

REPORT: CENTRAL MAIL, ACCOUNTS PAYABLE, DUPLICATIONS REPORT NOVEMBER 2021

DATE 11/30/2021

DUPLICATIONS:

PAGES-	2300
REQUESTS-	7
PUBLIC DEFENDER-	0

MAILROOM:

DATES	TOTAL	PIECES
11/1-11/5	\$ 2,716.50	3320
11/8-11/12	\$ 1,895.88	1953
11/10/2021	\$ 118.19	415
11/18/2021	\$ 86.93	308
11/19/2021	\$ 61.76	219
11/15-11/19	\$ 2,421.93	2741
11/22-11/28	\$ 1,234.26	1562
11/30/2021	\$ 110.56	392
<b>TOTALS</b>	<b>\$ 8,646.01</b>	<b>10910</b>

COPY PAPER USAGE:

TCOB	COPY	CARD
LETTER:	22 CASES	3 REAMS
LEGAL:	0	
LEDGER:	0	

COURTHOUSE	27 CASES
111 BLDG	19 CASES

<b>TOTALS</b>	<b>68 CASES</b>	<b>3 REAMS</b>
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\*8 CASES PUBLIC DEFENDER

ACCOUNTS PAYABLE:

	INVOICES	AMOUNTS
BI-WEEKLY	78	\$ 123,351.41
UTILITIES	36	\$ 55,617.11
P-CARD	26	\$ 2,891.70
TECTON	15	\$ 61,677.18
<b>TOTAL</b>	<b>155</b>	<b>\$ 243,537.40</b>