# 91907768	4029357733 402-935-7733	CA 10/22/13	91907768000	15.60
10/23/13	EXXONMOBIL REF# LWW1951	NEWPORT 302-998-1693	DE 10/22/13		40.00
10/23/13	STAPLES 01115 REF# 000174393	CHRISTIANA (800)333-3330	DE 10/22/13	00017439000	100.00
10/25/13	WAWAB57 REF# 0076-4859	NEW CASTLE GAS STATION	DE 10/24/13		95.64
10/27/13	#07871 ACME 00000000 REF# 000059155	NEWARK 3027389509	DE 10/26/13	00005915500	102.79
<b>Total for SEAN MOORE</b>				New Charges/Other Debits Payments/Other Credits	5,237.35 0.00



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**11/28/13**

Page 1 of 7

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 12/13/13
6,591.36	2,947.53	0.00	1,354.01	0.00	<b>8,184.88</b>

For important information regarding your account refer to page 2.

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Card Number XXXX-XXXXX0-41007	Reference Code	Amount \$
10/30/13 PAYMENT RECEIVED - THANK YOU 10/30		-1,354.01
10/29/13 AM GREETINGS*ECARDPL 800-711-4474 OH 457865073 457865073 44144 10/28/13 ROC NUMBER 4578650730000000	45786507300	19.99
10/30/13 US TREASURY TAX PYMT NASHVILLE TN REF# 086758793 8667348212 10/29/13	08675879300	450.00
10/30/13 PAY 1040 SERVICE FEE 888-PAY-1040 DC REF# 086758791 8007229104 10/29/13	08675879100	10.58
10/31/13 AMAZON.COM AMZN.COM/BILL WA REF# QM6E4H6HCF2 MERCHANDISE 10/31/13		56.28
11/01/13 AMAZON.COM AMZN.COM/BILL WA REF# QM6ZAR70PSW MERCHANDISE 10/31/13		28.14
11/01/13 AMAZON.COM AMZN.COM/BILL WA REF# QM6IUGONGUR MERCHANDISE 11/01/13		60.33
11/01/13 AMAZON MKTPLACE PMTS AMZN.COM/BILL WA REF# Q3YUQCBD164 MERCHANDISE 11/01/13		30.00
11/02/13 OUTBACK 0810 NEWARK DE REF# 502494 RESTAURANT 11/01/13	50249400000	45.61

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**Payment Coupon**

Account Number  
**3796-139430-41007**

Continued on Page 3

**Please Pay By  
12/13/13**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due  
\$8,184.88**

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FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

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Activity Continued		Reference Code	Amount \$
11/03/13	MERCEDES BENZ OF WIL WILMINGTON DE REF# 10156320131 3029952211 11/02/13 CAR/TRUCK DEALERS-A ROC NUMBER 1015632013110200	10156320131	12.69
11/04/13	BRIO CHRISTIANA NEWARK DE REF# 7847509 RESTAURANT 11/03/13	78475090000	321.90
11/06/13	WAWA857 NEW CASTLE DE REF# 0003-6783 GAS STATION 11/05/13 FUEL ROC NUMBER 0003-6783		20.01
11/07/13	FOOT LOCKER 08115 FO NEWARK DE REF# 021062431 800-991-6685 11/06/13	02106243100	230.00
11/08/13	SEASONS PIZZA WILMINGTON DE REF# 85409243312 302-322-1300 11/07/13	85409243312	20.02
11/08/13	BURLINGTON COAT FACT NEWARK DE REF# 0 MEN'S/WOMEN'S CL 11/07/13		131.52
11/08/13	EDIBLE ARRANGEMENTS WALLINGFORD CT REF# 7660001 877-363-7848 11/08/13 GIFT ITEMS ROC NUMBER 7660001	76600010000	83.00
11/10/13	AMTRAK WASHINGTON DC TKT# 3130749549749 PASSENGER RAI 11/09/13 STANTON/TAMYRA MS TICKET-ID 3130749549749 FROM WILMINGTON ,DE TO WASHINGTON-UNIO,DC CARRIER 2V	31403261000	48.00
11/12/13	COURTYARD 151 WASHINGTON DC FOL# 000011110022 LODGING 11/11/13 ARRIVAL DATE DEPARTURE DATE 11/09/13 11/11/13 00 ROC NUMBER 000011110022	11110022000	243.72
11/13/13	SHERATON GREAT VALLE FRAZER PA FOL# 0000251828 LODGING 11/13/13 ARRIVAL DATE DEPARTURE DATE 11/11/13 11/12/13 00 ROC NUMBER 0000251828	00002518200	224.02
11/19/13	ENTERPRISE RENTACAR WILMINGTON DE R/A# D011210 AUTOMOBILE RE 11/19/13 ENTERPRISE RENTACAR WILMINGTON 102 LOCATION DATE/TIME RENTAL AGREEMENT WILMINGTON DE 11/18/13 D011210 070731 RETURN TR# WILMINGTON DE 11/19/13 MOORE SEAN		184.45
11/20/13	PAYPAL *FANDANGO 4029357733 CA REF# 63362410 402-935-7733 11/19/13 PROFESSIONAL SEVICE ROC NUMBER 63362410	63362410000	26.50
11/21/13	GARDEN STATE PARTS I SOUTHAMPTON NJ REF# 31017393325 AUTO PARTS/ACCES 11/21/13	31017393325	389.91
11/25/13	LONGHORN STEAKS 5243 BEAR DE REF# 524320948 3028345729 11/24/13	52432094800	108.97
11/26/13	TGI FRIDAYS #1520.00 NEW CASTLE DE REF# 92360853 3023256620 11/25/13 RESTAURANT CHARGES ROC NUMBER 92360853	92360853000	74.02
11/28/13	SEASONS PIZZA NEW CASTLE DE REF# 85409243332 302-322-1300 11/27/13	85409243332	25.72
11/28/13	#07871 ACME 00000000 NEWARK DE REF# 000070764 3027389509 11/27/13	00007076400	102.15
<b>Total for SEAN MOORE</b>		New Charges/Other Debits Payments/Other Credits	2,947.53 -1,354.01



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Closing Date  
**12/28/13**

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ <b>01/12/14</b>
8,184.88	1,291.03	0.00	5,237.35	0.00	<b>4,238.56</b>

For important information regarding your account refer to page 2.

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**Activity**

Date reflects either transaction or posting date

Card Number XXXX-XXXXX0-41007	Reference Code	Amount \$
12/19/13 PAYMENT RECEIVED - THANK YOU	12/19	-5,237.35
12/02/13 STAPLES 01528 NEW CASTLE DE 000131055 01528000131055 19720 12/01/13 \$50 MASTERCARD \$4.95 MASTERCARD GIFT CARD FEE \$200 VISA GIFT \$6.95 VISA GIFT CARD FEE ROC NUMBER 000131055	00013105500	468.85
12/03/13 BEDBATH&BEYOND#1341 CHRISTIANA DE REF# 00051-02637 302-737-5256 12/02/13		59.94
12/04/13 WAWA857 1 NEW CASTLE DE REF# 000060328 8004449292 12/03/13	00006032800	72.87
12/06/13 SEASONS PIZZA NEW CASTLE DE REF# 85409243340 302-322-1300 12/05/13	85409243340	27.82
12/11/13 SEASONS PIZZA NEW CASTLE DE REF# 85409243345 302-322-1300 12/10/13	85409243345	19.43
12/12/13 SHELL OIL 9100261420 NEW CASTLE DE REF# 0054197 AUTO FUEL DISPEN 12/11/13	00541970000	65.00
12/12/13 TGI FRIDAYS #1520 00 NEW CASTLE DE REF# 52609520 3023256620 12/11/13 RESTAURANT CHARGES ROC NUMBER 52609520	52609520000	39.31



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**Payment Coupon**

Account Number  
**3796-139430-41007**

Continued on Page 3

**Please Pay By  
01/12/14**

Payable upon receipt in U.S. Dollars.



SEAN MOORE  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

**Amount Due  
\$4,238.56**

Please enter account number on all checks and correspondence.

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**FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41007**

Closing Date  
**12/28/13**

Page 3 of 3

<b>Activity Continued</b>				Reference Code	Amount \$
12/21/13	BEAR CREEK 6417 REF# 35593002 Unleaded Super ROC NUMBER 35593002	NEW CASTLE 302-838-2806	DE 12/21/13	35593002000	93.91
12/25/13	STAPLES 01528 000216497 01528000216497 \$200 MASTERCARD \$30 SUBWAY MULTIPACK \$6.95 MC GIFT CARD FEE \$200 MASTERCARD ROC NUMBER 000216497	NEW CASTLE 19720	DE 12/24/13	00021649700	443.90
<b>Total for SEAN MOORE</b>				New Charges/Other Debits Payments/Other Credits	1,291.03 -5,237.35



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**01/28/14**

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ <b>02/12/14</b>
4,238.56	622.49	126.73	0.00	0.00	<b>4,987.78</b>

For important information regarding your account refer to page 2.

Your account is 60 days past due. Submit all outstanding expenses to avoid possible cancellation.

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## Activity Date reflects either transaction or posting date

Card Number XXXX-XXXXX0-41007	Reference Code	Amount \$
12/30/13 #07871 ACME 00000000 NEWARK DE REF# 000074221 3027389509 12/29/13	00007422100	227.12
12/31/13 AVANQUEST 8801411218 PLEASANTON CA REF# 553302 8003956882 12/30/13	55330200000	69.95
12/31/13 MCAFEE 866-622-3911 TX REF# CS135184021 SECURITY SVS 12/31/13		89.99
01/08/14 FOOD LION #2153 0000 NEW CASTLE DE REF# 000004048 3023259158 01/07/14	00000404800	105.95
01/11/14 SXMSIRIUSXM.COM/ACCT 888-635-5144 NY REF# T1,9D150CE, XM SATELITE 01/10/14		129.48
01/28/14 DELINQUENCY CHARGE ON 4,238.56		126.73
<b>Total for SEAN MOORE</b>	New Charges/Other Debits Payments/Other Credits	749.22 0.00



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**Payment Coupon**

Account Number  
3796-139430-41007

**Please Pay By  
02/12/14**

Payable upon receipt in U.S. Dollars.



SEAN MOORE  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

**Amount Due  
\$4,987.78**

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

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# Corporate Card Statement of Account

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SEAN MOORE  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX0-41007

Closing Date  
02/28/14

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 03/15/14
4,987.78	0.00	569.13	0.00	0.00	<b>5,556.91</b>

For important information regarding your account refer to page 2.

**URGENT - Your account is seriously past due. Submit all outstanding expenses and contact us immediately.**

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## Activity Date reflects either transaction or posting date

Card Number XXXX-XXXXX0-41007	Reference Code	Amount \$
01/28/14 ANNUAL MEMBERSHIP RENEWAL FEE PERIOD 03/14 THRU 02/15	00700000314	395.00
02/28/14 DELINQUENCY CHARGE ON 4,987.78		149.13
02/28/14 90 DAY SUSPENSE FEE		25.00
<b>Total for SEAN MOORE</b>	New Charges/Other Debits Payments/Other Credits	569.13 0.00



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### Payment Coupon

Account Number  
3796-139430-41007



SEAN MOORE  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

**Please Pay By 03/15/14**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due \$5,556.91**

Checks or drafts must be drawn against banks located in the U.S.

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07/28/12

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Please Pay By
845.00	0.00	0.00	0.00	0.00	<b>845.00</b>	<b>08/12/12</b>

For important information regarding your account refer to page 2.

**Your annual dues are seriously past due.**

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.

**Activity**

	Amount \$
<b>Total of New Activity</b>	
New Charges/Other Debits	0.00
Payments/Other Credits	0.00



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

Do not staple or use paper clips

**Payment Coupon**

Account Number  
3787-508719-41005

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

**Please Pay By**  
**08/12/12**

Payable upon receipt in U.S. Dollars.


Please enter account number on all checks and correspondence.

**Amount Due**  
**\$845.00**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:

  
AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 000084500000000000 2844



**Activity Continued**

Card Number XXXX-XXXXX9-42037		Reference Code	Amount \$
08/07/12	BEST BUY MHT 1480 NEWARK DE REF# 000506891 ELECTRONICS STOR 08/06/12	00050689100	181.45
08/09/12	BEST BUY MHT 465 WILMINGTON DE REF# 000607340 ELECTRONICS STOR 08/08/12	00060734000	418.63
08/13/12	DICK'S SPORTING GOOD NEWARK DE REF# 00303941 SPORTING GOODS S 08/12/12 SPORTING GOODS ROC NUMBER 00303941	00303941000	377.97
08/17/12	CLKBANK*COM_D38KW2E3 800-390-6035 ID REF# D38KW2E3 DIGITAL GOOD 08/16/12		9.95
08/17/12	CLKBANK*COM_D38KW9E3 800-390-6035 ID REF# D38KW9E3 DIGITAL GOOD 08/16/12		54.85
08/19/12	COMCAST OF WILMINGTO 800-COMCAST DE REF# 31721301 CABLE SVCS 08/18/12 CABLE SERVICE ROC NUMBER 31721301	31721301000	541.62
08/20/12	COURTYARD 108 NEWARK DE FOL# 000019080000 LODGING 08/19/12 ARRIVAL DATE DEPARTURE DATE 08/18/12 08/19/12 00 ROC NUMBER 000019080000	19080000000	134.71
08/20/12	TARGET T2764 2764 NEWARK DE REF# 00798417 DISCOUNT STORE 08/19/12	00798417000	716.18
08/21/12	FIREBIRDS 0089 NEWARK DE REF# 58840144 704-944-5180 08/20/12 FOOD/BEVERAGE ROC NUMBER 58840144	58840144000	56.75
08/24/12	BEST BUY MHT 1480 NEWARK DE REF# 000403752 ELECTRONICS STOR 08/23/12	00040375200	199.99
08/25/12	BROOKSTONE CO 166 00 NEWARK DE REF# 016675865 3027337580 08/24/12	01667586500	783.84
08/25/12	DE/NEWARK/CHRISTIANA NEWARK DE REF# 00000825 BOOK STORE 08/24/12	00000825000	151.42
08/25/12	TARGET T2764 2764 NEWARK DE REF# 00806870 DISCOUNT STORE 08/25/12	00806870000	190.08
<b>Total for SEAN MOORE</b>		New Charges/Other Debits Payments/Other Credits	3,817.44 0.00



**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX. **Business Travel Accident Insurance Plan<sup>1</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.   
 1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-82 04.   
 2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



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To Pay by Phone  
 1-800-472-9297

Customer Service and Billing Inquiries  
 1-800-528-2122  
**24 hours/7 days**

Express Cash  
 1-800-CASH-NOW

Lost or Stolen Card  
 1-800-528-2122

International Collect:  
 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

Payments  
 P.O. BOX 1270  
 NEWARK NJ  
 07101-1270

Change of Address  
 If correct on front do not use.

Name																									
Company Name																									
Street Address																									
City, State																									
Zip Code																									
Area Code and Home Phone																									
Area Code and Work Phone																									
Email																									

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



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Prepared For  
SEAN MOORE/CBA  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX9-41005

Closing Date  
08/28/12

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
845.00	3,817.44	0.00	5,000.00	0.00	<b>337.56</b>	<b>CR</b>

For important information regarding your account refer to page 2.

Credit Balance - Can be applied against future charges or you may request a refund.

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**Corporate Card Snapshot**

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX9-41005	SEAN MOORE/CBA	0.00	-5,000.00
XXXX-XXXXX9-42037	SEAN MOORE	3,817.44	0.00
	<b>Total</b>	<b>3,817.44</b>	<b>-5,000.00</b>

**Activity**

Date reflects either transaction or posting date.

Card Number	Reference Code	Amount \$
XXXX-XXXXX9-41005		
07/31/12	PAYMENT RECEIVED - THANK YOU 07/31 0015000000	-5,000.00
<b>Total for SEAN MOORE/CBA</b>	New Charges/Other Debits Payments/Other Credits	0.00 -5,000.00

Do not staple or use paper clips  
**Payment Coupon**

Account Number  
3787-508719-41005

**Do Not Pay** Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

**Credit Balance**  
**\$337.56CR** Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.



AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 100033756000381744 28HH



**Activity Continued**

Card Number XXXX-XXXXX9-42037					Reference Code	Amount \$
08/30/12	SABRINA SILVER 0158 REF# 66130001 JEWELRY REPAIR ROC NUMBER 66130001	LOS ANGELES 213-689-1488 08/28/12	CA		66130001000	626.37
08/30/12	APPLE STORE 102 REF# R1024275683	NEWARK COMPUTER STORE 08/29/12	DE			302.80
09/01/12	TARGET T2764 2764 REF# 01126541	NEWARK DISCOUNT STORE 08/31/12	DE		01126541000	77.97
09/01/12	FOOTLOCKER 08115 081 REF# 83294	NEWARK SPORTING GOODS S 08/31/12	DE		83294000000	210.98
09/02/12	VALVOLINE INSTANT OI REF# 00000693 AUTO SERVICES ROC NUMBER 00000693	NEW CASTLE 8003278242 09/01/12	DE		00000693000	277.97
09/03/12	COURTYARD 1DP FOL# 000002090008 ARRIVAL DATE DEPARTURE DATE 09/01/12 09/02/12 00 ROC NUMBER 000002090008	WILMINGTON LODGING 09/02/12	DE		02090008000	130.90
09/03/12	COMPUSA NEWARK REF# 896017	NEWARK COMPUTER STORE 09/02/12	DE			258.67
09/05/12	NORDSTROMRACK 639 0 REF# 10291861 MEN'S FINE FRAG ROC NUMBER 10291861	NEWARK DEPARTMENT STORE 09/04/12	DE		10291861000	115.00
09/05/12	NORDSTROMRACK 639 0 REF# 79053879 MENS UPDATED SH ROC NUMBER 79053879	NEWARK DEPARTMENT STORE 09/04/12	DE		79053879000	299.85
09/06/12	WAL-MART STORE#2555 REF# 21343002	NEW CASTLE DISCOUNT STORE 09/05/12	DE		21343002000	258.63
09/07/12	PAYPAL *NUPEMALL REF# 22563260 DEPARTMENT STO ROC NUMBER 22563260	4029357733 402-935-7733 09/07/12	CA		22563260000	264.70
09/09/12	BEST BUY MHT REF# 000702341	465 WILMINGTON ELECTRONICS STOR 09/08/12	DE		00070234100	249.95
09/10/12	Red Roof Inn 0190 28 003931983 8632974 Hotel Stay ROC NUMBER 0039319835	Newark 19713 09/08/12	DE		00393198350	113.68
09/14/12	ABC TICKETS 0024 REF# 49990031 TICKET AGENCIE ROC NUMBER 49990031	CHERRY HILL 800-355-5555 09/12/12	NJ		49990031000	359.18
09/15/12	SOUND OF TRI STATE REF# 0 3027929004	CLAYMONT 09/15/12	DE			150.00
09/16/12	SUNOCO 0004701910 REF# 26042536266	WILMINGTON AUTO FUEL DISPEN 09/15/12	DE		26042536266	76.49
09/19/12	SOUND OF TRI STATE REF# 0 3027929004	CLAYMONT 09/19/12	DE			255.00
09/23/12	BOSCOV'S WILMINGTON REF# 21145851	WILMINGTON DEPARTMENT STORE 09/22/12	DE		21145851000	595.00
<b>Total for SEAN MOORE</b>					New Charges/Other Debits Payments/Other Credits	4,623.14 0.00





**Corporate Card  
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Prepared For  
SEAN MOORE/CBA  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX9-41005

Closing Date  
09/28/12

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 10/13/12
337.56 CR	4,623.14	0.00	0.00	0.00	<b>4,285.58</b>

For important information regarding your account refer to page 2.

**Payment is due in full.** Please pay by 10/13/12 to allow time for your payment to be received by us and credited to your account.

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**Corporate Card Snapshot**

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX9-41005	SEAN MOORE/CBA	0.00	0.00
XXXX-XXXXX9-42037	SEAN MOORE	4,623.14	0.00
	<b>Total</b>	<b>4,623.14</b>	<b>0.00</b>

**Activity**

Date reflects either transaction or posting date

Card Number XXXX-XXXXX9-41005	Reference Code	Amount \$
<b>Total for SEAN MOORE/CBA</b>	New Charges/Other Debits	0.00
	Payments/Other Credits	0.00

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Do not staple or use paper clips  
**Payment Coupon**

Account Number  
3787-508719-41005

**Please Pay By  
10/13/12**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due  
\$4,285.58**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

Mail Payment to:

  
AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 000428558000462314 2844



Prepared For  
**SEAN MOORE/CBA**  
**FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX9-41005**

Closing Date  
**10/28/12**

Page 3 of 3

**Activity Continued**

<b>Card Number XXXX-XXXXX9-42037</b>				Reference Code	Amount \$
10/01/12	YANKEE CANDLE 0098 5 NEWARK REF# 930001005 4136658306 GIFT, NOVELTY STORE ROC NUMBER 930001005	DE	09/30/12	93000100500	115.95
10/14/12	#07871 ACME 00000000 OGLETOWN REF# 000070494 3027389509	DE	10/13/12	00007049400	152.13
<b>Total for SEAN MOORE</b>				New Charges/Other Debits	268.08
				Payments/Other Credits	0.00







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Prepared For  
SEAN MOORE/CBA  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX9-41005

Closing Date  
10/28/12

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Please Pay By
4,285.58	268.08	0.00	0.00	0.00	<b>4,553.66</b>	<b>11/12/12</b>

For important information regarding your account refer to page 2.

**Your account is 30 days past due. Pay by 11/12/12 to avoid delinquency charge.**

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**Corporate Card Snapshot**

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX9-41005	SEAN MOORE/CBA	0.00	0.00
XXXX-XXXXX9-42037	SEAN MOORE	268.08	0.00
	<b>Total</b>	<b>268.08</b>	<b>0.00</b>

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

Card Number	Reference Code	Amount \$
XXXX-XXXXX9-41005		
<b>Total for SEAN MOORE/CBA</b>	New Charges/Other Debits	0.00
	Payments/Other Credits	0.00

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

Do not staple or use paper clips  
**Payment Coupon**

Account Number  
3787-508719-41005

**Please Pay By  
11/12/12**

Payable upon receipt in U.S. Dollars.

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

**Amount Due  
\$4,553.66**

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:

  
AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 000455366000026808 2844



**Activity Continued**

Card Number XXXX-XXXXX9-42037				Reference Code	Amount \$
11/28/12	CUSTOMER SERVICE	PAYMENT THANK YOU	11/28	05409000000	-4,553.66
10/30/12	PAYPAL *ALLTHATANDS	4029357733	CA	17298356000	180.98
	REF# 17298356	402-935-7733	10/30/12		
	MEN'S CLOTHING				
	ROC NUMBER 17298356				
10/30/12	PAYPAL *ALLTHATANDS	4029357733	CA	17298299000	56.88
	REF# 17298239	402-935-7733	10/30/12		
	MEN'S CLOTHING				
	ROC NUMBER 17298239				
10/30/12	PAYPAL *ALLTHATANDS	4029357733	CA	17335372000	115.98
	REF# 17335372	402-935-7733	10/30/12		
	MEN'S CLOTHING				
	ROC NUMBER 17335372				
10/30/12	PAYPAL *EDHATTEM	4029357733	CA	17306664000	181.50
	REF# 17306664	402-935-7733	10/30/12		
	DURABLE GOODS				
	ROC NUMBER 17306664				
10/31/12	PAYPAL *EBAYINCSHIP	4029357733	CA	22703902000	10.81
	REF# 22703902	402-935-7733	10/31/12		
	SHIPPING AND PACKIN				
	ROC NUMBER 22703902				
<b>Total for SEAN MOORE</b>				New Charges/Other Debits	546.15
				Payments/Other Credits	-4,553.66





**Corporate Card  
Statement of Account**

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Prepared For  
SEAN MOORE/CBA  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX9-41005

Closing Date  
11/28/12

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Please Pay By Due \$ 12/13/12
4,553.66	546.15	39.00	4,553.66	0.00	585.15	For important information regarding your account refer to page 2.

**Payment is due in full.** Please pay by 12/13/12 to allow time for your payment to be received by us and credited to your account.

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.

**Corporate Card Snapshot**

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX9-41005	SEAN MOORE/CBA	39.00	0.00
XXXX-XXXXX9-42037	SEAN MOORE	546.15	-4,553.66
	<b>Total</b>	585.15	-4,553.66

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

Card Number XXXX-XXXXX9-41005	Reference Code	Amount \$
11/28/12	LATE FEE FOR 45-DAY PAST DUE BALANCE	39.00
<b>Total for SEAN MOORE/CBA</b>		
	New Charges/Other Debits	39.00
	Payments/Other Credits	0.00

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

Do not staple or use paper clips

**Payment Coupon**

Account Number  
3787-508719-41005

**Please Pay By  
12/13/12**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due  
\$585.15**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

Mail Payment to:

  
AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 000058515000054615 2844



Prepared For  
SEAN MOORE/CBA  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX9-41005

Closing Date  
12/28/12

Page 3 of 3

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**Activity Continued**

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**Card Number XXXX-XXXXX9-42037**

Reference Code

Amount \$

11/30/12	PAYPAL *ROBOFORM	4029357733	CA	09362071000	29.95
	REF# 09362071	402-935-7733	11/30/12		
	GENERAL - SOFTWARE				
	ROC NUMBER 09362071				

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**Total for SEAN MOORE**

New Charges/Other Debits  
Payments/Other Credits

29.95  
0.00





**Corporate Card  
Statement of Account**

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Prepared For  
SEAN MOORE/CBA  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX9-41005

Closing Date  
12/28/12

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 01/12/13
585.15	29.95	0.00	0.00	0.00	<b>615.10</b>

For important information regarding your account refer to page 2.

**Your account is 30 days past due. Pay by 01/12/13 to avoid delinquency charge.**

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**Corporate Card Snapshot**

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX9-41005	SEAN MOORE/CBA	0.00	0.00
XXXX-XXXXX9-42037	SEAN MOORE	29.95	0.00
	<b>Total</b>	<b>29.95</b>	<b>0.00</b>

**Activity**

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXXX9-41005		
<b>Total for SEAN MOORE/CBA</b>	New Charges/Other Debits	0.00
	Payments/Other Credits	0.00

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

Do not staple or use paper clips

**Payment Coupon**

Account Number  
3787-508719-41005

**Please Pay By  
01/12/13**

Payable upon receipt in U.S. Dollars.

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

**Amount Due  
\$615.10**

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:



AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 000061510000002995 2844



Prepared For  
SEAN MOORE/CBA  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX9-41005

Closing Date  
01/28/13

Page 5 of 5

**Activity Continued**

Card Number XXXX-XXXXX9-42037				Reference Code	Amount \$
12/31/12	BEDBATH&BEYOND#0185	WILMINGTON	DE		295.78
	REF# 00010-09383	302-479-5414	12/30/12		
<b>Total for SEAN MOORE</b>				New Charges/Other Debits	295.78
				Payments/Other Credits	0.00





**Corporate Card  
Statement of Account**

**Sign-up For Online  
Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
**SEAN MOORE/CBA  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX9-41005**

Closing Date  
**01/28/13**

Page 1 of 5

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Please Pay By
615.10	7,245.86	78.00	0.00	0.00	<b>7,938.96</b>	<b>02/12/13</b>

For important information regarding your account refer to page 2.

**Your account is past due. Contact us immediately. Pay past due amount by 02/12/13 to avoid further delinquency charges.**

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.

**Corporate Card Snapshot**

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX9-41005	SEAN MOORE/CBA	78.00	0.00
XXXX-XXXXX9-41013	TENNEL BREWINGTON	6,950.08	0.00
XXXX-XXXXX9-42037	SEAN MOORE	295.78	0.00
	<b>Total</b>	<b>7,323.86</b>	<b>0.00</b>

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

Card Number	Reference Code	Amount \$
XXXX-XXXXX9-41005		
01/28/13	DELINQUENCY CHARGE ON 615.10	39.00
01/28/13	LATE FEE FOR 45-DAY PAST DUE BALANCE	39.00
<b>Total for SEAN MOORE/CBA</b>		
	New Charges/Other Debits	78.00
	Payments/Other Credits	0.00

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

Do not staple or use paper clips  
**Payment Coupon**

Account Number  
**3787-508719-41005**

**Please Pay By  
02/12/13**

Payable upon receipt in U.S. Dollars.

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

**Amount Due  
\$7,938.96**

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:

  
AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 000793896000724586 2844

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX. **Business Travel Accident Insurance Plan<sup>1</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.   
 1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-82-04.   
 2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.

 Manage your card account online at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)

 To Pay by Phone  
 1-800-472-9297

Customer Service and Billing Inquiries  
 1-800-528-2122  
**24 hours/7 days**

Express Cash  
 1-800-CASH-NOW

Lost or Stolen Card  
 1-800-528-2122

International Collect:  
 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

Payments  
 P.O. BOX 1270  
 NEWARK NJ  
 07101-1270

Change of Address  
 If correct on front  
 do not use

Name																				
Company Name																				
Street Address																				
City, State																				
Zip Code																				
Area Code and Home Phone																				
Area Code and Work Phone																				
Email																				

Providing your email address to American Express will enable you to receive special offers, suited to your needs.





**Activity Continued**

Card Number XXXX-XXXXX9-42037		Reference Code	Amount \$
02/10/13	#07871 ACME 00000000 OGLETOWN DE REF# 000928352 3027389509 02/09/13	00082835200	95.03
02/10/13	MYFICO MYFICO.COM SAN JOSE CA REF# R8A68E5A4 CREDIT REPORTING 02/10/13		39.90
02/11/13	BEDBATH&BEYOND#1341 CHRISTIANA DE REF# 00006-09337 302-737-5256 02/10/13		642.84
02/11/13	BOSCOVS - CHRISTIAN CHRISTIANA DE REF# 21880743 DEPARTMENT STORE 02/10/13	21880743000	80.42
02/12/13	APPLE STORE 102 NEWARK DE REF# R1024892645 COMPUTER STORE 02/11/13		383.00
02/14/13	FTD*FTD.COM/800-SEND DOWNERSGROVE IL REF# 00907550-02 800/736-3383 02/13/13 ROC NUMBER 00907550-02-02/1		174.97
02/14/13	EDIBLE ARRANGEMENTS WALLINGFORD CT REF# 4480685 877-363-7848 02/14/13 GIFT ITEMS ROC NUMBER 4480685	44806850000	109.99
02/15/13	BEST BUY 1480 NEWARK DE REF# 000408729 ELECTRONICS STOR 02/14/13	00040872900	347.78
02/17/13	GAMESTOP #4256 00000 NEWARK DE REF# 91171333 8008838895 02/16/13 GENERAL MERCHANDISE ROC NUMBER 91171333	91171333000	89.97
02/18/13	BEST BUY 465 WILMINGTON DE REF# 000603869 ELECTRONICS STOR 02/17/13	00060386900	572.92
02/18/13	YANKEE CANDLE 0532 5 WILMINGTON DE REF# 217001082 4136658306 02/17/13 GIFT, NOVELTY STORE ROC NUMBER 217001082	21700108200	263.91
<b>Total for SEAN MOORE</b>		New Charges/Other Debits Payments/Other Credits	2,600.73 0.00



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Our acceptance of any payment marked with a restrictive legend will not operate as an accord and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. 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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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX.

**Business Travel Accident Insurance Plan<sup>1</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.

<sup>1</sup> Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-82-04.

<sup>2</sup> American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



Manage your card account online at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



To Pay by Phone  
 1-800-472-9297

Customer Service and Billing Inquiries  
 1-800-528-2122  
**24 hours/7 days**

Express Cash  
 1-800-CASH-NOW

Lost or Stolen Card  
 1-800-528-2122

International Collect:  
 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

Payments  
 P.O. BOX 1270  
 NEWARK NJ  
 07101-1270

Change of Address  
 If correct on front do not use

Name																
Company Name																
Street Address																
City, State																
Zip Code																
Area Code and Home Phone																
Area Code and Work Phone																
Email																

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



# Corporate Card Statement of Account

**Sign-up For Online Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
SEAN MOORE/CBA  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX9-41005

Closing Date  
02/28/13

Page 1 of 5

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 03/15/13
7,938.96	2,964.61	0.00	615.10	0.00	<b>10,288.47</b>

For important information regarding your account refer to page 2.

**Your account is 30 days past due. Pay by 03/15/13 to avoid delinquency charge.**

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.

### Corporate Card Snapshot

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX9-41005	SEAN MOORE/CBA	0.00	-615.10
XXXX-XXXXX9-41013	TENNEL BREWINGTON	163.88	0.00
XXXX-XXXXX9-42037	SEAN MOORE	2,800.73	0.00
Total		2,964.61	-615.10

### Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXXX9-41005	Reference Code	Amount \$
02/07/13	PAYMENT RECEIVED - THANK YOU 02/07	-615.10
<b>Total for SEAN MOORE/CBA</b>		New Charges/Other Debits 0.00 Payments/Other Credits -615.10

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

Do not staple or use paper clips

### Payment Coupon

Account Number  
3787-508719-41005

**Please Pay By 03/15/13**

Payable upon receipt in U.S. Dollars.

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

**Amount Due \$10,288.47**

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:

AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 001028847000296461 28HH



**Activity Continued**

<b>Card Number XXXX-XXXXX9-42037</b>				Reference Code	Amount \$
03/08/13	COMCAST OF WILMINGTO REF# 31721301 CABLE SERVICE ROC NUMBER 31721301	800-COMCAST CABLE SVCS 03/07/13	DE	31721301000	372.59
03/10/13	WORLD FOOTLOCKER 250 REF# 04793	WILMINGTON SPORTING GOODS S 03/09/13	DE	04793000000	241.97
03/14/13	PAYPAL *4 YOU INC REF# 53823011 PROFESSIONAL SEVICE ROC NUMBER 53823011	4029357733 402-935-7733 03/13/13	CA	53823011000	44.95
03/15/13	AMAZON MKTPLACE REF# FH08HCNNAHY	PMTS AMZN.COM/BILL MERCHANDISE 03/15/13	WA		6.99
03/15/13	AMAZON MKTPLACE REF# VAP1AYWVO87	PMTS AMZN.COM/BILL MERCHANDISE 03/15/13	WA		27.00
03/16/13	TICKETMASTER REF# NY1A1A92 1- ALICIA KEYS	WEST HOLLYWOOD 8663818924 03/15/13	CA		816.06
<b>Total for SEAN MOORE</b>				New Charges/Other Debits Payments/Other Credits	1,509.56 0.00

ENTERED



**Corporate Card  
Statement of Account**

**Sign-up For Online  
Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
**SEAN MOORE/CBA  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX9-41005**

Closing Date  
**03/30/13**

Page 1 of 5

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Please Pay By
10,288.47	3,723.44	0.00	7,323.86	0.00	<b>6,688.05</b>	<b>04/14/13</b>

For important information regarding your account refer to page 2.

**Your account is 30 days past due. Pay by 04/14/13 to avoid delinquency charge.**

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.

**Corporate Card Snapshot**

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX9-41005	SEAN MOORE/CBA	0.00	-7,323.86
XXXX-XXXXX9-41013	TENNEL BREWINGTON	2,213.88	0.00
XXXX-XXXXX9-42037	SEAN MOORE	1,509.56	0.00
	<b>Total</b>	<b>3,723.44</b>	<b>-7,323.86</b>

**Activity**

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
<b>XXXX-XXXXX9-41005</b>		
03/11/13	PAYMENT RECEIVED - THANK YOU 03/11	-7,323.86
<b>Total for SEAN MOORE/CBA</b>	New Charges/Other Debits Payments/Other Credits	0.00 -7,323.86

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

Do not staple or use paper clips

**Payment Coupon**

Account Number  
**3787-508719-41005**

**Please Pay By  
04/14/13**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due  
\$6,688.05**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

Mail Payment to:

  
AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 000668805000372344 30HH

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX.

**Business Travel Accident Insurance Plan<sup>1</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.

<sup>1</sup> Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-62-04.

<sup>2</sup> American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.

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 To Pay by Phone  
 1-800-472-9297

Customer Service and Billing Inquiries  
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**24 hours/7 days**

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Payments  
 P.O. BOX 1270  
 NEWARK NJ  
 07101-1270

Change of Address  
 If correct on front  
 do not use

Name																								
Company Name																								
Street Address																								
City, State																								
Zip Code																								
Area Code and Home Phone																								
Area Code and Work Phone																								
Email																								

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



**Activity Continued**

Card Number XXXX-XXXXX9-42037				Reference Code	Amount \$
04/03/13	US TREASURY TAX PYMT NASHVILLE REF# 064855153 8667348212	TN	04/02/13	06485515300	450.00
04/03/13	PAY 1040 SERVICE FEE 888-PAY-1040 REF# 064855152 8007229104	DC	04/02/13	06485515200	10.58
04/04/13	SEASONS PIZZA NEW CASTLE REF# 0 3023221300	DE	04/02/13		24.77
04/07/13	SUNOCO 0434701901 CRANBURY REF# 09717809614 AUTO FUEL DISPEN	NJ	04/06/13	09717809614	87.94
04/07/13	FAIRFIELD INN 36R BROOKLYN FOL# 000006040012 LODGING ARRIVAL DATE DEPARTURE DATE 04/05/13 04/06/13 00 ROC NUMBER 000006040012	NY	04/06/13	06040012000	348.65
04/07/13	SEASONS PIZZA NEW CASTLE REF# 0 3023221300	DE	04/06/13		109.94
04/10/13	THE SPARE RIB EXPRES NEW CASTLE REF# 659518 RESTAURANT	DE	04/09/13	65951800000	22.75
04/11/13	SEASONS PIZZA NEW CASTLE REF# 0 3023221300	DE	04/10/13		19.36
04/12/13	DENTAL DIAG N SVCS 2 NEWARK REF# 423831 DENTIST/ORTHODON DENTAL SERVICES ROC NUMBER 423831	DE	04/11/13	42383100000	461.60
<b>Total for SEAN MOORE</b>				New Charges/Other Debits Payments/Other Credits	1,535.59 0.00





# Corporate Card Statement of Account

Sign-up For Online Statements

www.americanexpress.com/checkyourbill

Prepared For  
SEAN MOORE/CBA  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX9-41005

Closing Date  
04/29/13

Page 1 of 5

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 05/14/13
6,688.05	3,633.91	0.00	2,964.61	0.00	<b>7,357.35</b>

For important information regarding your account refer to page 2.

Your account is 30 days past due. Pay by 05/14/13 to avoid delinquency charge.

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.

## Corporate Card Snapshot

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX9-41005	SEAN MOORE/CBA	0.00	-2,964.61
XXXX-XXXXX9-41013	TENNEL BREWINGTON	2,096.32	0.00
XXXX-XXXXX9-42037	SEAN MOORE	1,535.59	0.00
	<b>Total</b>	<b>3,633.91</b>	<b>-2,964.61</b>

## Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXXX9-41005	Reference Code	Amount \$
04/05/13	PAYMENT RECEIVED - THANK YOU 04/05	-2,964.61
<b>Total for SEAN MOORE/CBA</b>	New Charges/Other Debits Payments/Other Credits	0.00 -2,964.61

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

Do not staple or use paper clips

**Payment Coupon**

Account Number  
3787-508719-41005

**Please Pay By**  
05/14/13

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due**  
\$7,357.35

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

Mail Payment to:

  
AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 000735735000363391 2944



**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. 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**Business Travel Accident Insurance Plan<sup>1</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.  
 1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-82-04.  
 2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



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**24 hours/7 days**

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 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

Payments  
 P.O. BOX 1270  
 NEWARK NJ  
 07101-1270

Change of Address  
 If correct on front do not use

Name															
Company Name															
Street Address															
City, State															
Zip Code															
Area Code and Home Phone															
Area Code and Work Phone															
Email															

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



# Corporate Card Statement of Account

**Sign-up For Online  
Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
SEAN MOORE/CBA  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX9-41005

Closing Date  
05/29/13

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Please Pay By
7,357.35	0.00	258.98	0.00	0.00	<b>7,616.33</b>	<b>06/13/13</b>

For important information regarding your account refer to page 2.

**Your account is past due. Contact us immediately. Pay past due amount by 06/13/13 to avoid further delinquency charges.**

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.

## Activity Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXXX9-41005		
05/29/13	DELINQUENCY CHARGE ON	7,357.35
		219.98
05/29/13	LATE FEE FOR 45-DAY PAST DUE BALANCE	
		39.00
<b>Total for SEAN MOORE/CBA</b>		
	New Charges/Other Debits	258.98
	Payments/Other Credits	0.00



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

Do not staple or use paper clips  
**Payment Coupon**

Account Number  
3787-508719-41005

**Please Pay By**  
**06/13/13**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due**  
**\$7,616.33**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

Mail Payment to:

AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 000761633000000000 29HH

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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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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. 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Change of Address  
 If printed on front  
 do not use

Name																								
Company Name																								
Street Address																								
City, State																								
Zip Code																								
Area Code and Home Phone																								
Area Code and Work Phone																								
Email																								

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



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Payments  
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Statement of Account**

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www.americanexpress.com/checkyourbill

Prepared For  
SEAN MOORE/CBA  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX9-41005

Closing Date  
06/28/13

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Please Pay By
7,616.33	135.00	0.00	7,616.33	0.00	<b>135.00</b>	<b>07/13/13</b>

For important information regarding your account refer to page 2.

**Payment is due in full.** Please pay by 07/13/13 to allow time for your payment to be received by us and credited to your account.

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.

**Corporate Card Snapshot**

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX9-41005	SEAN MOORE/CBA	0.00	-7,616.33
XXXX-XXXXX9-41013	TENNEL BREWINGTON	135.00	0.00
Total		135.00	-7,616.33



**Activity**

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXXX9-41005		
06/04/13	PAYMENT RECEIVED - THANK YOU 06/04	-7,616.33 ✓
<b>Total for SEAN MOORE/CBA</b>		
	New Charges/Other Debits	0.00
	Payments/Other Credits	-7,616.33

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

Do not staple or use paper clips

**Payment Coupon**

Account Number  
3787-508719-41005

**Please Pay By**  
07/13/13

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due**  
\$135.00

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

Mail Payment to:

  
AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 000013500000013500 2&H

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX.

**Business Travel Accident Insurance Plan<sup>1</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.

<sup>1</sup> Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-82 04.

<sup>2</sup> American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AXD400.



Manage your card account online at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



To Pay by Phone  
 1-800-472-9297

Customer Service and Billing Inquiries  
 1-800-528-2122  
**24 hours/7 days**

Express Cash  
 1-800-CASH-NOW

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Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

Payments  
 P.O. BOX 1270  
 NEWARK NJ  
 07101-1270

Change of Address  
 If correct on front do not use

Name																									
Company Name																									
Street Address																									
City, State																									
Zip Code																									
Area Code and Home Phone																									
Area Code and Work Phone																									
Email																									

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



**Activity Continued**

<b>Card Number XXXX-XXXXX9-42037</b>				Reference Code	Amount \$
07/05/13	AMAZON MKTPLACE	PMTS AMZN.COM/BILL	WA		51.29
	REF# H28YTINW8WI	MERCHANDISE	07/05/13		
07/05/13	AMAZON.COM	AMZN.COM/BILL	WA		18.36
	REF# SWG8BA9T48W	MERCHANDISE	07/05/13		
07/05/13	AMAZON.COM	AMZN.COM/BILL	WA		49.38
	REF# SWG9X5ZWREG	MERCHANDISE	07/05/13		
07/05/13	AMAZON MKTPLACE	PMTS AMZN.COM/BILL	WA		31.70
	REF# LCLLSJHNJ3V	MERCHANDISE	07/05/13		
07/07/13	AMAZON.COM	AMZN.COM/BILL	WA		110.70
	REF# SWG8FMM9EPJ	MERCHANDISE	07/07/13		
07/08/13	AMAZON MKTPLACE	PMTS AMZN.COM/BILL	WA		23.48
	REF# OXVV1GQ2OMW	MERCHANDISE	07/08/13		
<b>Total for SEAN MOORE</b>				New Charges/Other Debits	284.91
				Payments/Other Credits	0.00





**Corporate Card  
Statement of Account**

**Sign-up For Online  
Statements**

www.americanexpress.com/checkyourbill

Prepared For  
SEAN MOORE/CBA  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX9-41005

Closing Date  
07/28/13

Page 1 of 5

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 08/12/13
135.00	3,124.98	0.00	0.00	0.00	<b>3,259.98</b>

For important information regarding your account refer to page 2.

**Your account is 30 days past due. Pay by 08/12/13 to avoid delinquency charge.**

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.

**Corporate Card Snapshot**

Card Number	Card	New Charges + Other Debits	Payments + Other Credits
XXXX-XXXXX9-41005	SEAN MOORE/CBA	0.00	0.00
XXXX-XXXXX9-41013	TENNEL BREWINGTON	2,840.07	0.00
XXXX-XXXXX9-42037	SEAN MOORE	284.91	0.00
	<b>Total</b>	<b>3,124.98</b>	<b>0.00</b>

**Activity**

Date reflects either transaction or posting date

Card Number XXXX-XXXXX9-41005	Reference Code	Amount \$
<b>Total for SEAN MOORE/CBA</b>	New Charges/Other Debits	0.00
	Payments/Other Credits	0.00

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

Do not staple or use paper clips

**Payment Coupon**

Account Number  
3787-508719-41005

**Please Pay By  
08/12/13**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due  
\$3,259.98**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

Mail Payment to:

  
AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 000325998000312498 28dH

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Our acceptance of any payment marked with a restrictive legend will not operate as an accord and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. 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<sup>2</sup> American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.

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 To Pay by Phone  
 1-800-472-9297

Customer Service and Billing Inquiries  
 1-800-528-2122  
**24 hours/7 days**

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 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

Payments  
 P.O. BOX 1270  
 NEWARK NJ  
 07101-1270

Change of Address  
 If correct on front do not use

Name																								
Company Name																								
Street Address																								
City, State																								
Zip Code																								
Area Code and Home Phone																								
Area Code and Work Phone																								
Email																								

Providing your email address to American Express will enable you to receive special offers, suited to your needs.





# Corporate Card Statement of Account

**Sign-up For Online  
Statements**  
[www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)

Prepared For  
SEAN MOORE/CBA  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX9-41005

Closing Date  
08/28/13

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 09/12/13
3,259.98	0.00	0.00	135.00	0.00	<b>3,124.98</b>

For important information regarding your account refer to page 2.

**Your account is 30 days past due. Pay by 09/12/13 to avoid delinquency charge.**

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.

## Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXXX9-41005	Reference Code	Amount \$
07/31/13	PAYMENT RECEIVED - THANK YOU 07/31	-135.00
<b>Total for SEAN MOORE/CBA</b>		
	New Charges/Other Debits	0.00
	Payments/Other Credits	-135.00



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

Do not staple or use paper clips

### Payment Coupon

Account Number  
3787-508719-41005

**Please Pay By  
09/12/13**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due  
\$3,124.98**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

Mail Payment to:

AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 000312498000000000 2&H#

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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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. 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**24 hours/7 days**

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Lost or Stolen Card  
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International Collect  
 1-336-393-1111

Hearing Impaired Services  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect  
 1-715-343-7977

Payments  
 P.O. BOX 1270  
 NEWARK, NJ  
 07101-1270

Change of Address  
 If correct on front  
 do not use

Name																								
Company Name																								
Street Address																								
City, State																								
Zip Code																								
Area Code and Home Phone																								
Area Code and Work Phone																								
Email																								

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



# Corporate Card Statement of Account

**Sign-up For Online  
Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
SEAN MOORE/CBA  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX9-41005

Closing Date  
09/28/13

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 10/13/13
3,124.98	0.00	132.44	0.00	0.00	<b>3,257.42</b>

For important information regarding your account refer to page 2.

**Your account is past due. Contact us immediately. Pay past due amount by 10/13/13 to avoid further delinquency charges.**

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## Activity Date reflects either transaction or posting date

Card Number XXXX-XXXXX9-41005	Reference Code	Amount \$
09/28/13	DELINQUENCY CHARGE ON 3,124.98	93.44
09/28/13	LATE FEE FOR 45-DAY PAST DUE BALANCE	39.00
<b>Total for SEAN MOORE/CBA</b>		
	New Charges/Other Debits	132.44
	Payments/Other Credits	0.00



*Assigned To  
P. W. Winton*

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

Do not staple or use paper clips

### Payment Coupon

Account Number  
3787-508719-41005

**Please Pay By  
10/13/13**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due  
\$3,257.42**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

Mail Payment to:

  
AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 000325742000000000 28HH

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX.

**Business Travel Accident Insurance Plan<sup>1</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.

<sup>1</sup> Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-82-04.

<sup>2</sup> American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



Manage your card account online at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



To Pay by Phone  
 1-800-472-9297

Customer Service and Billing Inquiries  
 1-800-528-2122  
**24 hours/7 days**

Express Cash  
 1-800-CASH-NOW

Lost or Stolen Card  
 1-800-528-2122

International Collect:  
 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

Payments  
 P.O. BOX 1270  
 NEWARK NJ  
 07101-1270

Change of Address  
 If correct on front  
 do not use

Name																									
Company Name																									
Street Address																									
City, State																									
Zip Code																									
Area Code and Home Phone																									
Area Code and Work Phone																									
Email																									

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



**Corporate Card  
Statement of Account**

**Sign-up For Online  
Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
SEAN MOORE/CBA  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX9-41005

Closing Date  
10/28/13

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 11/12/13
3,257.42	0.00	0.00	3,124.98	0.00	<b>132.44</b>

For important information regarding your account refer to page 2.

**Your account is 30 days past due. Pay by 11/12/13 to avoid delinquency charge.**

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.

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

Card Number XXXX-XXXXX9-41005	Reference Code	Amount \$
10/16/13	CORP ONLINE PAYMENT REC'D THANK YO10/16	-3,124.98
<b>Total for SEAN MOORE/CBA</b>	New Charges/Other Debits Payments/Other Credits	0.00 -3,124.98



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

Do not staple or use paper clips

**Payment Coupon**

Account Number  
3787-508719-41005

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

**Please Pay By  
11/12/13**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due  
\$132.44**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note charges on reverse side.

Mail Payment to:



AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 000013244000000000 28HH

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW, Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX.

**Business Travel Accident Insurance Plan<sup>2</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.  
1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-82-04.  
2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



Manage your card account online at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



To Pay by Phone  
1-800-472-9297

Customer Service and Billing Inquiries  
1-800-528-2122  
24 hours/7 days

Express Cash  
1-800-CASH-NOW

Lost or Stolen Card  
1-800-528-2122

International Collect:  
1-336-393-1111

Hearing Impaired Services:  
TTY: 1-800-221-9950  
FAX: 1-800-695-9090

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

Global Assist  
1-800-554-AMEX  
International Collect:  
1-715-343-7977

Payments  
P.O. BOX 1270  
NEWARK NJ  
07101-1270

Change of Address:  
If correct on front  
do not use

Name																						
Company Name																						
Street Address																						
City, State																						
Zip Code																						
Area Code and Home Phone																						
Area Code and Work Phone																						
Email																						

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



# Corporate Card Statement of Account

**Sign-up For Online Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
SEAN MOORE/CBA  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX9-41005

Closing Date  
11/28/13

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 12/13/13
132.44	0.00	78.00	0.00	0.00	<b>210.44</b>

For important information regarding your account refer to page 2.

**Your account is past due. Contact us immediately. Pay past due amount by 12/13/13 to avoid further delinquency charges.**

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.

## Activity Date reflects either transaction or posting date

Card Number XXXX-XXXXX9-41005	Reference Code	Amount \$
11/28/13	DELINQUENCY CHARGE ON	132.44
11/28/13	LATE FEE FOR 45-DAY PAST DUE BALANCE	39.00
<b>Total for SEAN MOORE/CBA</b>		
	New Charges/Other Debits	78.00
	Payments/Other Credits	0.00



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

Do not staple or use paper clips

### Payment Coupon

Account Number  
3787-508719-41005

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

**Please Pay By 12/13/13**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due \$210.44**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:

  
AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 000021044000000000 2&H

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**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 canceled 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.

**Authorizations 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 electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm 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.

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**Manage your Card account online at:**  
[www.americanexpress.com/checkyourbill](http://www.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:**  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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



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

**Payments**  
 P.O. BOX 1270  
 NEWARK, NJ  
 07101-1270

Change of Address  
 If correct on front  
 do not use

Name																														
Company Name																														
Street Address																														
City, State																														
Zip Code																														
Area Code and Home Phone																														
Area Code and Work Phone																														
Email																														

Providing your email address to American Express will enable you to receive special offers, suited to your needs.





**Corporate Card  
Statement of Account**

**Sign-up For Online  
Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
**SEAN MOORE/CBA  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX9-41005**

Closing Date  
**12/28/13**

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 01/12/14
210.44	0.00	64.00	0.00	0.00	<b>274.44</b>

For important information regarding your account refer to page 2.

**Delinquent balance. Notify us at once or pay by 01/12/14 and avoid further delinquency charge.**

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.

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

Card Number XXXX-XXXXX9-41005	Reference Code	Amount \$
12/28/13	DELINQUENCY CHARGE ON	210.44
12/28/13	90 DAY SUSPENSE FEE	
<b>Total for SEAN MOORE/CBA</b>	New Charges/Other Debits	64.00
	Payments/Other Credits	0.00



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

Do not staple or use paper clips

**Payment Coupon**

Account Number  
**3787-508719-41005**

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

**Please Pay By  
01/12/14**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due  
\$274.44**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:

  
AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 000027444000000000 2844

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 5:00 pm 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 and 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 canceled 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.

**Authorizations 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 electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm 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:**  
[www.americanexpress.com/checkyourbill](http://www.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:**  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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



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

**Payments**  
 P.O. BOX 1270  
 NEWARK, NJ  
 07101-1270

**Change of Address**  
 If correct on front do not use

Name																								
Company Name																								
Street Address																								
City, State																								
Zip Code																								
Area Code and Home Phone																								
Area Code and Work Phone																								
Email																								

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



**Corporate Card  
Statement of Account**

**Sign-up For Online  
Statements**

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

Prepared For  
**SEAN MOORE/CBA  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX9-41005**

Closing Date  
**01/28/14**

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ <b>02/12/14</b>
274.44	0.00	39.00	0.00	0.00	<b>313.44</b>

For important information regarding your account refer to page 2.

**Seriously past due. Possible cancellation. Pay by 02/12/14 and avoid further delinquency charge.**

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.

**Activity**

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
<b>XXXX-XXXXX9-41005</b>		
01/28/14	DELINQUENCY CHARGE ON	274.44
<b>Total for SEAN MOORE/CBA</b>		
	New Charges/Other Debits	39.00
	Payments/Other Credits	0.00



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

Do not staple or use paper clips  
**Payment Coupon**

Account Number  
**3787-508719-41005**

**Please Pay By  
02/12/14**

Payable upon receipt in U.S. Dollars.

SEAN MOORE/CBA  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720

**Amount Due  
\$313.44**

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:

  
AMERICAN EXPRESS  
P.O. BOX 1270  
NEWARK NJ 07101-1270



0000378750871941005 000031344000000000 2844

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 5:00 pm 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 and 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.

**Authorizations 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 electronic debit to the financial account you specify in the amount you request. Payments received after 5:00 pm 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.

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**Manage your Card account online at:**  
[www.americanexpress.com/checkyourbill](http://www.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:**  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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



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

**Payments**  
 P.O. BOX 1270  
 NEWARK NJ  
 07101-1270

Change of Address  
 if correct on front  
 do not use

Name																								
Company Name																								
Street Address																								
City, State																								
Zip Code																								
Area Code and Home Phone																								
Area Code and Work Phone																								
Email																								

Providing your email address to American Express will enable you to receive special offers, suited to your needs.





# Corporate Card Statement of Account

Sign-up For Online Statements

www.americanexpress.com/checkyourbill

Prepared For  
TENNELL BREWINGTON  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX0-41008

Closing Date  
07/28/12

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 08/12/12
220.14	491.25	29.00	0.00	0.00	<b>740.39</b>

For important information regarding your account refer to page 2.

Your account is canceled. Please contact us immediately.

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.

## Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXXX0-41008	Reference Code	Amount \$
07/15/12 BJS 015 NEW CASTLE NEW CASTLE DE REF# 0 BJS CLUB 1-800-2 07/14/12		164.99
07/15/12 SIMON EYE-FOX RUN 00 BEAR DE REF# 176000011 0 3028321500 07/14/12 OPTOMETRIST/OPHTHAM ROC NUMBER 176000011 000011	17600001100	178.70
07/15/12 BEDBATH&BEYOND#1341 CHRISTIANA DE REF# 00001-04220 302-737-5256 07/14/12		84.96
07/16/12 MCDONALD'S F7312 000 NEW CASTLE DE REF# 000127334 3025718588 07/15/12	00012733400	-4.38
07/16/12 STAPLES 01528 NEW CASTLE DE REF# 000201396 (800)333-3330 07/15/12	00020139600	58.22
07/28/12 DELINQUENCY CHARGE ON 220.14		29.00
<b>Total for TENNELL BREWINGTON</b>	New Charges/Other Debits Payments/Other Credits	520.25 0.00



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

Do not staple or use paper clips

### Payment Coupon

Account Number  
3796-139420-41008

Please Pay By  
08/12/12

Payable upon receipt in U.S. Dollars.



TENNELL BREWINGTON  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

Amount Due  
\$740.39

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:



AMERICAN EXPRESS  
PO BOX 380001  
FT LAUDERDALE FL 33336-0001



0000379613942041008 000074039000049125 2844

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. 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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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX.

**Business Travel Accident Insurance Plan and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for checked baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.

1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-62-04.  
 2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.

 Manage your card account online at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)

 To Pay by Phone  
 1-800-472-9297

 Customer Service and Billing Inquiries  
 1-800-528-2122  
**24 hours/7 days**

Express Cash  
 1-800-CASH-NOW

Lost or Stolen Card  
 1-800-528-2122

International Collect:  
 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

**Payments**  
 PO BOX 360001  
 FT LAUDERDALE  
 FL  
 33336-0001

Change of Address  
 If correct on front do not use

Name																										
Company Name																										
Street Address																										
City, State																										
Zip Code																										
Area Code and Home Phone																										
Area Code and Work Phone																										
Email																										

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



# Corporate Card Statement of Account

**Sign-up For Online Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
**TENNELL BREWINGTON  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41008**

Closing Date  
**08/28/12**

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Please Pay By
740.39	0.00	29.00	0.00	0.00	<b>769.39</b>	<b>09/12/12</b>

For important information regarding your account refer to page 2.

Your account is canceled. Please contact us immediately.

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.

## Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
<b>XXXX-XXXXX0-41008</b>		
08/28/12 DELINQUENCY CHARGE ON	740.39	29.00
<b>Total for TENNELL BREWINGTON</b>	New Charges/Other Debits Payments/Other Credits	29.00 0.00



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

Do not staple or use paper clips

### Payment Coupon

Account Number  
**3796-139420-41008**

  
**TENNELL BREWINGTON  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033**

**Please Pay By  
09/12/12**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due  
\$769.39**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:

  
**AMERICAN EXPRESS  
PO BOX 380001  
FT LAUDERDALE FL 33336-0001**



0000379613942041008 000076939000000000 2644



**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 2.6%. 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 Cash 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. 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. 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Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX. **Business Travel Accident Insurance Plan<sup>2</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above. 1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-02-04. 2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.

 Manage your card account online at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)

 To Pay by Phone  
 1-800-472-9297

Customer Service and Billing Inquiries  
 1-800-528-2122  
**24 hours/7 days**

Express Cash  
 1-800-CASH-NOW

Lost or Stolen Card  
 1-800-528-2122

International Collect  
 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

**Payments**  
 PO BOX 360001  
 FT LAUDERDALE  
 FL  
 33336-0001

Change of Address  
 If correct on file  
 do not use

Name																				
Company Name																				
Street Address																				
City, State																				
Zip Code																				
Area Code and Home Phone																				
Area Code and Work Phone																				
Email																				

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



# Corporate Card Statement of Account

Sign-up For Online Statements

www.americanexpress.com/checkyourbill

Prepared For  
TENNELL BREWINGTON  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX0-41008

Closing Date  
09/28/12

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
769.39	75.06	164.58	769.39	0.00	239.64

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.

## Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXXX0-41008		
08/31/12 CUSTOMER SERVICE PAYMENT THANK YOU08/31	0540900000	-769.39
09/03/12 MEMBERSHIP REINSTATED - 05 MONTHS FEE DATE OF ABOVE 09/03	0070000000	164.58
09/15/12 SHERATON WILMINGTON NEW CASTLE DE FOL# 00000321 LODGING 09/15/12 ARRIVAL DATE DEPARTURE DATE 06/23/12 06/24/12 00 ROOM RATE \$69.50 ROC NUMBER 00000321	7773720000	75.06
<b>Total for TENNELL BREWINGTON</b>	New Charges/Other Debits Payments/Other Credits	239.64 -769.39

NSFS



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

Do not staple or use paper clips

### Payment Coupon

Account Number  
3796-139420-41008

TENNELL BREWINGTON  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033



Mail Payment to:

AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001



Amount Due  
**\$239.64**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.



0000379613942041008 000023964000007506 2844

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX.

**Business Travel Accident Insurance Plan<sup>1</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.

<sup>1</sup> Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-62-04.

<sup>2</sup> American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



Manage your card account online at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



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 1-800-472-9297

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 1-800-528-2122  
**24 hours/7 days**

Express Cash  
 1-800-CASH-NOW

Lost or Stolen Card  
 1-800-528-2122

International Collect:  
 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

Payments  
 PO BOX 360001  
 FT LAUDERDALE  
 FL  
 33336-0001

Change of Address  
 If correct on front do not use

Name																								
Company Name																								
Street Address																								
City, State																								
Zip Code																								
Area Code and Home Phone																								
Area Code and Work Phone																								
Email																								

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



# Corporate Card Statement of Account

**Sign-up For Online  
Statements**  
[www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)

Prepared For  
TENNELL BREWINGTON  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX0-41008

Closing Date  
10/28/12

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Please Pay By
239.64	0.00	0.00	0.00	0.00	239.64	11/12/12

For important information regarding your account refer to page 2.

Your account is 30 days past due. Please submit all outstanding expenses to avoid possible suspension.

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.

## Activity

Activity	Amount \$
<b>Total of New Activity</b>	
New Charges/Other Debits	0.00
Payments/Other Credits	0.00




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

Do not staple or use paper clips

### Payment Coupon

Account Number  
3796-139420-41008

  
 TENNELL BREWINGTON  
 FAMILY FOUNDATION  
 1101 DELAWARE ST  
 NEW CASTLE DE 19720-6033

**Please Pay By**  
11/12/12

Payable upon receipt in U.S. Dollars.

**Amount Due**  
\$239.64

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:

  
 AMERICAN EXPRESS  
 PO BOX 360001  
 FT LAUDERDALE FL 33336-0001

0000379613942041008 000023964000000000 2844

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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. 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2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



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Customer Service and Billing Inquiries  
 1-800-528-2122  
**24 hours/7 days**

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 1-800-528-2122

International Collect  
 1-336-393-1111

Hearing Impaired Services  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

Payments  
 PO BOX 360001  
 FT LAUDERDALE  
 FL  
 33336-0001

Change of Address  
 If copied on text do not use

Name															
Company Name															
Street Address															
City, State															
Zip Code															
Area Code and Home Phone															
Area Code and Work Phone															
Email															

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



**Corporate Card  
Statement of Account**

**Sign-up For Online  
Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
**TENNELL BREWINGTON  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41008**

Closing Date  
**11/28/12**

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
239.64	317.49	0.00	239.64	0.00	<b>317.49</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.

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

Card Number	Reference Code	Amount \$
<b>XXXX-XXXXX0-41008</b>		
11/19/12 PAYMENT RECEIVED ACH - THANK YOU 11/19	0602000000	-239.64
11/24/12 SKECHERS-USA #413 41 NEWARK DE REF# 36193824 800-746-3411 11/23/12 SHOES/ACC ROC NUMBER 36193824	36193824000	107.50
11/28/12 MEIJER.COM #490 0000 GRAND RAPIDS MI REF# 46114382888 8773634537 11/27/12 REFER TO RECEIPT ROC NUMBER 46114382888	46114382888	209.99
<b>Total for TENNELL BREWINGTON</b>	New Charges/Other Debits Payments/Other Credits	317.49 -239.64



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

Do not staple or use paper clips  
**Payment Coupon**

Account Number  
**3796-139420-41008**

TENNELL BREWINGTON  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033



Mail Payment to:

AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001



**Amount Due  
\$317.49**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

0000379613942041008 000031749000031749 28H

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Our acceptance of any payment marked with a restrictive legend will not operate as an accord and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. 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 2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



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 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

Payments  
 PO BOX 360001  
 FT LAUDERDALE  
 FL  
 33336-0001

Change of Address  
 If correct on front do not use

Name																									
Company Name																									
Street Address																									
City, State																									
Zip Code																									
Area Code and Home Phone																									
Area Code and Work Phone																									
Email																									

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



# Corporate Card Statement of Account

**Sign-up For Online Statements**  
[www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)

Prepared For  
**TENNEL BREWINGTON  
 FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41008**

Closing Date  
**12/28/12**

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
317.49	695.12	0.00	817.49	209.99	14.87	CR

For important information regarding your account refer to page 2.

Credit - Applied against future charges or you may request a refund in accordance with your company's travel policy.

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.

## Activity Date reflects either transaction or posting date

Card Number XXXX-XXXXX0-41008	Reference Code	Amount \$
12/04/12 ELECTRONIC PAYMENT RECEIVED-THANK 12/04		-200.00
12/18/12 ELECTRONIC PAYMENT RECEIVED-THANK 12/18		-300.00
12/24/12 CORP ONLINE PAYMENT REC'D THANK YO12/24		-317.49
12/09/12 BOSCOV'S - CHRISTIAN CHRISTIANA DE 21244256000		355.41
REF# 21244256 DEPARTMENT STORE 12/08/12		
12/09/12 PAYLESS SHOESOURCE 6 NEW CASTLE DE		42.98
REF# 0 PAYLESS SHOESOUR 12/08/12		
12/10/12 OLIVE GARDEN 1668 00 NEWARK DE 16681240400		90.75
REF# 166812404 3027315430 12/09/12		
12/19/12 MELIER.COM #490 0000 GRAND RAPIDS MI 57631382888		-209.99
REF# 57631382888 8773634537 12/18/12		Credit
REFER TO RECEIPT ROC NUMBER 57631382888		
12/21/12 LANE BRYANT WILMINGTON DE 68743575020		141.19
REF# 6874357502 WOMEN'S CLOTHING 12/20/12		
WOMEN'S CLOTHING/ACC ROC NUMBER 6874357502		
12/25/12 QVC 800 367 9444 WES WEST CHESTER PA 41563262860		64.79
REF# 41563262860 415632628601 12/25/12		
<b>Total for TENNEL BREWINGTON</b>	New Charges/Other Debits	695.12
	Payments/Other Credits	-1,027.48

Do not staple or use paper clips  
**Payment Coupon**

Account Number  
 3796-139420-41008

TENNEL BREWINGTON  
 FAMILY FOUNDATION  
 1101 DELAWARE ST  
 NEW CASTLE DE 19720-6033



**Do Not Pay** Payable upon receipt in U.S. Dollars  
 Please enter account number on all checks and correspondence

**Credit Balance \$14.87CR** Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.



AMERICAN EXPRESS  
 PO BOX 360001  
 FT LAUDERDALE FL 33336-0001



0000379613942041008 100001487000069512 2844



**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX.

**Business Travel Accident Insurance Plan<sup>1</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.

1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-82-04.

2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



Manage your card account online at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



To Pay by Phone  
 1-800-472-9297

Customer Service and Billing Inquiries  
 1-800-528-2122  
**24 hours/7 days**

Express Cash  
 1-800-CASH-NOW

Lost or Stolen Card  
 1-800-528-2122

International Collect:  
 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

**Payments**  
 PO BOX 360001  
 FT LAUDERDALE  
 FL  
 33336-0001

Change of Address  
 if correct on front  
 do not use

Name																				
Company Name																				
Street Address																				
City, State																				
Zip Code																				
Area Code and Home Phone																				
Area Code and Work Phone																				
Email																				

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



# Corporate Card Statement of Account

**Sign-up For Online  
Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
TENNELL BREWINGTON  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX0-41008

Closing Date  
01/28/13

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
14.87 CR	479.85	0.00	200.00	0.00	264.98

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.

## Activity Date reflects either transaction or posting date

Card Number XXXX-XXXXX0-41008	Reference Code	Amount \$
01/02/13 ELECTRONIC PAYMENT RECEIVED-THANK 01/02		-100.00 ✓
01/15/13 ELECTRONIC PAYMENT RECEIVED-THANK 01/15		-100.00 ✓
01/20/13 MACY'S #095 PENTAGON ARLINGTON VA REF# 00500770505 MACY'S 01/19/13 LAUREN ROC NUMBER 00500770505 TAX \$22.85	00500770505	479.85
<b>Total for TENNELL BREWINGTON</b>	New Charges/Other Debits Payments/Other Credits	479.85 -200.00



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

Do not staple or use paper clips

### Payment Coupon

Account Number  
3796-139420-41008

Payable upon receipt in U.S. Dollars.

TENNELL BREWINGTON  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

**Amount Due  
\$264.98**

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:

AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001



0000379613942041008 000026498000047985 2877

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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. 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<sup>1</sup> Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-02-04.

<sup>2</sup> American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.

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**24 hours/7 days**

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 1-800-CASH-NOW

Lost or Stolen Card  
 1-800-528-2122

International Collect  
 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect  
 1-715-343-7977

**Payments**  
 PO BOX 360001  
 FT LAUDERDALE  
 FL  
 33336-0001

Change of Address  
 If correct on front  
 do not use

Name																									
Company Name																									
Street Address																									
City, State																									
Zip Code																									
Area Code and Home Phone																									
Area Code and Work Phone																									
Email																									

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



**Corporate Card  
Statement of Account**

**Sign-up For Online  
Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
**TENNEL BREWINGTON  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41008**

Closing Date  
**02/28/13**

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	<b>Balance Due \$ 828.57</b>	<b>Please Pay By 03/15/13</b>
264.98	268.59	395.00	100.00	0.00		For important information regarding your account refer to page 2.

Your account is 30 days past due. Please submit all outstanding expenses to avoid possible suspension.

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.

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

Card Number	Reference Code	Amount \$
<b>XXXX-XXXXX0-41008</b>		
02/12/13 ELECTRONIC PAYMENT RECEIVED-THANK 02/12		-100.00 ✓
01/28/13 ANNUAL MEMBERSHIP RENEWAL FEE PERIOD 03/13 THRU 02/14	0070000313	395.00
02/24/13 BJS 015 NEW CASTLE NEW CASTLE DE REF# 0 BJS CLUB 1-800-2 02/24/13		169.59
02/25/13 MAXINE'S FASHIONS DOVER DE REF# 89270003 302-674-7755 02/24/13 APPAREL/ACCESSORIES ROC NUMBER 89270003	8927000300	99.00
<b>Total for TENNEL BREWINGTON</b>	New Charges/Other Debits Payments/Other Credits	663.59 -100.00



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

Do not staple or use paper clips  
**Payment Coupon**

Account Number  
**3796-139420-41008**

**Please Pay By 03/15/13**

Payable upon receipt in U.S. Dollars.

  
 TENNEL BREWINGTON  
 FAMILY FOUNDATION  
 1101 DELAWARE ST  
 NEW CASTLE DE 19720-6033

**Amount Due \$828.57**

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:

  
 AMERICAN EXPRESS  
 PO BOX 360001  
 FT LAUDERDALE FL 33336-0001



0000379613942041008 000082857000026859 28HH

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Our acceptance of any payment marked with a restrictive legend will not operate as an accord and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account, you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. 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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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. 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**24 hours/7 days**

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Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

**Payments**  
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 FL  
 33336-0001

Change of Address  
 If correct on front  
 do not use

Name																								
Company Name																								
Street Address																								
City, State																								
Zip Code																								
Area Code and Home Phone																								
Area Code and Work Phone																								
Email																								

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



# Corporate Card Statement of Account

**Sign-up For Online Statements**  
[www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)

Prepared For  
 TENNELL BREWINGTON  
 FAMILY FOUNDATION

Account Number  
 XXXX-XXXXX0-41008

Closing Date  
 03/30/13

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 04/14/13
828.57	0.00	0.00	164.98	0.00	663.59

For important information regarding your account refer to page 2.

Your account is 30 days past due. Please submit all outstanding expenses to avoid possible suspension.

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.

## Activity Date reflects either transaction or posting date

Card Number XXXX-XXXXX0-41008	Reference Code	Amount \$
03/11/13	PAYMENT RECEIVED - - THANK YOU	03/11 -164.98 ✓
<b>Total for TENNELL BREWINGTON</b>	New Charges/Other Debits	0.00
	Payments/Other Credits	-164.98



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

Do not staple or use paper clips  
**Payment Coupon**

Account Number  
 3796-139420-41008

**Please Pay By 04/14/13**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due \$663.59**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

  
 TENNELL BREWINGTON  
 FAMILY FOUNDATION  
 1101 DELAWARE ST  
 NEW CASTLE DE 19720-6033

Mail Payment to:

  
 AMERICAN EXPRESS  
 PO BOX 360001  
 FT LAUDERDALE FL 33336-0001



0000379613942041008 000066359000000000 30HH

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 2.6%. 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX.

**Business Travel Accident Insurance Plan<sup>1</sup> and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.

<sup>1</sup> Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-82-04.

<sup>2</sup> American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



Manage your card account online at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



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**24 hours/7 days**

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 1-800-CASH-NOW

Lost or Stolen Card  
 1-800-528-2122

International Collect  
 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect  
 1-715-343-7977

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 FT LAUDERDALE  
 FL  
 33336-0001

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Zip Code	
Area Code and Home Phone	
Area Code and Work Phone	
Email	

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



# Corporate Card Statement of Account

Sign-up For Online Statements  
www.americanexpress.com/checkyourbill

Prepared For:  
TENNELL BREWINGTON  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX0-41008

Closing Date  
04/29/13

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
663.59	0.00	0.00	663.59	0.00	0.00

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.

## Activity

Dates reflect either transaction or posting date

Card Number XXXX-XXXXX0-41008	Reference Code	Amount \$
04/05/13	PAYMENT RECEIVED - THANK YOU 04/05	-663.59 ✓
<b>Total for TENNELL BREWINGTON</b>	New Charges/Other Debits Payments/Other Credits	0.00 -663.59



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

Do not staple or use paper clips

### Payment Coupon

Account Number  
3796-139420-41008

TENNELL BREWINGTON  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033



Mail Payment to:

AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001



Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due \$0.00**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

0000379613942041008 000000000000000000 29HH



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Our acceptance of any payment marked with a restrictive legend will not operate as an accord and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. 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 1. Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-87-04.  
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**24 hours/7 days**

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 1-800-CASH-NOW

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 1-800-528-2122

International Collect:  
 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect  
 1-715-343-7977

**Payments**  
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 FT LAUDERDALE  
 FL  
 33336-0001

Change of Address  
 If correct on front  
 do not use

Name	
Company Name	
Street Address	
City, State	
Zip Code	
Area Code and Home Phone	
Area Code and Work Phone	
Email	

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



# Corporate Card Statement of Account

**Sign-up For Online Statements**  
www.americanexpress.com/checkyourbill

Prepared For  
**TENNELL BREWINGTON  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41008**

Closing Date  
**07/28/13**

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
0.00	2,200.82	0.00	0.00	0.00	<b>2,200.82</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.

## Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
<b>XXXX-XXXXX0-41008</b>		
07/18/13 SIMON EYE-FOX RUN 00 BEAR DE 47800002500 703.80 REF# 478000025 0 3028321500 07/17/13 OPTOMETRIST/OPHTHAM ROC NUMBER 478000025 000025		
07/22/13 OLIVE RESTAURANT HIL HERNDON VA 07211823090 81.02 REF# 0721182309 703-478-2900 07/21/13 FOOD/BEVERAGE ROC NUMBER 0721182309		
07/22/13 EMILYS SPA AND GIFT HERNDON VA 31017393203 1,155.00 REF# 31017393203 HEALTH & BEAUTY 07/22/13		
07/24/13 EMILYS SPA AND GIFT HERNDON VA 31017393205 189.00 REF# 31017393205 HEALTH & BEAUTY 07/24/13		
07/26/13 EMILYS SPA AND GIFT HERNDON VA 31017393206 72.00 REF# 31017393206 HEALTH & BEAUTY 07/25/13		
<b>Total for TENNELL BREWINGTON</b>	New Charges/Other Debits Payments/Other Credits	2,200.82 0.00



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

Do not staple or use paper clips

### Payment Coupon

Account Number  
**3796-139420-41008**

TENNELL BREWINGTON  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033



Mail Payment to:

AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001



**Amount Due \$2,200.82**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

0000379613942041008 000220082000220082 28HH

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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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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. 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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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. 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 1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-82 0-1.  
 2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



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 1-715-343-7977

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Change of Address  
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 do not use

Name	
Company Name	
Street Address	
City, State	
Zip Code	
Area Code and Home Phone	
Area Code and Work Phone	
Email	

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



# Corporate Card Statement of Account

Sign-up For Online  
Statements

www.americanexpress.com/checkyourbill

Prepared For  
TENNELL BREWINGTON  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX0-41008

Closing Date  
08/28/13

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Please Pay By
2,200.82	257.14	0.00	0.00	0.00	2,457.96	09/12/13

For important information regarding your account refer to page 2.

Your account is 30 days past due. Please submit all outstanding expenses to avoid possible suspension.

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.

## Activity

Dates reflect either transaction or posting date

Card Number XXXX-XXXXX0-41008					Reference Code	Amount \$
07/31/13	DUNKIN #340724	Q NEW CASTLE	DE		0730001999	24.14
	REF# 0730001999	999-000-0000	07/30/13			
08/18/13	DRESS BARN WOMAN061	WILMINGTON	DE		0740000000	233.00
	REF# 07400	WOMEN'S CLOTHING	08/17/13			
<b>Total for TENNELL BREWINGTON</b>					New Charges/Other Debits	257.14
					Payments/Other Credits	0.00



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

Do not staple or use paper clips

### Payment Coupon

Account Number  
3796-139420-41008

Please Pay By  
09/12/13

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

Amount Due  
\$2,457.96

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

  
 TENNELL BREWINGTON  
 FAMILY FOUNDATION  
 1101 DELAWARE ST  
 NEW CASTLE DE 19720-6033

Mail Payment to:

  
 AMERICAN EXPRESS  
 PO BOX 360001  
 FT LAUDERDALE FL 33336-0001



0000379613942041008 000245796000025714 28HH

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 12:00 noon 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 with a single draft or check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system. Your Account number must be included on 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 payment into US dollars, 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 and 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 at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). **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 electronic debit to the financial account you specify in the amount you request. Payments received after 8:00 pm MST 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 Cash 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. 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. Billing disputes can also be initiated online through Manage Your Card Account at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill). 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 and Pay By Computer issues or 1-800-CASH-NOW for Corporate Express Cash and automatic payment issues. You can also write to the Corporate Express Cash Operations address noted to the right. **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 can not report you as delinquent or take any action to collect the amount you question. **Corporate Express Cash Inquiries:** For financial inquiries about Corporate Express Cash automated teller machine transactions, contact Corporate Express Cash Operations at the address noted to the right or call 1-800-CASH-NOW. To obtain the location of the nearest participating ATM, please dial toll-free 1-800-CASH-NOW. Corporate Express Cash participants who have changed their bank account must contact 1-800-CASH-NOW to obtain proper updating forms. Do not use Corporate Express Cash until the bank account has been confirmed. **Lost or Stolen Card:** If the card is lost or stolen, in the US immediately telephone 1-800-441-0519. Outside the US contact the nearest American Express Travel Service Office or any local American Express office. **Global Assist® Hotline:** Corporate Cardmembers who travel can get emergency medical and legal referrals 24 hours a day, virtually anywhere in the world. Just call 1-800-554-AMEX in the U.S. or if you're overseas, call collect at 1-715-343-7977. We will supply you with names and telephone numbers of local healthcare providers, give you information about inoculations, visas, and US consulates. For more information about other services available through Global Assist® Hotline, call 1-800-554-AMEX. **Business Travel Accident Insurance Plan and American Express® Card Baggage Insurance Plan<sup>2</sup>.** Cardmembership includes up to \$350,000 Accidental Death and Dismemberment insurance every time you travel on business and charge your common carrier tickets (air, land, sea) to your Corporate Card Account. Non-business travel is covered for up to \$100,000. Baggage insurance pays in excess of the carrier's liability up to \$500 for check baggage and \$1,250 for carry-on. Note: Your Corporation, firm, or organization may have its own policy or customized program, which takes precedence over any provision stated above.   
 1 Business Travel Accident Insurance Plan is underwritten by Federal Insurance Company, a member insurer of the Chubb Group of Insurance Companies, Warren, NJ and subject to terms, conditions, and exclusions of Policy 6477-62-04.   
 2 American Express Card Baggage Insurance Plan is underwritten by AMEX Assurance Company, Administrative Office, De Pere, WI and subjected to the terms, conditions and exclusions of Policy AX0400.



Manage your card account online at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill)



To Pay by Phone  
 1-800-472-9297

Customer Service and Billing Inquiries  
 1-800-528-2122  
**24 hours/7 days**

Express Cash  
 1-800-CASH-NOW

Lost or Stolen Card  
 1-800-528-2122

International Collect:  
 1-336-393-1111

Hearing Impaired Services:  
 TTY: 1-800-221-9950  
 FAX: 1-800-695-9090

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

Global Assist  
 1-800-554-AMEX  
 International Collect:  
 1-715-343-7977

**Payments**  
 PO BOX 360001  
 FT LAUDERDALE  
 FL  
 33336-0001

Change of Address  
 If correct on front do not use

Name															
Company Name															
Street Address															
City, State															
Zip Code															
Area Code and Home Phone															
Area Code and Work Phone															
Email															

Providing your email address to American Express will enable you to receive special offers, suited to your needs.



**Corporate Card  
Statement of Account**

**Sign-up For Online  
Statements**  
www.americanexpress.com/checkyourbill

Prepared For:  
**TENNEL BREWINGTON  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41008**

Closing Date  
**09/28/13**

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 10/13/13
2,457.96	213.89	73.49	0.00	0.00	<b>2,745.34</b>

For important information regarding your account refer to page 2.

Your account is 60 days past due. Submit all outstanding expenses to avoid possible cancellation.

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.

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

Card Number XXXX-XXXXX0-41008	Reference Code	Amount \$
09/03/13 DRESS BARN WOMAN293 WILMINGTON DE REF# 07196 WOMEN'S CLOTHING 09/02/13	07196000000	140.20
09/08/13 Verizon Wrls D2505-0 NEWARK DE REF# 00309593 8009220204 09/07/13 ROC NUMBER 00309593	00309593000	73.69
09/28/13 DELINQUENCY CHARGE ON 2,457.96		73.49
<b>Total for TENNEL BREWINGTON</b>	New Charges/Other Debits Payments/Other Credits	287.38 0.00



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Do not staple or use paper clips

**Payment Coupon**

Account Number  
**3796-139420-41008**

**Please Pay By  
10/13/13**

Payable upon receipt in U.S. Dollars.



TENNEL BREWINGTON  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

**Amount Due  
\$2,745.34**

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:



AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001

0000379613942041008 000274534000021389 28FH



# Corporate Card Statement of Account

Sign-up For Online Statements

www.americanexpress.com/checkyourbill

Prepared For  
TENNELL BREWINGTON  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX0-41008

Closing Date  
10/28/13

Page 1 of 7

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Please Pay By
2,745.34	843.95	0.00	2,457.96	0.00	1,131.33	11/12/13

For important information regarding your account refer to page 2.

See Page 3 For A Notice Of Changes To Your Agreement

See Page 7 For A Notice Of Changes To Your Agreement

Your account is 30 days past due. Please submit all outstanding expenses to avoid possible suspension.

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.

## Activity

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXXX0-41008		
10/16/13 CORP ONLINE PAYMENT RECD THANK YO10/16		-2,457.96 ✓
10/20/13 MENS WEARHOUSE 5232 WILMINGTON DE 51033 5268.16302 19803 10/19/13	5103300000	843.95
MARC SV FF TCK MAR 28 SV FF PK ALTS-COAT LENGTHEN BOTH SLEEVES ALTS-PANT WAIST-SEAT ROC NUMBER 51033		
<b>Total for TENNELL BREWINGTON</b>	New Charges/Other Debits Payments/Other Credits	843.95 -2,457.96



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### Payment Coupon

Account Number  
3796-139420-41008

  
 TENNELL BREWINGTON  
 FAMILY FOUNDATION  
 1101 DELAWARE ST  
 NEW CASTLE DE 19720-6033

Mail Payment to:

  
 AMERICAN EXPRESS  
 PO BOX 360001  
 FT LAUDERDALE FL 33336-0001

Please Pay By  
11/12/13

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

Amount Due  
\$1,131.33

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

0000379613942041008 000113133000084395 26rd



**Corporate Card  
Statement of Account**

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Prepared For  
**TENNELL BREWINGTON  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41008**

Closing Date  
**11/28/13**

Page 1 of 5

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 12/13/13
1,131.33	633.95	0.00	1,000.00	0.00	<b>765.28</b>

For important information regarding your account refer to page 2.

**See Page 3 For A Notice Of Changes To Your Agreement**

**See Page 5 For A Notice Of Changes To Your Agreement**

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**Activity**

Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
<b>XXXX-XXXXX0-41008</b>		
11/06/13 ELECTRONIC PAYMENT RECEIVED-THANK 11/06		-1,000.00
11/12/13 MENS WEARHOUSE 5232 WILMINGTON DE 1212000000 1212 5268.16302 19803 11/11/13 ESQ WSPRD ESQUIRE TIES FF PLATINUM PNT P UOMO CAR COAT ROC NUMBER 1212		433.96
11/12/13 MENS WEARHOUSE 5232 WILMINGTON DE 1216 5268.16302 19803 11/11/13 EGA LIN/POL S13 ROC NUMBER 1216		129.99
11/26/13 EDIBLE ARRANGEMENTS WALLINGFORD CT REF# 7832883 877-363-7848 11/26/13 GIFT ITEMS ROC NUMBER 7832883	78328830000	70.00
<b>Total for TENNELL BREWINGTON</b>	New Charges/Other Debits Payments/Other Credits	633.95 -1,000.00



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Do not staple or use paper clips  
**Payment Coupon**

Account Number  
**3796-139420-41008**

**Please Pay By  
12/13/13**

Payable upon receipt in U.S. Dollars.

|||||  
TENNELL BREWINGTON  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

**Amount Due  
\$765.28**

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:

|||||  
AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001



0000379613942041008 000076528000063395 28HH





# Corporate Card Statement of Account

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Prepared For  
**TENNEL BREWINGTON  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41008**

Closing Date  
**12/28/13**

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 01/12/14
765.28	753.16	0.00	300.00	0.00	<b>1,218.44</b>

For important information regarding your account refer to page 2.

Your account is 30 days past due. Please submit all outstanding expenses to avoid possible suspension.

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.

## Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXXX0-41008	Reference Code	Amount \$
12/03/13 ELECTRONIC PAYMENT RECEIVED-THANK 12/03		-300.00 ✓
12/01/13 MACYS #074 CHRISTIA NEWARK DE 07400820434 REF# 07400820434 MACYS 11/30/13 WOMENSDAYTIME DRES TRAD MISSY SOCIAL D TABLE LINENS ROC NUMBER 07400820434		273.17
12/10/13 BESTBUY.COM 994 RICHFIELD MN 08110702100 REF# 081107021 888-237-8289 12/09/13 BBY01-623721028784 ROC NUMBER 081107021		279.99
12/15/13 MACYS #074 CHRISTIA NEWARK DE 07400202809 REF# 07400202809 MACYS 12/14/13 COTY MENS ROC NUMBER 07400202809		200.00
<b>Total for TENNEL BREWINGTON</b>	New Charges/Other Debits Payments/Other Credits	753.16 -300.00



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Do not staple or use paper clips  
**Payment Coupon**

Account Number  
3796-139420-41008

**Please Pay By 01/12/14**

Payable upon receipt in U.S. Dollars.

Please enter account number on all checks and correspondence.

**Amount Due \$1,218.44**

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

  
 TENNEL BREWINGTON  
 FAMILY FOUNDATION  
 1101 DELAWARE ST  
 NEW CASTLE DE 19720-6033

Mail Payment to:

  
 AMERICAN EXPRESS  
 PO BOX 360001  
 FT LAUDERDALE FL 33336-0001



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# Corporate Card Statement of Account

Sign-up For Online Statements

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Prepared For  
TENNELL BREWINGTON  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX0-41008

Closing Date  
01/28/14

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ 02/12/14
1,218.44	1,122.35	0.00	700.00	0.00	<b>1,640.79</b>

For important information regarding your account refer to page 2.

Your account is 30 days past due. Please submit all outstanding expenses to avoid possible suspension.

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## Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXXX0-41008	Reference Code	Amount \$
12/31/13 ELECTRONIC PAYMENT RECEIVED-THANK	12/31	-300.00
01/14/14 ELECTRONIC PAYMENT RECEIVED-THANK	01/14	-300.00
01/28/14 ELECTRONIC PAYMENT RECEIVED-THANK	01/28	-100.00
01/03/14 CARMAN FORD LINCOLN NEW CASTLE DE REF# 84258024003 302-323-2300 01/03/14 84258024003 ROC NUMBER 8425802400398001		949.86
01/18/14 BAHAMA BREEZE #3049 NEWARK DE REF# 304928378 3022667923 01/17/14 30492837800		69.52
01/20/14 GAMESTOP #4256 0000 NEWARK DE REF# 31230264 8008838895 01/19/14 31230264000 GENERAL MERCHANDISE ROC NUMBER 31230264		17.99
01/20/14 PIERCING PAGODA 000 NEWARK DE REF# 00002392 302-737-5828 01/19/14 00002392000 JEWELRY/CLOCK/SILVE ROC NUMBER 00002392		84.98
<b>Total for TENNELL BREWINGTON</b>	New Charges/Other Debits Payments/Other Credits	1,122.35 -700.00



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

Do not staple or use paper clips

Payment Coupon

Account Number  
3796-139420-41008

Please Pay By  
02/12/14

Payable upon receipt in U.S. Dollars.

  
 TENNELL BREWINGTON  
 FAMILY FOUNDATION  
 1101 DELAWARE ST  
 NEW CASTLE DE 19720-6033

Amount Due  
\$1,640.79

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:

  
 AMERICAN EXPRESS  
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 FT LAUDERDALE FL 33336-0001



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# Corporate Card Statement of Account

**Sign-up For Online  
Statements**  
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Prepared For  
**TENNEL BREWINGTON  
FAMILY FOUNDATION**

Account Number  
**XXXX-XXXXX0-41008**

Closing Date  
**02/28/14**

Page 1 of 2

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Please Pay By Due \$ <b>03/15/14</b>
1,640.79	114.98	441.07	100.00	0.00	<b>2,096.84</b>

For important information regarding your account refer to page 2.

Your account is 60 days past due. Submit all outstanding expenses to avoid possible cancellation.

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## Activity

Date reflects either transaction or posting date

Card Number XXXX-XXXXX0-41008		Reference Code	Amount \$
02/11/14	ELECTRONIC PAYMENT RECEIVED-THANK 02/11		-100.00
01/28/14	ANNUAL MEMBERSHIP RENEWAL FEE PERIOD 03/14 THRU 02/15	0070000314	395.00
02/20/14	1-800-FLOWERS.COM 800-488-1141 NY REF# 2408235909 FLORAL PROD 02/19/14	2408235909	114.98
02/28/14	DELINQUENCY CHARGE ON 1,540.79		46.07
<b>Total for TENNEL BREWINGTON</b>			
			New Charges/Other Debits 556.05
			Payments/Other Credits -100.00



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### Payment Coupon

Account Number  
**3796-139420-41008**

**Please Pay By  
03/15/14**

Payable upon receipt in U.S. Dollars.



TENNEL BREWINGTON  
FAMILY FOUNDATION  
1101 DELAWARE ST  
NEW CASTLE DE 19720-6033

**Amount Due  
\$2,096.84**

Please enter account number on all checks and correspondence.

Checks or drafts must be drawn against banks located in the U.S.

Check here if address, telephone number, or e-mail address has changed. Note changes on reverse side.

Mail Payment to:



AMERICAN EXPRESS  
PO BOX 360001  
FT LAUDERDALE FL 33336-0001



0000379613942041008 000209684000011498 28HH





**Activity Continued**

<b>Card Number XXXX-XXXXX9-41013</b>				Reference Code	Amount \$
01/11/13	VZWIRELESS IVR VE REF# E	800-922-0204 BILL PAY	NJ 01/10/13		183.48
01/11/13	VERIZONA WIRELESS REF# 504696	NEW CASTLE TELECOM EQUIPMEN	DE 01/10/13	5046960000	237.48
01/15/13	Jeanine Brown Jeanin REF# BAAC5Y	Wilmington 8774174551	DE 01/15/13		325.00
01/18/13	AWE OIL COMPANY INC REF# 85185643018	NEWARK 302-737-1123	DE 01/18/13	85185643018	379.00
	ROC NUMBER 8518564301898002				
01/19/13	Hilton Hotel Mark Ct REF# 0504397230	Alexandria (703)845-1010	VA 01/18/13	05043972300	25.12
01/26/13	EMPIRE TODAY HS REF# P122673-PIF	NORTHLAKE FLR COVERING	IL 01/25/13		5,200.00
01/26/13	EMPIRE TODAY HS REF# FP20870-PIF	NORTHLAKE FLR COVERING	IL 01/25/13		600.00
<b>Total for TENNELL BREWINGTON</b>				New Charges/Other Debits	6,950.08
				Payments/Other Credits	0.00





**Activity Continued**

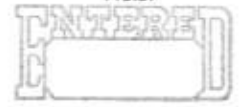
<b>Card Number XXXX-XXXXX9-41013</b>				Reference Code	Amount \$
02/15/13	RITE AID 0172 RITE A NEW CASTLE REF# 065862975 DRUG STORE/PHARM 02/14/13	DE	06586297500	35.92	
02/15/13	MACY'S #074 CHRISTIA NEWARK REF# 07400454488 MACY'S FOSSIL WATCH ROC NUMBER 07400454488	DE	07400454488	95.00	
02/24/13	KMART 04807 KMART #4 BEAR REF# 04807006628 BEAR DE 02/23/13	DE	04807006628	32.96	
<b>Total for TENNELL BREWINGTON</b>				New Charges/Other Debits Payments/Other Credits	163.88 0.00





**Activity Continued**

Card Number XXXX-XXXXX9-41013					Reference Code	Amount \$
03/04/13	AWE OIL COMPANY INC NEWARK DE	03/04/13	85185643063		399.00	
	REF# 85185643063 302-737-1123					
	ROC NUMBER 8518564306398002					
03/08/13	JCPENNEY 1832 1832 WILMINGTON DE	03/08/13	86453494		124.00	
	REF# 86453494 302-998-1131					
	ROC NUMBER 86453494					
03/09/13	SEARS ROEBUCK 01254 WILMINGTON DE	03/08/13	01254519030		118.57	
	REF# 01254519030					
	TEAM SPORTSWEAR					
	MEN'S DRESS ACCESSO					
	TEAM SPORTSWEAR					
	ROC NUMBER 012545190306 1					
03/16/13	LOWE'S OF WILMINGTON NEW CASTLE DE	03/16/13			101.82	
	REF# INV # 10493 302-252-3228					
03/20/13	RITE AID 0172 RITE A NEW CASTLE DE	03/19/13	00133891300		117.22	
	REF# 001338913 DRUG STORE/PHARM					
03/21/13	DESSERTS BY DANA LLC BEAT DE	03/20/13	00000000020		800.00	
	REF# 0000000002 302-721-5798					
	BAKERY					
	ROC NUMBER 0000000002					
03/24/13	GAMESTOP #4256 00000 NEWARK DE	03/23/13	93936641000		69.48	
	REF# 93936641 8008838895					
	GENERAL MERCHANDISE					
	ROC NUMBER 93936641					
03/24/13	BOSCOV'S - CHRISTIAN CHRISTIANA DE	03/23/13	21249449000		206.00	
	REF# 21249449 DEPARTMENT STORE					
03/28/13	SUNSET CLEANERS 0001 NEW CASTLE DE	03/28/13	50000000000		93.80	
	REF# 5 302-322-1020					
	GENERAL MERCH					
	ROC NUMBER 5					
03/30/13	BEST BUY 1480 NEWARK DE	03/29/13	00060225400		99.99	
	REF# 000602254 ELECTRONICS STOR					
03/30/13	JCPENNEY 1832 1832 WILMINGTON DE	03/30/13	91992446000		84.00	
	REF# 91992446 302-998-1131					
	ROC NUMBER 91992446					
<b>Total for TENNELL BREWINGTON</b>					New Charges/Other Debits	2,213.88
					Payments/Other Credits	0.00





**Activity Continued**

Card Number XXXX-XXXXX9-41013	Reference Code	Amount \$
04/03/13 ENHANCED RECOVERY CO JACKSONVILLE FL REF# 2293186 8006170049 04/02/13	22931860000	270.08
04/11/13 Sterling Link Corpor Philadelphia PA REF# BRDEIH 8774174551 04/11/13		885.00
04/11/13 Purse Swag Purse Swa Philadelphia PA REF# BRDHWQ 8774174551 04/11/13		88.00
04/12/13 JLM JEWELRY 8483910136 NJ REF# 56763020 DIRECT MKTG MISC 04/12/13 FASHION JEWELRY ROC NUMBER 56763020	56763020000	80.00
04/13/13 ACCESSORIES UNLIMITE COLUMBUS OH REF# 0 MISC/SPECIALTY R 04/12/13		53.00
04/14/13 GETTY/ALLIANCE 6820/ 302-328-2259 DE REF# 0 GAS AND CONV 04/13/13 UNBRANDED TAX		60.00
04/17/13 FEDEX# 802642648432 MEMPHIS TN REF# 80264264843 1-800-622-1147 04/17/13 TO: USDA OFFICE OF INSPECTOR GENER CA FROM: DR TENNELL BREWINGTON 19720 001 Priority 1LB AWB802642648432 FedEx #1-800-622-1147 ROC NUMBER 802642648432	80264264843	66.14
04/24/13 DRESS BARN WOMAN263 WILMINGTON DE REF# 04177 WOMEN'S CLOTHING 04/23/13	04177000000	234.00
04/26/13 VZWIRELESS IVR VE 800-922-0204 NJ REF# E BILL PAY 04/25/13		192.67
04/28/13 LORD & TAYLOR - 23 0 KENSINGTON MD REF# 427 023 02 DEPARTMENT STORE 04/27/13	04270023002	99.43
04/28/13 BRIANNAS BANGLES & B FREDERICK MD REF# 0000560001 301-560-1233 04/27/13 JEWELRY REPAIR/SALE ROC NUMBER 0000560001	00005600010	70.00
<b>Total for TENNELL BREWINGTON</b>	New Charges/Other Debits Payments/Other Credits	2,098.32 0.00







Prepared For  
SEAN MOORE/CBA  
FAMILY FOUNDATION

Account Number  
XXXX-XXXXX9-41005

Closing Date  
06/28/13

Page 3 of 3

**Activity Continued**

<b>Card Number XXXX-XXXXX9-41013</b>					Reference Code	Amount \$
06/17/13	PANDORA #410 0098	NEWARK	DE		63063200000	135.00
	REF# 6306320	302-453-1008	06/16/13			
	JEWELRY REPAIR/SALE					
	ROC NUMBER 6306320					
<b>Total for TENNELL BREWINGTON</b>					New Charges/Other Debits	135.00
					Payments/Other Credits	0.00





**Activity Continued**

Card Number XXXX-XXXXX9-41013		Reference Code	Amount \$
06/30/13	BJ'S 015 NEW CASTLE NEW CASTLE REF# 0 BJS CLUB 1-800-2 06/30/13	DE	113.56
06/30/13	NTB 559 WILMINGTON 000054312 43120224 19808 06/29/13 ROC NUMBER 0000543120224WI	DE	1,535.96
07/05/13	MACY'S #162 CONCORD WILMINGTON REF# 16200250597 MACY'S 07/04/13 DOONEY & BOURKE HAN ROC NUMBER 16200250597	DE	228.00
07/07/13	MACY'S #074 CHRISTIA NEWARK REF# 07400832989 MACY'S 07/06/13 WOMENSDAYTIME DRES INC WOMENS ROC NUMBER 07400832989	DE	260.99
07/07/13	BOSCOV'S - CHRISTIAN CHRISTIANA REF# 21242790 DEPARTMENT STORE 07/06/13	DE	411.93
07/11/13	DRESS BARN WOMAN361 BEAR REF# 01970 WOMEN'S CLOTHING 07/10/13	DE	45.00
07/14/13	BOSCOV'S - CHRISTIAN CHRISTIANA REF# 21071709 DEPARTMENT STORE 07/13/13	DE	244.63
<b>Total for TENNELL BREWINGTON</b>		New Charges/Other Debits Payments/Other Credits	2,840.07 0.00

