

Tightwad Fire Protection District
Monthly Disbursements Checklist

Month and Year: _____:

Recurring

- Get Streamline (website)
- Golden Valley Disposal (trash removal)
- Lauber Municipal Law (attorneys)
- WEX (fleet fueling must pay by 15th!)
- MFA Petro-Card (fleet fueling)
- MFA Oil Company (propane)
- Rocket Connect (internet due 1st but must pay by 15th!)
- VISA® Purchasing Card (P-Card)
- Medical Director
- Henry County Collector (tax collections)

Merchant Accounts (if necessary)

- Auto Zone
- Bumper to Bumper
- Full Line Lumber
- L & M Supply
- O'Reilly
- NAPA (Carson's Corner and Benware Tractor)

Automatic P-Card Charges (*download bills)

- CenturyLink* (telephone)
- Osage Valley Electrical Cooperative* (electricity)
- Henry County Public Water Supply District #3 (water)

Comments:

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REVISION HISTORY

Revision Date	Author	Revision Details
December 25, 2021	Monte Olsen	Initial version
February 10, 2022	Monte Olsen	Updated CentryLink to recurring instead of automatic withdrawals; changed automatic withdrawals to automatic P-Card charges
May 25, 2022	Monte Olsen	Added medical director and Henry County Collector