

Scheduling and Catering
 Christopher Newport University
 1 Avenue of the Arts
 Newport News VA 23606
 USA
 757-594-7018

Invoice

Group

Invoice Number: S&C7792

Diane Reed
 Business Office
 1 University Place
 Newport News, VA 23606

Invoice Date: 8/18/2017
 Due Date: 9/17/2017
 Event Name: Meeting Business office
 Reservation No.: 176950
 Phone: 594-7202
 570-8110
 Account Number: Foundation 70-743-7430

Bookings / Details

Quantity Price Amount

Account Number Allocation

Foundation 70-743-7430 100%

Confirm/Order Rental Items (Due Date: 8/3/2017)

Need Set Up Details (Due Date: 8/11/2017)

Write Contract (Due Date: 8/12/2017)

Wednesday, August 16, 2017

**11:30 AM - 1:00 PM Meeting Business office (~ Confirmed CNU Internal)
 CNH CNH 312 Conference Room**

Catering - Food:

11:30 AM - 1:00 PM Box Lunch

Chef's Salad - F/S Boxed

1 \$11.00 \$11.00

Julienne slices of ham, turkey, cheddar, Swiss cheese, eggs, tomatoes, cucumbers and olives on a bed of mixed seasonal greens with your choice of dressing. All boxed salads include crackers, cookies and your choice of a soda or bottled water.

Ranch dressing please

Nuts & Berries - F/S Boxed

1 \$11.25 \$11.25

Mixed field greens topped with golden raisins, large grain couscous salad, sunflower seeds, julienne carrots, diced cumpers and tomatoes with herb vinaigrette. All boxed salads include crackers, cookies, salad dressing and your choice of a soda or bottled water. Add a fresh fruit cup for \$1.00 per

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	Quantity	Price	Amount
<i>lunch.</i>			
Greek Salad with Chicken <i>Grilled chicken breast, romaine lettuce, tomato, cucumber, red onion, feta cheese and black olives. Served with crackers, cookies, Greek vinaigrette salad dressing and your choice of a soda or bottled water.</i>	2	\$13.00	\$26.00
<i>1 regular</i>			
<i>1 no onions or olives</i>			
Chicken Caesar Wrap Box <i>Char-grilled chicken, crispy romaine lettuce, shredded pamesan cheese with Caesar dressing on a whole wheat wrap. All boxed wraps include an apple, individual bag of chips, cookies, assorted condiments and your choice of a soda or bottle water</i>	2	\$11.50	\$23.00
Chicken Salad Croissant <i>Traditional preparation of chicken salad with lettuce and tomato on a buttery croissant. All boxed sandwiches include an apple, individual bag of chips, cookies, assorted condiments and your choice of a soda or bottle water.</i>	2	\$11.50	\$23.00
Club Wrap <i>Turkey, ham, cheese and bacon wrapped with chopped lettuce and tomatoes in a whole wheat wrap. All boxed wraps include an apple, individual bag of chips, cookies, assorted condiments and your choice of a soda or bottle water.</i>	2	\$11.50	\$23.00
Classic Box Lunch - Box Lunch	3	\$11.00	\$33.00

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Pd with Debit
 Card 10/20/17

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Bookings / Details

Quantity Price Amount

Choice between ham and cheddar cheese, turkey and Swiss cheese, or a combination of ham, turkey and a cheese on a whole wheat Kaiser. All boxed sandwiches include an apple, individual bag of chips, cookies, assorted condiments and your choice of a soda or bottle water.

- 1 turkey and swiss
- 1 ham and cheddar
- 1 combo

Catering Notes:

- 12 bottled waters
- 1 Diet Pepsi

Catering - Food	\$150.25
Subtotal	\$150.25
Grand Total	\$150.25

Organizations and Payments External to CNU Must Pay State Sales Tax for Room Rentals, Equipment and Meals - See Code of Virginia 58.1-609.4 (2) - Ruling of the Tax Commissioner dated Feb. 4, 1997, (3) Tax Bulletins - Doc #92-267, Bulletin #V TB92-10

Effective April 22, 2016, State and local governmental entities, nonprofit organizations, and nonprofit churches may use their Retail Sales and Use Tax Exemption Certificates issued pursuant to VA Code 58.1-609.1(4), 58.1-609.11, and 58.1-609.10(16) to make exempt purchases of food and meals, as well as certain "taxable services" provided in connection with the provision of meals.

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Bookings / Details**Quantity****Price****Amount**

MAKE CHECKS PAYABLE TO CHRISTOPHER NEWPORT UNIVERSITY

Please note CNU's Invoice Number on your check

(EIN# 54-0701501)

Mail to:

Cashier's Office
Christopher Newport University
Attention: Business Office
1 Avenue of the Arts
Newport News, VA 23606

Inquiries regarding this invoice - please call the Catering Office at 757-594-7007 or email sched@cnu.edu

PAYMENT IS DUE WITHIN 30 DAYS. (The University charges a late payment and administrative fee, collection costs and attorney fees on all past due amounts.)

Jennifer French

From: noreply@cnu.edu
Sent: Friday, October 20, 2017 3:12 PM
To: Jennifer French
Subject: Thank you for your payment

Receipt Number: 25972
CNU Online eMarket
Current Date: 10/20/2017

Description	Amount

	\$150.25
First Name: Jennifer	
Last Name: French	
Total	\$150.25

Payments Received	Amount

eMarket CNU Online Credit Card	\$150.25
Visa XXXXXXXXXXXXX9736	
Authorization # 061114	
Total	\$150.25

Thank you for the payment.



P.O. Box 223
Manakin Sabot, VA
23103-0223

pd Check #2939
10.20.17

To: VA Society of Certified Pub Accountants
Susan Davis
P.O. Box 418
Norfolk, VA 23501

INVOICE

Invoice Date: 10/19/2017

Invoice #: 503

Terms: Due on receipt

DESCRIPTION	AMOUNT
October 18, 2017 "Activate Your Leadership" Presentation at the 2017 Tidewater Chapter VSCPA Conference	900.00
Partial Financial Assistance for Speaking Engagement	-585.00
TOTAL	
\$315.00	

Please remit upon receipt to: InnerWill
Attn: Sherry Raeder
515 Stone Mill Drive
Manakin Sabot, VA 23103

If you have any questions about this invoice, please contact us at (844) 898-9455.

Thank you!

BETTER PERSON BRAVER LEADER WISER WORLD

Yorgo's
2123 Colonial Ave.
Norfolk, VA 23517
(757) 623-6609

Check 241

Nicole
Guests 2
10/9/2017
2:06 PM

3 Chicken Club (8.50)	25.50
Greek Salad	7.50
\$3.25 add chicken	3.50
2 Grinder (7.50)	15.00
Reuben	7.50
4 So Cal Special (8.50)	34.00
2 Vegan "BLT" (5.25)	10.50
Vegan Philly	8.50
12 Chips (1.40)	16.80
8oz Vegan Chixette Sala	7.60

Subtotal
136.40

Tax 17.05

TOTAL 153.45

VISA -153.45

Acct. XXXXXXXXXXXX7934

Approval 06672D

CHANGE DUE
0.00

Tip 30.00
183.45

Visit yorgosbageldashery.com

Happy Hours!
6-7am & 2-3pm

pd
2938
10/11/17



P.O. Box Service Fee Notice

NORFOLK

600 CHURCH ST, NORFOLK, VA 23501

(757) 629-2286

WEBBATS BAT710B1

TDWTR CHP VA SOC CPA
PO BOX 418
NORFOLK, VA 23501

Date of Notice: 10/02/2017

Box # 418

6 Months: \$71.00

12 Months: \$142.00

Due Date: 10/31/2017

Dear SUSAN DAVIS:

This is a friendly reminder that your Post Office Box or Caller Service renewal fee is due. If you have already paid this fee, please disregard this notice and thank you for your continued business with the United States Postal Service. If you have not yet submitted your payment, please do so now.

New!... At your location, at least one of the following enhanced services is available: Real Mail Notification (receive email or text when new mail is in your box), Street Addressing (allows private carrier package delivery) and Signature on File (easy pickup for some signature items). There is no extra charge for these enhancements. Visit your Post Office to sign up for these services today! These services do not apply to Caller Service and Group E Box customers.

For your convenience, you can sign up at www.usps.com/poboxes and renew or manage your PO Box online. You can use your credit card to make a one-time payment or sign up for automatic payments so you never miss a due date. You can also renew your PO Box at any one of our Self-Service Kiosks located at select Post Offices nationwide. Go to <http://www.usps.com/locator/welcome.htm> and look for Self-Service Kiosks to find a location near you.

As always, payments can be made at the Post Office or mailed to the attention of the Postmaster at the address indicated above. Please make checks or money orders payable to the US Postal Service and include your PO Box number and ZIP Code. If paying by mail, a receipt will be delivered to your PO Box.

Note: Caller Service can only be paid **in person** or **by mail**. Please be sure to include this notice with your remittance. Caller Service receipts will be provided at the caller service pickup window.

If your payment is not received by the due date, access to your PO Box will be blocked and caller services will be limited. If we have not received your payment by the 10th day after the due date, your PO Box service will be terminated, incoming mail will be returned to the sender, and, in addition to any unpaid monthly PO Box fees, you will be charged a handling fee to reopen your box. To avoid this inconvenience, we encourage you to renew on time.

As a reminder, your account information must be current. If your physical address or other pertinent information has changed since you applied for your PO Box, please ask a Retail Associate at your Post Office to update the filed copy of your PS Form 1093, *Application for Post Office Box Service*.

To update your information for Caller Service, you can ask a Retail Associate to update the PS 1093-C, *Application for Caller Service*.

You are a valued customer and we appreciate your business. Thank you,

POSTMASTER, NORFOLK

pd# 2937
10/6/17



700 Conference Center Dr Chesapeake, VA USA 23320
 Phone: (757) 382-2500 - Fax: (757) 382-2525

Banquet Check

BEO#: 3561

Res ID:

Account: Tidewater Chapter of the Virginia Society of CPAs	Event Date: 10/18/2017
Post As: Tidewater Chapter of the Virginia Society of CPAs/Meeting	Contact: Ms. Susan Davis
Address: PO Box 418	Phone: 757-640-2209
Norfolk, VA 23501-0418	Fax:
	Onsite: Ms. Susan Davis
	Phone: 757-640-2209

Day/Date	Time	Function	Room	Gtd
Wednesday, October 18, 2017	7:00 AM	Setup	Ward Ballroom ABC	
Wednesday, October 18, 2017	7:30 AM	Standard Meeting Break Package	Promenade A	
Wednesday, October 18, 2017	8:00 AM	Beverages	Promenade BC	
Wednesday, October 18, 2017	8:00 AM	Meeting	Ward Ballroom ABC	
Wednesday, October 18, 2017	11:50 AM	Lunch	Ward Ballroom DF	

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
303	Standard Meeting Break Package	18.95	5,741.85	
3	Decaffeinated Coffee	30.00	90.00	
12	Regular Coffee	30.00	360.00	
319	Assorted Soft Drinks (Coke, Diet Coke, Sprite, etc.)	2.50	797.50	
49	Hot Tea Bags	2.50	122.50	
303	Italian Buffet	19.95	6,044.85	
TOTAL FOOD				13,156.70
Service Charge %			20.00	2,631.34
State Sales Tax %			6.00	789.40
F & B Tax %			5.50	723.62
Total:				17,301.06

NO.	A/V and Other Charges	PRICE	SUBTOTAL	TOTAL
2	LCD Data Projector (4000+ Lumens)	350.00	700.00	
2	9' x 12' Fast Fold Screen with Dress Skirt	150.00	300.00	
1	4 Channel Mono Mixer	35.00	35.00	
1	VGA Distribution Amplifier	50.00	50.00	
1	Wireless mouse (presentation remote)	30.00	30.00	
2	UHF Wireless Microphone Kit-(1-Lavalier at podium & 1-handheld mic on stand).	75.00	150.00	
1	Laptop Audio Interface	25.00	25.00	

Banquet Check

BEO#: 3561

Res ID:

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Post As: Tidewater Chapter of the Virginia Society of CPAs/Meeting	Contact: Ms. Susan Davis
Address: PO Box 418	Phone: 757-640-2209
Norfolk, VA 23501-0418	Fax:
	Onsite: Ms. Susan Davis
	Phone: 757-640-2209

TOTAL A/V and Other Charges		1,290.00
	Service Charge %	20.00 258.00
	State Sales Tax %	6.00 92.88
	Total:	1,640.88
8 Vendor Table Fee	50.00	400.00
TOTAL A/V and Other Charges		400.00
	Service Charge %	0.00 0.00
	State Sales Tax %	6.00 24.00
	Total:	424.00

ROOM RENTAL	PRICE	SUBTOTAL	TOTAL
Ward Ballroom ABC	1,200.00	1,200.00	
	TOTAL		1,200.00
	State Sales Tax %	6.00	72.00
	Total:		1,272.00

Grand Total:	20,637.94
Deposit:	1,200.00
Balance Due:	19,437.94

*pd
2940
10/23/17*

Client Signature

Date: 10/20/2017



4511 John Tyler Hwy
 Williamsburg, VA 23185
 Phone # (757) 941-1680
 Pharmacy 6269# <757> 941-1684

Cashier: Arlene

10/17/17 19:07:56

Farm Fresh Supermarkets
 4511 John Tyler Hwy
 Williamsburg, VA 23185
 (757)941-1680

10/17/2017 19:09:20
 Total: USD\$ 384.65
 US DEBIT Entry Method: Chip
 CARD #: XXXXXXXXXXXXX9736
 PURCHASE - APPROVED
 AUTH CODE: 354329

Mode: Issuer
 AID: AC000000980840
 TVR: 3080048000
 IAD: 06010A03600000
 TSI: 6300 ARC: 00
 MID: 000300 TID: 001 RRN: 516877

PIN VERIFIED
 THANK YOU FOR
 SHOPPING WITH US!

Trx: 371 Oper 320 Term: 51 Store: 0405
 10/17/17 19:09:59

Thank you from Farm Fresh - Your local
 Supermarket for 60 years!

MISCELLANEOUS

BHN VISA GIFT CARD 7675018325 50.00
 +GIFT CARD FEE 4.95
 BHN VISA GIFT CARD 7675018325 50.00
 +GIFT CARD FEE 4.95
 BHN VISA GIFT CARD 7675018325 50.00
 +GIFT CARD FEE 4.95
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 +GIFT CARD FEE 4.95
 BHN VISA GIFT CARD 7675018325 50.00
 +GIFT CARD FEE 4.95

SUBTOTAL 384.65
 TOTAL TAX .00

TOTAL 384.65

Debit TENDER 384.65
 Acct: XXXXXXXXXXXXX9736
 APPRVL CODE 354329
 Cas Ref# 16964
 Cash CHANGE .00

NUMBER OF ITEMS 14

Phone/Gift Card 50.00
 XXXXXXXXXXXXXXX4868
 Activation Online to Host
 AA APPROVED

Phone/Gift Card 50.00
 XXXXXXXXXXXXXXX5712
 Activation Online to Host
 AA APPROVED

Phone/Gift Card 50.00
 XXXXXXXXXXXXXXX7297
 Activation Online to Host
 AA APPROVED

Phone/Gift Card 50.00
 XXXXXXXXXXXXXXX5299
 Activation Online to Host
 AA APPROVED

Phone/Gift Card 50.00
 XXXXXXXXXXXXXXX3993
 Activation Online to Host
 AA APPROVED

Phone/Gift Card 50.00
 XXXXXXXXXXXXXXX9620
 Activation Online to Host
 AA APPROVED

Phone/Gift Card 50.00
 XXXXXXXXXXXXXXX9945
 Activation Online to Host
 AA APPROVED

Trx: 371 Oper 320 Term: 51 Store: 0405
 10/17/17 19:09:59



Payment Receipt

Title	Initial Payment
Type	Pay
Amount	\$2850.00
Payment Status	Paid
Frequency	One Time
Paid On	10/11/2017 5:14:54 PM
Billing Name	Jennifer N French
Card/Account Type	VISA
Bank Name	
Account Number - Last 4 Digits	9736
Card Number Expiration Date	5/31/2021 12:00:00 AM
Approval Number	016280
Order Id	20171011133241925
Transaction Id	20171011171515894
Sertifi Payment Id	.AQA7JMmDbgrv7JM3log1T4vT0
Sertifi File Id	.AQB_z2t9ULI04LjWWJRjuLqU0
Designated Payer	

Topgolf is a global sports entertainment community creating the best times of your life.

If you have any further questions, please be sure to reach out to the Event Sales associate helping plan your event. Thank you!

Refund Cancellation Policy:
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 (<http://topgolf.com/us/company/event-refund-policy/>)

Topgolf Virginia
 Beach, VA

norfolkevents@topgolf.com
(<mailto:norfolkevents@topgolf.com>)

P: (757) 544-9217

Newton Rd |
 Virginia Beach,
 VA 23462

Topgolf.com
 (<http://http://topgolf.com/us/virginia-beach/>)

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**Topgolf The
 Blog**
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VM-PWEB3