

**Community Services of Northeast Texas, Inc.**  
*Credit Usage Report*

**Board Report - November 2021**

Sam's Club

Purchases for		-
Payment due by	Paid on	-
Balance		<u>-</u>

American Express

Purchases for September 2021		567.44
Payment due by Not listed	Paid on 10/05/2021	(567.44)
Balance		<u>-</u>

Line of Credit

Program	CSBG A	CEAP A	VSN
Highest October 2021 Balance	21,700.00	13,400.00	4,100.00
Current balance	-	32,300.00	2,600.00
Exp pay off date		12/31/2021	12/31/2021

In House Line of Credit

Program	CSBG A	CSBG B	CEAP A	CEAP CARES
Highest October 2021 Balance	14,570.00	1,000.00	100.00	-
Current balance	16,020.00			
Exp pay off date	10/31/2021		12/31/2021	

U.S. SMALL BUSINESS ADMINISTRATION LOAN

\$150,000



# Corporate Purchasing Cardmember Report

**Sign-up For Online  
Statements**  
[www.americanexpress.com/gopaperless](http://www.americanexpress.com/gopaperless)

Prepared For  
**DAN BOYD**  
CSNT INC

Account Number  
XXXX-XXXXX ~~121009~~ **21009**

Closing Date  
09/28/21

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Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$	Do Not Pay
4,832.63	567.44	0.00	4,832.63	0.00	567.44	For important information regarding your account refer to page 2.

For your records only - do not pay.

For assistance or questions about your account, contact us at [www.americanexpress.com/checkyourbill](http://www.americanexpress.com/checkyourbill) or call Customer Service at 1-800-492-4920.

## Activity Date reflects either transaction or posting date

Card Number	Reference Code	Amount \$
XXXX-XXXXX <del>121009</del> <b>21009</b>		
09/11/21 PAYMENT RECEIVED - THANK YOU	09/11 05603000000	-4,832.63
09/23/21 ALOFT SAN ANTONIO AI SAN ANTONIO TX	09/23/21 61376505300	567.44
FOL# 404734 ALOFT ARRIVAL DATE DEPARTURE DATE 09/18/21 09/22/21 00 ROC NUMBER 404734		
<b>Total for DAN BOYD</b>	New Charges/Other Debits Payments/Other Credits	567.44 -4,832.63

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

Account Number ~~3796-563931-21009~~ Enter 15 digit account number on all payments.

DAN BOYD  
CSNT INC  
304 E HOUSTON BX 427  
LINDEN TX 75563-5600

See reverse side for instructions on how to update your address, phone number, or email.

**Payments:** The American Express® Corporate Purchasing Card statement is payable in full by your Company upon receipt. Payments received after 5:00 pm may not be credited until the next day. 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. The 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 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 the financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, Company authorizes us to initiate an electronic debit from its bank or asset account. When we process a check electronically, payment may be debited to the bank or asset account as soon as the same day we receive the check, and that cancelled check will not be received with that 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 Purchasing 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 1-800-492-4920 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. If you have a dispute concerning goods and services purchased with the Corporate Purchasing Card, you should contact the merchant directly. If you are unable to obtain resolution, please contact us at 1-800-492-4920.

**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.

Note: Your corporation, firm or organization may have its own policy or customized program, which takes precedence over any provision stated above.



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



**For all further inquiries,** please call the number on the back of your Card.

**If your Card has been lost or stolen,** please call 1-800-492-4920.

**International Collect:**  
1-336-393-1111.

**Hearing Impaired Services:**  
Dial Relay 711 and 1-800-492-4920.

**Large Print and Braille Statements:**  
1-800-492-4920.



**Customer Service**  
P.O. Box 53611  
Phoenix, AZ  
85072-3611

### Change of Address, phone number, email

- Online at [www.americanexpress.com/updatecontactinfo](http://www.americanexpress.com/updatecontactinfo)
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

**Please do not add any written communication or address change on this stub.**