



NEBRASKA AUDITOR OF PUBLIC ACCOUNTS

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August 23, 2019

Matt Schulz, Chairperson
Village of Holbrook
P.O. Box 69
418 Center Avenue
Holbrook, NE 68948

Dear Mr. Schulz:

As you may know, the Nebraska Auditor of Public Accounts (APA) has received concerns regarding an individual conducting Emergency Medical Services (EMS) on behalf of Holbrook EMS of the Village of Holbrook (Village) and the Holbrook Volunteer Fire Department (Department). As a result, the APA began limited preliminary planning work to determine if a full financial audit or attestation would be warranted. Pursuant thereto, the APA requested certain financial information regarding the Department and the Holbrook EMS. Based upon the outcome of this preliminary planning work, including a review of the information provided, the APA has determined that a separate financial audit or attestation is unnecessary at this time, as the Village has already received a fiscal year 2018 audit.

However, during the course of the preliminary planning work, the APA noted certain issues that need corrective action, as presented below.

Background

The APA received an anonymous email complaint regarding Teresa Joe Helms, the former Ambulance Chief for Holbrook EMS and the current Village Superintendent. That complaint alleges that, even though Holbrook EMS ceased operations several years ago, Ms. Helms has continued to respond to incidents on behalf of that entity. In addition, the complaint alleges that Ms. Helms has continued not only to receive funds from local organizations and residents on behalf of the long-defunct Holbrook EMS but also to maintain control over a bank account in that entity's name.

Ms. Helms has been unwilling to share any information regarding her continued Holbrook EMS activity, as well as the related bank account in question, with either the Village Board or the Department.

The following is a chronology of events pertaining to the APA's present examination:

- On May 8, 2019, the APA contacted Darla Halstead, the Village Clerk, to inquire if she was aware of the issues raised in the anonymous email complaint. Ms. Halstead acknowledged being aware of some of those issues.
- On May 22, 2019, the APA received another anonymous email complaint from a Village resident. According to that message, there are issues between the Department and the Village. Specifically, the email states that both the former Fire Chief and a current Board member have refused to provide the Clerk with access to the Department's bank statements and accounts.

- On May 22, 2019, the APA contacted Wesley Hock, the Department's Fire Chief, to discuss the complaint and inquire if he would be able to provide the bank statements.
- On June 13, 2019, the APA received the requested documentation from Mr. Hock.
- On June 28, 2019, the APA spoke with Dana F. Cole & Company, the Certified Public Accountancy firm responsible for performing the Village's fiscal year 2018 audit, to discuss that financial examination. In addition, the APA contacted Wesley Hock to ask who is responsible for the Holbrook EMTS / EMT Fund bank account. Mr. Hock informed the APA that Teresa Helms is in control of that account. Several questionable purchases from AdvoCare, a multi-level marketing company that sells dietary supplements out of Plano, Texas, were identified as having been made with funds from the Holbrook EMTS / EMT Fund bank account. The APA contacted First State Bank in Holbrook, NE, which holds that bank account, to request additional documentation relating to those problematic transactions.
- On July 1, 2019, the APA contacted an AdvoCare representative to obtain documentation related to the suspicious transactions noted. The APA then contacted First State Bank to request additional bank statements and the signature card for the Holbrook EMTS / EMT Fund account.
- On July 9, 2019, per Neb. Rev. Stat. § 84-305 (Cum. Supp. 2018), the APA issued a subpoena to AdvoCare for copies of purchase orders or transaction listings for purchases made under Teresa Helms' account with that company for the period January 1, 2016, to March 31, 2018.
- On July 19, 2019, in response to the subpoena issued, the APA received the requested documentation from AdvoCare. See **Attachment A**.
- On August 5, 2019, two APA staff, along with a Deputy from the Furnas County Sheriff's Office, conducted an interview of Teresa Helms in relation to AdvoCare products that were purchased from the Holbrook EMTS / EMT Fund bank account. Ms. Helms stated that documentation for some of the purchases could be found in the "fire barn." However, when the APA asked if we could go and observe the documentation, she stated that actually the documentation was probably not there. Ms. Helms stated she controls the debit card and maintains the bank account.
- On August 9, 2019, an arrest warrant was issued setting forth allegations that Ms. Helms had committed offenses of theft and abuse of public records.

According to the signature card, the Holbrook EMTS / EMT Fund bank account (XXX228) was opened on August 9, 1996. Several authorized signers have been added and removed from the account since that time; however, Ms. Helms appears to have remained an authorized signer on the account from its inception. According to the bank statements received, Teresa Helms and another Holbrook EMS volunteer were the only individuals signing checks from the account during the period examined.

As a result of our subsequent preliminary planning work, the APA identified the following concerns arising from Ms. Helms's alleged mishandling of the Holbrook EMTS / EMT Fund bank account monies:

1. A significant number of debit card charges to the Holbrook EMTS / EMT Fund bank account were for the purchase of AdvoCare products, which appear to have been obtained for personal purposes.
2. For the period November 16, 2015, through June 14, 2019, none of the questionable debit card charges made to the Holbrook EMTS / EMT Fund bank account were presented to the Village Board for approval.

Comments and Recommendations

1. Suspected Misuse of Public Funds

The APA's examination of the records for the Holbrook EMTS / EMT Fund bank account revealed that Ms. Helms appears to have used a debit card to make personal purchases with public money from that account during her tenure as the former Ambulance Chief for Holbrook EMS.

Ms. Helms had full control of this bank account, and none of the debit card transactions that constituted the payments at issue were submitted to the Village Board for approval.

The following table offers a brief summary of Ms. Helms' suspected improper transactions involving the Holbrook EMTS / EMT Fund bank account, as identified by the APA, for the period November 16, 2015, through June 14, 2019:

| Description | Number of Transactions | Total Amounts of Possible Fraud |
|----------------------------|------------------------|---------------------------------|
| AdvoCare Purchases | 41 | \$ 10,830.87 |
| Questionable Reimbursement | 1 | \$ 500.00 |
| Total | | \$ 11,330.87 |

AdvoCare Debit Card Purchases

As noted previously herein, AdvoCare is a multi-level marketing company that sells dietary supplements out of Plano, Texas. Ms. Helms is an independent distributor for that company. During the period examined, charges totaling over \$10,000 were paid to AdvoCare with a debit card number ending in "6880," which drew money from the Holbrook EMTS / EMT Fund bank account.

The following image is a screenshot of the first page of the Holbrook EMTS / EMT Fund bank account's monthly statement, dated February 16, 2018, highlighting four payments, totaling \$993.49, made to AdvoCare:

HOLBROOK EMTS
HOLBROOK EMT FUND
PO BOX 113
HOLBROOK NE 68948-4807 0

Account No.: [REDACTED] 5228 Enclosures: (4) Statement Date: 02/16/18 Page: 1

COMMUNITY 1ST PRIORITY CKG SUMMARY

| Category | Number | Amount |
|-------------------------------|--------|----------|
| Balance Forward From 01/16/18 | | 3,845.43 |
| Deposits | 2 | 112.63+ |
| Checks | 2 | 506.92 |
| Automatic Withdrawals | 4 | 993.49 |
| Ending Balance On 02/16/18 | | 2,457.65 |

Average Balance (Ledger) 2,920.61+

ALL CREDIT ACTIVITY

| Date | Type | Amount | Date | Type | Amount | Date | Type | Amount |
|----------|---------|--------|----------|---------|--------|------|------|--------|
| 01/22/18 | DEPOSIT | 52.68 | 02/02/18 | DEPOSIT | 59.95 | | | |

ELECTRONIC DEBITS

| Date | Description | Amount |
|----------|---|--------|
| 01/17/18 | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX | 165.56 |
| 01/29/18 | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX | 435.07 |
| 02/05/18 | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX | 202.39 |
| 02/14/18 | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX | 190.47 |

The table below details all AdvoCare product purchases made with the debit card number ending in “6880” – which, as noted above, is linked to the Holbrook EMTS / EMT Fund bank account – from November 16, 2015, through June 14, 2019:

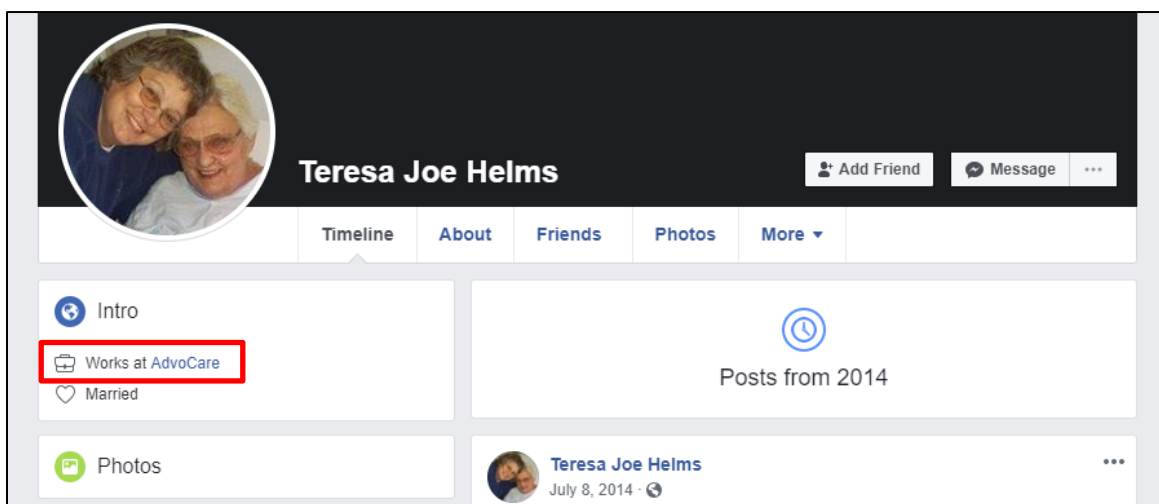
| Cleared Date | Amount | Type | Description |
|--------------|-----------|------------|---|
| 11/25/2015 | \$ 465.79 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 12/3/2015 | \$ 418.27 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 12/4/2015 | \$ 431.37 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 12/30/2015 | \$ 222.80 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 12/31/2015 | \$ 496.30 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 1/4/2016 | \$ 478.26 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 1/6/2016 | \$ 486.64 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 4/15/2016 | \$ 366.27 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 5/11/2016 | \$ 52.28 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 5/19/2016 | \$ 31.41 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 6/10/2016 | \$ 77.89 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 6/24/2016 | \$ 42.51 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 6/24/2016 | \$ 418.41 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 6/27/2016 | \$ 77.89 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 7/5/2016 | \$ 77.89 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 7/20/2016 | \$ 496.51 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 8/10/2016 | \$ 181.61 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 8/17/2016 | \$ 103.49 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 8/17/2016 | \$ 200.41 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |

| Cleared Date | Amount | Type | Description |
|--------------|---------------------|------------|---|
| 9/28/2016 | \$ 425.24 | Debit Card | Note 1 |
| 11/2/2016 | \$ 66.74 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 11/18/2016 | \$ 158.34 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 11/30/2016 | \$ 384.39 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 12/16/2016 | \$ 416.65 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 1/23/2017 | \$ 256.31 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 4/6/2017 | \$ 247.96 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 5/24/2017 | \$ 360.93 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 6/16/2017 | \$ 373.01 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 7/21/2017 | \$ 132.53 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 8/11/2017 | \$ 294.08 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 9/18/2017 | \$ 410.61 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 10/23/2017 | \$ 263.91 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 11/10/2017 | \$ 239.52 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 12/4/2017 | \$ 96.48 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 12/4/2017 | \$ 262.94 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 1/2/2018 | \$ 153.10 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 1/17/2018 | \$ 165.56 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 1/29/2018 | \$ 435.07 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 2/5/2018 | \$ 202.39 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 2/14/2018 | \$ 190.47 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| 2/20/2018 | \$ 168.64 | Debit Card | VSA PUR AVO ADVOCARE INTL 800-542-4800 TX |
| Total | \$ 10,830.87 | | |

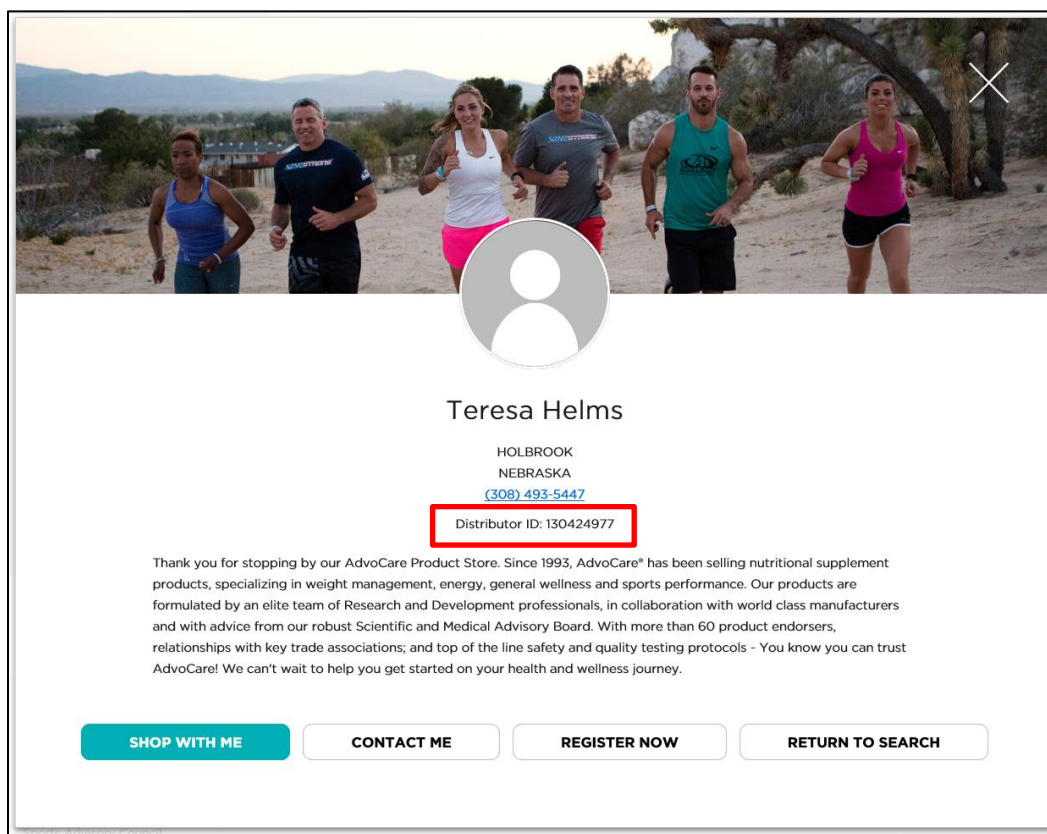
Note 1: First State Bank could not provide the account statement for the period September 16, 2016, through October 14, 2016, due to a system conversion that happened during that time. The transaction noted for that period was added based on information received from AdvoCare.

The APA performed additional background research and found that Ms. Helms has identified herself as an independent distributor for AdvoCare on both her LinkedIn and Facebook profile pages.

The following is an image of Ms. Helms' Facebook profile:



The APA was also able to locate Ms. Helms' AdvoCare page on the company's website, which included her Distributor ID number, 130424977, pictured below:



Teresa Helms

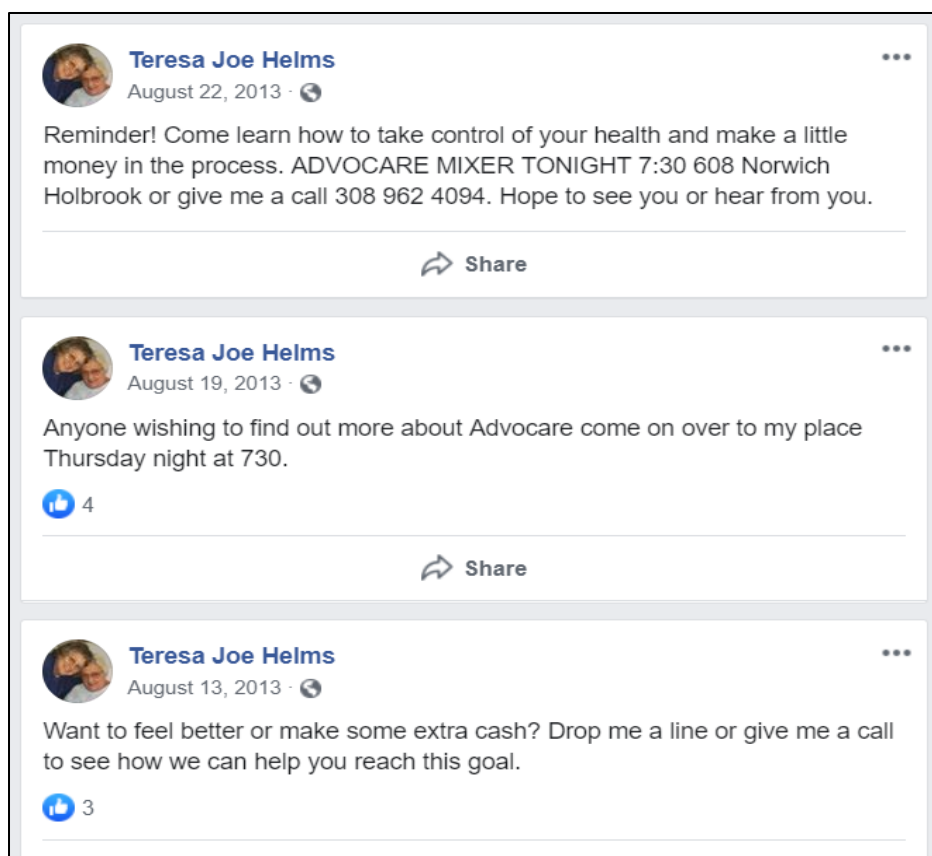
HOLBROOK
NEBRASKA
[\(308\) 493-5447](tel:(308)493-5447)
Distributor ID: 130424977

Thank you for stopping by our AdvoCare Product Store. Since 1993, AdvoCare® has been selling nutritional supplement products, specializing in weight management, energy, general wellness and sports performance. Our products are formulated by an elite team of Research and Development professionals, in collaboration with world class manufacturers and with advice from our robust Scientific and Medical Advisory Board. With more than 60 product endorsers, relationships with key trade associations; and top of the line safety and quality testing protocols - You know you can trust AdvoCare! We can't wait to help you get started on your health and wellness journey.

[SHOP WITH ME](#) [CONTACT ME](#) [REGISTER NOW](#) [RETURN TO SEARCH](#)

The purchases detailed in the table on the previous page appear to have been made by Ms. Helms in connection to her work as an AdvoCare Distributor. The expenditure of public funds for such personal purchases would, therefore, be prohibited by State law.

The APA noted also that Ms. Helms solicited customers for her AdvoCare products multiple times on her personal Facebook page. The following images are examples of the types of promotional posts that Ms. Helms made.



As stated previously herein, the APA subpoenaed AdvoCare for copies of purchase orders or transaction listings under Teresa Helms’ account with that company for the period January 1, 2016, to March 31, 2018. AdvoCare provided documentation to support 26 of the questioned purchases of its products made with the debit card ending in “6880.” See **Attachment A**. The same documentation revealed that all of those purchases with that debit card were shipped to Ms. Helms’ personal address in Holbrook, Nebraska.

Consequently, the documentation received appears to indicate that Ms. Helms used the debit card ending in “6880” to access public funds in the Holbrook EMTS / EMT Fund bank account in order to purchase AdvoCare products for personal purposes.

The following is a copy of a packing slip for one of the AdvoCare purchases at issue, showing both the method of payment, the debit card ending in “6880,” and the purchaser, Teresa Helms, along with her home address:

| AdvoCare International, L.P. 2801 Summit Avenue Plano TX 75074 (972) 665-5800 | | PACKING SLIP Period End: 04-OCT-16 Order Date: 28-SEP-16 Entry Time: 10:22:29 AM Entered by: WEBSITE | | Order No: DT58037 Customer No: 130424977 *130424977* *9* Order Type: WEBSITE | | |
|---|--------|---|-------|--|--------|----------|
| Name: TERESA HELMS Adr1: 608 NORWICH ST Adr2: CS/Z: HOLBROOK NE 68948 Cnty: FURNAS | | Phone: (308) 493-5447 SP# : 120723785 Spon: JAMI SWANSON | | Page 1 of 1 Batch: | | |
| ORDER SUMMARY | | | | | | |
| Retail Tot: | 671.00 | % Discount: | 40 | Discount: | 268.40 | |
| Sales Aids: | 0.00 | Freight: | 16.78 | Sales Tax: | 5.86 | |
| Order BV: | 335.40 | Wt. (lbs): | 28.03 | Disc Retail: | 402.60 | |
| | | | | Total Due: | 425.24 | |
| | | | | Total Paid: | 425.24 | |
| PAYMENT DETAIL | | | | | | |
| HOLBROOK EMTS | | CREDIT CARD | | XXXXXXXXXXXX6880 | 425.24 | |
| ORDER DETAIL | | | | | | |
| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
| 99955 Free Set of Retail Receipts | EA | 1 | 0.00 | 0.00 | No | No |
| A3641 ADVOBAR HOLIDAY GINGERBREAD | BX | 6 | 32.95 | 197.70 | No | Yes |
| A3901 ADVOBAR RAW | EA | 12 | 31.95 | 383.40 | No | Yes |
| T1285 MEAL REPLACEMENT SHAKE PUMPKIN SPICE | EA | 2 | 44.95 | 89.90 | Yes | Yes |

Images of the purchased items are shown below:



Questionable Reimbursement

The APA also questions a reimbursement payment of \$500 made to Ms. Helms on July 13, 2016. No supporting documentation is available for that payment, which may have included amounts charged to the same debit card ending in "6880" allegedly used to purchase AdvoCare products for personal use with public money in the Holbrook EMTS / EMT Fund bank account.

| Cleared Date | Amount | Type | Check # | Vendor |
|--------------|-----------|------------|---------|---------------|
| 7/11/2016 | \$ 19.88 | Debit Card | N/A | Little Mexico |
| 7/12/2016 | \$ 342.57 | Debit Card | N/A | Comfort Inn |

The questionable expenditures addressed herein give rise to numerous possible statutory concerns. To start, Neb. Rev. Stat. § 28-512 (Reissue 2016) provides, in relevant part, the following:

A person commits theft if he obtains property of another by deception. A person deceives if he intentionally:

(1) Creates or reinforces a false impression, including false impressions as to law, value, intention, or other state of mind; but deception as to a person's intention to perform a promise shall not be inferred from the fact alone that he did not subsequently perform the promise; or

(2) Prevents another from acquiring information which would affect his judgment of a transaction; or

(3) Fails to correct a false impression which the deceiver previously created or reinforced, or which the deceiver knows to be influencing another to whom he stands in a fiduciary or confidential relationship; or

(4) Uses a credit card, charge plate, or any other instrument which purports to evidence an undertaking to pay for property or services delivered or rendered to or upon the order of a designated person or bearer (a) where such instrument has been stolen, forged, revoked, or canceled, or where for any other reason its use by the actor is unauthorized, or (b) where the actor does not have the intention and ability to meet all obligations to the issuer arising out of his use of the instrument.

(Emphasis Added.) Additionally, Neb. Rev. Stat. § 28-911 (Reissue 2016) prohibits “abuse of public records,” as follows:

(1) A person commits abuse of public records, if:

(a) He knowingly makes a false entry in or falsely alters any public record; or

(b) Knowing he lacks the authority to do so, he intentionally destroys, mutilates, conceals, removes, or impairs the availability of any public record; or

(c) Knowing he lacks the authority to retain the record, he refuses to deliver up a public record in his possession upon proper request of any person lawfully entitled to receive such record; or

(d) He makes, presents, or uses any record, document, or thing, knowing it to be false, and with the intention that it be taken as a genuine part of the public record.

(2) As used in this section, the term public record includes all official books, papers, or records created, received, or used by or in any governmental office or agency.

(3) Abuse of public records is a Class II misdemeanor.

(Emphasis Added.) Neb. Rev. Stat. § 28-924 (Reissue 2016) creates the offense of “official misconduct” by a public servant, as follows:

(1) A public servant commits official misconduct if he knowingly violates any statute or lawfully adopted rule or regulation relating to his official duties.

(2) Official misconduct is a Class II misdemeanor.

Furthermore, Neb. Rev. Stat. § 49-14,101.01(2) (Reissue 2010) of the Nebraska Political Accountability and Disclosure Act, which is set out at Neb. Rev. Stat. § 49-1401 et seq. (Reissue 2010, Cum. Supp. 2018), restricts the use of resources under the “official care and control” of a public official or public employee, as follows:

A public official or public employee shall not use or authorize the use of personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

Per subsection (7) of that same statute, “[A]ny person violating this section shall be guilty of a Class III misdemeanor”

These potential statutory concerns aside, it should be noted that good internal controls require procedures to ensure that one person is not in a position both to perpetrate and to conceal financial errors or irregularities.

Without such procedures, there is an increased risk for fraud or the misappropriation of public funds.

We recommend the Village implement procedures to prevent one person from being in a position both to perpetrate and to conceal financial errors or irregularities. This would include having a Board member, or a separately designated individual, review the monthly bank and debit card statements for any discrepancies with approved claims or unusual charges. We recommend also the Village consult and work with the proper authorities regarding Ms. Helms's alleged mishandling of public funds. The Village should implement procedures to recover or otherwise account for any such monies.

We are referring the information contained herein to the Nebraska Attorney General, the Nebraska Accountability and Disclosure Commission, and the Furnas County Attorney. The APA will also be forwarding the details of this matter to the Nebraska Department of Revenue and the Internal Revenue Service.

2. Other Issues

In addition to the alleged misuse of public funds outlined above, the APA identified several other issues regarding both the Holbrook EMTS / EMT Fund bank account and the Department's account. These issues are explained in further detail below.

Legal Status of the Department and the Holbrook EMTS / EMT Fund Bank Accounts

Both the Department and the former Holbrook EMS maintain bank accounts using the Village's Federal Tax Identification Number (FTIN), 47-6006231. The APA confirmed with Dana F. Cole & Company, LLC, who performed the Village's fiscal year 2018 audit, that the financial activity of the Department and Holbrook EMS services was not reported within the Village's financial statements. The Department was excluded from the audit report because the Fire Chief at the time, who is now a Board member, was reluctant to provide any financial records to the auditors and considered the Department to be a separate entity from the Village. However, the current Fire Chief does not consider the Department to be separate from the Village.

If the Department is a subdivision of the Village – as seems to be indicated by the Department's use of the Village's FTIN – all financial activity of the Department and Holbrook EMS should be reflected in the accounting records, including the annual budget filings and audits, of the Village.

Per Neb. Rev. Stat. § 17-501 (Cum. Supp. 2018), villages are "bodies corporate and politic" and have the power "to acquire and hold real and personal property." Neb. Rev. Stat. § 17-606(1) (Cum. Supp. 2018) designates the Village Treasurer, moreover, as "the custodian of all money belonging to the . . . village," directing him or her to "keep a separate account of each fund or appropriation and the debts and credits belonging thereto."

Bank Account Activity – Holbrook EMTS / EMT Fund

Between November 2015 and June 2019, Holbrook EMS received funds from the Department's bank account, individuals, and refunds; those monies were deposited into the Holbrook EMTS / EMT Fund bank account. The bank statements for that account show all deposit and withdrawal activity, including check images, from November 2015 through June 2019, as summarized in the table below:

| Beginning Balance | Deposits/Other Credits | Checks/Other Debits | Ending Balance |
|-------------------|------------------------|---------------------|----------------|
| \$ 3,205.71 | \$ 34,648.42 | \$ (37,569.91) | \$ 220.98 |

Note 2: First State Bank could not provide the bank statement for the period September 16, 2016, through October 14, 2016, due to a system conversion that happened during that time. As a result, the “Ending Balance” does reflect the total activity noted in the table.

This account has had limited activity during the current calendar year, as the last six months have included only a \$5 monthly bank charge.

Bank Account Activity – Department

Between January 2018 and April 2019, the Department received funds from the Village, fundraising events such as a bake sale, and other donations from individuals. Upon receipt, those monies were deposited into the Department’s bank account. The Department bank statements received by the APA show all deposit and withdrawal activity, including check images, from January 2018 through April 2019, as summarized in the table below:

| Beginning Balance | Deposits/Other Credits | Checks/Other Debits | Ending Balance |
|-------------------|------------------------|---------------------|----------------|
| \$ 13,086.21 | \$ 17,866.90 | \$ (21,214.26) | \$ 9,738.85 |

In the following table, the APA has summarized the amounts paid to vendors that received at least \$500 from the Department’s bank account between January 2018 and May 2019:

| Vendor | Amount |
|--|---------------------|
| “To make 6 month CD #300205821” – Misc Debit | \$ 5,000.00 |
| Sandry Fire Supply LLC | \$ 3,871.26 |
| HoJo’s Hideaway | \$ 3,553.23 |
| Lions Club Cash Drawer | \$ 2,400.00 |
| Fireguard | \$ 1,404.25 |
| Holbrook EMS | \$ 1,342.62 |
| Arapahoe Public Schools | \$ 1,342.62 |
| Hasner’s Supermarket | \$ 542.81 |
| Sub-Total of Other Vendors | \$ 1,757.47 |
| Total Checks/Debits | \$ 21,214.26 |

When using the Village’s FTIN – which should be reserved for bank accounts containing funds belonging to that municipality – the Department must abide by applicable State laws, including the Local Government Miscellaneous Expenditure Act (Act), which is set out at Neb. Rev. Stat. §§ 13-2201 through 13-2204 (Reissue 2012, Cum. Supp. 2018).

The Act places restrictions upon the expenditure of public funds by designated local governments in Nebraska, including villages, and their officials and employees. In relation thereto, the APA identified a flower purchase by the Department on November 6, 2018, totaling \$47.68. The Act makes no provision for such municipal expenses. This is verified by “A Guideline to the Use of Public Funds by Cities and Villages – Revised” (Guideline), issued on September 11, 1992, by the Nebraska Accountability and Disclosure Commission.

According to the Guideline, the Act disallows the purchase of flowers for funerals, as follows:

Question #6 – May municipal funds be expended for flowers and memorials for deceased elected officials, employees or their families?

Response – No.

Alleged Unauthorized Use of Village Vehicle

Ms. Helms is said to have retained a “suburban” automobile and other Holbrook EMS equipment by claiming that those assets are not the property of the Village, the Department, the Holbrook-Edison-Arapahoe Rural Fire District, the Cambridge EMS, or Arapahoe Fire and Rescue. According to the State’s DMV system, however, the Village purchased a silver 2007 Chevrolet K1500 suburban on April 21, 2016. Ms. Helms is not shown to own any such vehicle.

According to the monthly statements for the Holbrook EMTS / EMT Fund bank account, \$17,150.31 was paid to Bernie Jones Auto, a used car dealership in Cambridge, NE, on April 19, 2016, for the vehicle at issue.

The APA is unaware of any approval by the Village for Ms. Helms to use that vehicle.

We recommend the Village implement procedures to ensure the following:

- When using the Village’s FTIN, all financial activity of the Department and Holbrook EMS is reflected in the accounting records, including the annual budget filings and audits, of the Village.
- When using the Village’s FTIN, all funds received by or expended for the Department and Holbrook EMS are managed and utilized in accordance with applicable State statutes, including the provisions of the Local Government Miscellaneous Expenditure Act.
- All Village property, including vehicles purchased with public funds, are maintained under the custody and control of the municipality.

* * * * *

The preliminary planning work that resulted in this letter was designed primarily on a test basis and, therefore, may not bring to light all existing weaknesses in the Village’s policies or procedures. Nevertheless, our objective is to use the knowledge gained during the performance of that preliminary planning work to make comments and suggestions that we hope will prove useful to the Village.

Draft copies of this letter were furnished to the Village to provide its management with an opportunity to review and to respond to the comments and recommendations contained herein. The Village declined to respond.

This communication is intended solely for the information and use of the Village and its management. It is not intended to be, and should not be, used by anyone other than those specified parties. However, this letter is a matter of public record, and its distribution is not limited.

If you have any questions regarding the above information, please contact our office.

Sincerely,

A handwritten signature in black ink that reads "Mary Avery". The signature is fluid and cursive, with the first name "Mary" and last name "Avery" clearly distinguishable.

Mary Avery
Special Audits and Finance Manager
Phone (402) 471-3686
mary.avery@nebraska.gov

cc: Welsey Hock, Fire Chief
Nebraska Attorney General
Nebraska Accountability and Disclosure Commission
Furnas County Attorney
Nebraska Department of Revenue
Internal Revenue Service

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 17-MAY-16
Order Date: 17-MAY-16
Entry Time: 06:34:37 PM
Entered by: WEBSITE

Phone: (308) 493-5447

SP# : 120723785
Spon: JAMI SWANSON

Order No: **CW66731**
Customer No: **130424977**
130424977

9
Order Type: WEBSITE

RPT165 / 02-21-2014

Page 1 of 1
Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|-------|-------------|------|------------|-------|--------------|-------|
| Retail Tot: | 35.95 | % Discount: | 40 | Discount: | 14.38 | Disc Retail: | 21.57 |
| Sales Aids: | 0.00 | Freight: | 7.45 | Sales Tax: | 2.39 | Total Due: | 31.41 |
| Order BV: | 17.97 | Wt. (lbs): | 2.20 | | | Total Paid: | 31.41 |

PAYMENT DETAIL

| | | | |
|---------------|-------------|------------------|-------|
| HOLBROOK EMTS | CREDIT CARD | XXXXXXXXXXXX6880 | 31.41 |
|---------------|-------------|------------------|-------|

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|--------------------------------------|------|-----|-------|-----------|-------|----------|
| 99024 RENEWAL PROMO - 2ND FREE SPARK | EA | 1 | 0.00 | 0.00 | No | No |
| W3721 SLEEPWORKS 12 2OZ BOTTLES | EA | 1 | 35.95 | 35.95 | Yes | Yes |

CW66731
CW66731

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

PULLED BY

CHECKED BY

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 05-JUL-16
Order Date: 22-JUN-16
Entry Time: 05:43:39 PM
Entered by: WEBSITE

Phone: (308) 493-5447
SP# : 120723785
Spon: JAMI SWANSON

Order No: DC66246
Customer No: 130424977
130424977

9
Order Type: WEBSITE

RPT165 / 02-21-2014

Page 1 of 1
Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|-------|-------------|------|------------|-------|--------------|-------|
| Retail Tot: | 52.90 | % Discount: | 40 | Discount: | 21.16 | Disc Retail: | 31.74 |
| Sales Aids: | 0.00 | Freight: | 7.45 | Sales Tax: | 3.32 | Total Due: | 42.51 |
| Order BV: | 26.44 | Wt. (lbs): | 1.22 | | | Total Paid: | 42.51 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 42.51

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|---|------|-----|-------|-----------|-------|----------|
| A5921 SPARK - PINEAPPLE COCONUT (STICK PACK | EA | 1 | 22.95 | 22.95 | Yes | Yes |
| A7431 REHYDRATE KEY LIME CHERRY (30 SERVING | EA | 1 | 29.95 | 29.95 | Yes | Yes |

DC66246
DC66246

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

PULLED BY

CHECKED BY

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 16-AUG-16
Order Date: 08-AUG-16
Entry Time: 05:08:27 PM
Entered by: WEBSITE

Phone: (308) 493-5447

SP# : 120723785
Spon: JAMI SWANSON

Order No: **DL10143**
Customer No: **130424977**
130424977

9
Order Type: WEBSITE

RPT165 / 02-21-2014

Page 1 of 1
Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|-------|------------|--------|--------------|--------|
| Retail Tot: | 256.60 | % Discount: | 40 | Discount: | 102.64 | Disc Retail: | 153.96 |
| Sales Aids: | 0.00 | Freight: | 12.83 | Sales Tax: | 14.82 | Total Due: | 181.61 |
| Order BV: | 128.26 | Wt. (lbs): | 2.33 | | | Total Paid: | 181.61 |

PAYMENT DETAIL

| | | | |
|---------------|-------------|------------------|--------|
| HOLBROOK EMTS | CREDIT CARD | xxxxxxxxxxxx6880 | 181.61 |
|---------------|-------------|------------------|--------|

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|--|------|-----|-------|-----------|-------|----------|
| A5922 SPARK - BLUE RASPBERRY (STICK PACKS) | EA | 5 | 22.95 | 114.75 | Yes | Yes |
| A7922 ADVOCARE SPARK - BLUE RASPBERRY CAN | EA | 1 | 51.95 | 51.95 | Yes | Yes |
| W5812 PROBIOTIC FASTMELT STICKS 30CT | EA | 2 | 44.95 | 89.90 | Yes | Yes |

DL10143
DL10143

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

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CHECKED BY

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 16-AUG-16
Order Date: 15-AUG-16
Entry Time: 05:32:00 PM
Entered by: WEBSITE

Phone: (308) 493-5447

SP# : 120723785
Spon: JAMI SWANSON

Order No: DM59173
Customer No: 130424977
130424977

9
Order Type: WEBSITE

RPT165 / 02-21-2014

Page 1 of 1
Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|-------|------------|--------|--------------|--------|
| Retail Tot: | 289.60 | % Discount: | 40 | Discount: | 115.84 | Disc Retail: | 173.76 |
| Sales Aids: | 0.00 | Freight: | 10.14 | Sales Tax: | 16.51 | Total Due: | 200.41 |
| Order BV: | 144.76 | Wt. (lbs): | 4.24 | | | Total Paid: | 200.41 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 200.41

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|---|------|-----|-------|-----------|-------|----------|
| A7091 ADVOCARE SPARK - CHERRY CAN | EA | 1 | 51.95 | 51.95 | Yes | Yes |
| A7412 REHYDRATE CAN FRUIT PUNCH (30 SERVING | EA | 1 | 29.95 | 29.95 | Yes | Yes |
| A7421 REHYDRATE CAN RASPBERRY (30 SERVING) | EA | 1 | 29.95 | 29.95 | Yes | Yes |
| A7922 ADVOCARE SPARK - BLUE RASPBERRY CAN | EA | 1 | 51.95 | 51.95 | Yes | Yes |
| W2705 OASIS BLUEBERRY 14 STICK PACKS | EA | 1 | 27.95 | 27.95 | Yes | Yes |
| W2850 BIOTUNE 60CT CAPSULES | EA | 1 | 39.95 | 39.95 | Yes | Yes |
| W3001 CALCIUM PLUS | EA | 1 | 23.95 | 23.95 | Yes | Yes |
| W3812 PROBIOTIC RESTORE ULTRA | EA | 1 | 33.95 | 33.95 | Yes | Yes |

DM59173
DM59173

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

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CHECKED BY

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 04-OCT-16
Order Date: 28-SEP-16
Entry Time: 10:22:29 AM
Entered by: WEBSITE

Phone: (308) 493-5447

SP# : 120723785
Spon: JAMI SWANSON

Order No: DT58037
Customer No: 130424977

130424977

9

Order Type: WEBSITE

RPT165 / 02-21-2014

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Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|-------|------------|--------|--------------|--------|
| Retail Tot: | 671.00 | % Discount: | 40 | Discount: | 268.40 | Disc Retail: | 402.60 |
| Sales Aids: | 0.00 | Freight: | 16.78 | Sales Tax: | 5.86 | Total Due: | 425.24 |
| Order BV: | 335.40 | Wt. (lbs): | 28.03 | | | Total Paid: | 425.24 |

PAYMENT DETAIL

| | | | |
|---------------|-------------|------------------|--------|
| HOLBROOK EMTS | CREDIT CARD | xxxxxxxxxxxx6880 | 425.24 |
|---------------|-------------|------------------|--------|

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|--|------|-----|-------|-----------|-------|----------|
| 99955 Free Set of Retail Receipts | EA | 1 | 0.00 | 0.00 | No | No |
| A3641 ADVOBAR HOLIDAY GINGERBREAD | BX | 6 | 32.95 | 197.70 | No | Yes |
| A3901 ADVOBAR RAW | EA | 12 | 31.95 | 383.40 | No | Yes |
| T1285 MEAL REPLACEMENT SHAKE PUMPKIN SPICE | EA | 2 | 44.95 | 89.90 | Yes | Yes |

DT58037
DT58037

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

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VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 01-NOV-16
Order Date: 31-OCT-16
Entry Time: 03:20:52 PM
Entered by: WEBSITE

Phone: (308) 493-5447

SP# : 120723785
Spon: JAMI SWANSON

Order No: DY82424
Customer No: 130424977
130424977

9
Order Type: WEBSITE

RPT165 / 02-21-2014

Page 1 of 1
Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|-------|-------------|------|------------|-------|--------------|-------|
| Retail Tot: | 89.90 | % Discount: | 40 | Discount: | 35.96 | Disc Retail: | 53.94 |
| Sales Aids: | 0.00 | Freight: | 7.45 | Sales Tax: | 5.35 | Total Due: | 66.74 |
| Order BV: | 44.94 | Wt. (lbs): | 4.08 | | | Total Paid: | 66.74 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 66.74

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|---|------|-----|-------|-----------|-------|----------|
| T1292 MEAL REPLACEMENT SHAKE CARAMEL MACCHI | EA | 1 | 44.95 | 44.95 | Yes | Yes |
| T1296 MEAL REPLACEMENT SHAKE SNICKERDOODLE | EA | 1 | 44.95 | 44.95 | Yes | Yes |

DY82424
DY82424

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

PULLED BY

CHECKED BY

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 06-DEC-16
Order Date: 16-NOV-16
Entry Time: 03:34:14 PM
Entered by: WEBSITE

Phone: (308) 493-5447

SP# : 120723785
Spon: JAMI SWANSON

Order No: **EB23555**
Customer No: **130424977**
130424977

9
Order Type: WEBSITE

RPT165 / 02-21-2014

Page 1 of 1
Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|-------|------------|-------|--------------|--------|
| Retail Tot: | 223.70 | % Discount: | 40 | Discount: | 89.48 | Disc Retail: | 134.22 |
| Sales Aids: | 0.00 | Freight: | 11.19 | Sales Tax: | 12.93 | Total Due: | 158.34 |
| Order BV: | 111.82 | Wt. (lbs): | 5.30 | | | Total Paid: | 158.34 |

PAYMENT DETAIL

| | | | |
|---------------|-------------|------------------|--------|
| HOLBROOK EMTS | CREDIT CARD | xxxxxxxxxxxx6880 | 158.34 |
|---------------|-------------|------------------|--------|

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|---|------|-----|-------|-----------|-------|----------|
| A7091 ADVOCARE SPARK - CHERRY CAN | EA | 1 | 51.95 | 51.95 | Yes | Yes |
| A7093 ADVOCARE SPARK - FRUIT PUNCH CAN | EA | 1 | 51.95 | 51.95 | Yes | Yes |
| A7412 REHYDRATE CAN FRUIT PUNCH (30 SERVING | EA | 1 | 29.95 | 29.95 | Yes | Yes |
| A7421 REHYDRATE CAN RASPBERRY (30 SERVING) | EA | 2 | 29.95 | 59.90 | Yes | Yes |
| A7431 REHYDRATE KEY LIME CHERRY (30 SERVING | EA | 1 | 29.95 | 29.95 | Yes | Yes |

EB23555
EB23555

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

PULLED BY

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VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
 2801 Summit Avenue
 Plano TX 75074
 (972) 665-5800

Name: TERESA HELMS
 Adr1: 608 NORWICH ST
 Adr2:
 CS/Z: HOLBROOK NE 68948
 Cnty: FURNAS

PACKING SLIP

Period End: 06-DEC-16
 Order Date: 28-NOV-16
 Entry Time: 09:20:04 PM
 Entered by: WEBSITE

Phone: (308) 493-5447
 SP# : 120723785
 Spon: JAMI SWANSON

Order No: EC85901
Customer No: 130424977
130424977

9
 Order Type: WEBSITE

RPT165 / 02-21-2014

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 Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|-------|------------|--------|--------------|--------|
| Retail Tot: | 595.15 | % Discount: | 40 | Discount: | 238.06 | Disc Retail: | 357.09 |
| Sales Aids: | 0.00 | Freight: | 0.00 | Sales Tax: | 27.30 | Total Due: | 384.39 |
| Order BV: | 297.49 | Wt. (lbs): | 17.61 | | | Total Paid: | 384.39 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 384.39

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|--|------|-----|-------|-----------|-------|----------|
| 99200 HOLIDAY TIN MEAL REPLACEMENT VARIETY | EA | 2 | 44.95 | 89.90 | Yes | Yes |
| 99201 HOLIDAY TIN GINGERBREAD BAR | BX | 3 | 32.95 | 98.85 | No | Yes |
| 99955 Free Set of Retail Receipts | EA | 1 | 0.00 | 0.00 | No | No |
| A4021 HOLIDAY SPARK VARIETY PACK 30CT | EA | 2 | 49.95 | 99.90 | Yes | Yes |
| A4372 V16 EFFERVESCENT ENERGY DRINK (28CT) | EA | 1 | 38.95 | 38.95 | Yes | Yes |
| A4412 REHYDRATE FRUIT PUNCH | BX | 1 | 19.95 | 19.95 | Yes | Yes |
| A4414 REHYDRATE MANGO PINEAPPLE | EA | 1 | 19.95 | 19.95 | Yes | Yes |
| A4421 REHYDRATE RED RASPBERRY 14CT PKT | EA | 1 | 19.95 | 19.95 | Yes | Yes |
| A4431 REHYDRATE KEY LIME CHERRY 14CT PKT | EA | 1 | 19.95 | 19.95 | Yes | Yes |
| A5920 SPARK LIMEADE (STICK PACKS) | EA | 1 | 22.95 | 22.95 | Yes | Yes |
| A7421 REHYDRATE CAN RASPBERRY (30 SERVING) | EA | 1 | 29.95 | 29.95 | Yes | Yes |
| A7920 ADVOCARE SPARK - LIMEADE CAN | EA | 1 | 51.95 | 51.95 | Yes | Yes |
| T1284 MRS WHITE CHOCOLATE PEPPERMINT | EA | 1 | 44.95 | 44.95 | Yes | Yes |
| W3901 FORMULA W | EA | 1 | 37.95 | 37.95 | Yes | Yes |

EC85901
EC85901

SHIPPING DETAIL

HELMS, TERESA
 608 NORWICH ST
 HOLBROOK NE 68948
 (308) 493-5447

PULLED BY

CHECKED BY

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 20-DEC-16
Order Date: 14-DEC-16
Entry Time: 10:40:52 PM
Entered by: WEBSITE

Phone: (308) 493-5447

SP# : 120723785
Spon: JAMI SWANSON

Order No: EF26836
Customer No: 130424977
130424977

9

Order Type: WEBSITE

RPT165 / 02-21-2014

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Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|-------|------------|--------|--------------|--------|
| Retail Tot: | 636.15 | % Discount: | 40 | Discount: | 254.46 | Disc Retail: | 381.69 |
| Sales Aids: | 0.00 | Freight: | 0.00 | Sales Tax: | 34.96 | Total Due: | 416.65 |
| Order BV: | 317.99 | Wt. (lbs): | 10.26 | | | Total Paid: | 416.65 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 416.65

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|--|------|-----|-------|-----------|-------|----------|
| 99085 ALL IN OMEGAPLEX | EA | 2 | 21.95 | 43.90 | Yes | Yes |
| 99955 Free Set of Retail Receipts | EA | 1 | 0.00 | 0.00 | No | No |
| A4414 REHYDRATE MANGO PINEAPPLE | EA | 1 | 19.95 | 19.95 | Yes | Yes |
| A5093 SPARK - FRUIT PUNCH (STICK PACKS) | EA | 1 | 22.95 | 22.95 | Yes | Yes |
| A5096 SPARK - MANGO STRAWBERRY (STICK PACKS) | EA | 1 | 22.95 | 22.95 | Yes | Yes |
| A5912 SPARK - WATERMELON (STICK PACKS) | EA | 2 | 22.95 | 45.90 | Yes | Yes |
| A7093 ADVOCARE SPARK - FRUIT PUNCH CAN | EA | 1 | 51.95 | 51.95 | Yes | Yes |
| T1133 MNS 3 | EA | 2 | 45.95 | 91.90 | Yes | Yes |
| T1285 MEAL REPLACEMENT SHAKE PUMPKIN SPICE | EA | 1 | 44.95 | 44.95 | Yes | Yes |
| T1290 MEAL REPLACEMENT SHAKE CHOCOLATE PB | EA | 1 | 44.95 | 44.95 | Yes | Yes |
| T2100 CATALYST 216 CT | EA | 2 | 69.95 | 139.90 | Yes | Yes |
| W3203 HERBAL CLEANSE BUNDLE - UNFLAVORED | EA | 2 | 36.95 | 73.90 | Yes | Yes |
| W8010 ADVOGREEN GREENS POWDER 20 CT CAN | EA | 1 | 32.95 | 32.95 | Yes | Yes |

EF26836

EF26836

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

PULLED BY

CHECKED BY

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 07-FEB-17
Order Date: 20-JAN-17
Entry Time: 05:47:53 PM
Entered by: WEBSITE

Phone: (308) 493-5447

SP# : 120723785
Spon: JAMI SWANSON

Order No: EL13722
Customer No: 130424977
130424977

9
Order Type: WEBSITE

RPT165 / 02-21-2014

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Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|-------|------------|--------|--------------|--------|
| Retail Tot: | 370.45 | % Discount: | 40 | Discount: | 148.18 | Disc Retail: | 222.27 |
| Sales Aids: | 0.00 | Freight: | 12.97 | Sales Tax: | 21.07 | Total Due: | 256.31 |
| Order BV: | 185.17 | Wt. (lbs): | 7.88 | | | Total Paid: | 256.31 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 256.31

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|--|------|-----|-------|-----------|-------|----------|
| A3803 COFFECCINO MOCHA (14CT) | EA | 1 | 38.95 | 38.95 | Yes | Yes |
| A7412 REHYDRATE CAN FRUIT PUNCH (30 SERVING) | EA | 2 | 29.95 | 59.90 | Yes | Yes |
| A7421 REHYDRATE CAN RASPBERRY (30 SERVING) | EA | 2 | 29.95 | 59.90 | Yes | Yes |
| A7431 REHYDRATE KEY LIME CHERRY (30 SERVING) | EA | 2 | 29.95 | 59.90 | Yes | Yes |
| T1055 SLIM- APPLE PEAR | EA | 1 | 29.95 | 29.95 | Yes | Yes |
| T1060 SLIM - LEMONADE | EA | 1 | 29.95 | 29.95 | Yes | Yes |
| T1133 MNS 3 | EA | 2 | 45.95 | 91.90 | Yes | Yes |

EL13722
EL13722

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

PULLED BY

CHECKED BY

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
 2801 Summit Avenue
 Plano TX 75074
 (972) 665-5800

Name: TERESA HELMS
 Adr1: 608 NORWICH ST
 Adr2:
 CS/Z: HOLBROOK NE 68948
 Cnty: FURNAS

PACKING SLIP

Period End: 04-APR-17
 Order Date: 04-APR-17
 Entry Time: 10:31:31 PM
 Entered by: WEBSITE

Phone: (308) 493-5447

SP# : 120723785
 Spon: JAMI SWANSON

Order No: EY48221
Customer No: 130424977
130424977

9
 Order Type: WEBSITE

RPT165 / 02-21-2014

Page 1 of 1
 Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|-------|------------|--------|--------------|--------|
| Retail Tot: | 365.50 | % Discount: | 40 | Discount: | 146.20 | Disc Retail: | 219.30 |
| Sales Aids: | 0.00 | Freight: | 12.79 | Sales Tax: | 15.87 | Total Due: | 247.96 |
| Order BV: | 182.70 | Wt. (lbs): | 7.50 | | | Total Paid: | 247.96 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 247.96

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|--|------|-----|-------|-----------|-------|----------|
| 99023 RENEWAL PROMO - FREE SPARK | EA | 1 | 0.00 | 0.00 | No | No |
| 99709 SPRING FORWARD: YOUR 14-DAY GAME PLAN | EA | 1 | 0.00 | 0.00 | No | No |
| A5091 SPARK - CHERRY (STICK PACKS) | EA | 1 | 22.95 | 22.95 | Yes | Yes |
| A5093 SPARK - FRUIT PUNCH (STICK PACKS) | EA | 1 | 22.95 | 22.95 | Yes | Yes |
| A7091 ADVOCARE SPARK - CHERRY CAN | EA | 1 | 51.95 | 51.95 | Yes | Yes |
| A7092 ADVOCARE SPARK - GRAPE CAN | EA | 1 | 51.95 | 51.95 | Yes | Yes |
| A7093 ADVOCARE SPARK - FRUIT PUNCH CAN | EA | 1 | 51.95 | 51.95 | Yes | Yes |
| A7406 REHYDRATE CAN ORANGE (30CT 12G) | EA | 1 | 29.95 | 29.95 | Yes | Yes |
| A7412 REHYDRATE CAN FRUIT PUNCH (30 SERVING) | EA | 1 | 29.95 | 29.95 | No | Yes |
| A7421 REHYDRATE CAN RASPBERRY (30 SERVING) | EA | 1 | 29.95 | 29.95 | No | Yes |
| A7431 REHYDRATE KEY LIME CHERRY (30 SERVING) | EA | 1 | 29.95 | 29.95 | No | Yes |
| T1134 MNS 3 | EA | 1 | 43.95 | 43.95 | Yes | Yes |

EY48221
EY48221

SHIPPING DETAIL

HELMS, TERESA
 608 NORWICH ST
 HOLBROOK NE 68948
 (308) 493-5447

PULLED BY

CHECKED BY

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 06-JUN-17
Order Date: 22-MAY-17
Entry Time: 04:00:44 PM
Entered by: WEBSITE

Phone: (308) 493-5447
SP# : 120723785
Spon: JAMI SWANSON

Order No: FG65922
Customer No: 130424977
130424977

9
Order Type: WEBSITE

RPT165 / 02-21-2014

Page 1 of 1
Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|-------|------------|--------|--------------|--------|
| Retail Tot: | 562.90 | % Discount: | 40 | Discount: | 225.16 | Disc Retail: | 337.74 |
| Sales Aids: | 0.00 | Freight: | 14.07 | Sales Tax: | 9.12 | Total Due: | 360.93 |
| Order BV: | 281.34 | Wt. (lbs): | 13.81 | | | Total Paid: | 360.93 |

PAYMENT DETAIL

| | | | |
|---------------|-------------|------------------|--------|
| HOLBROOK EMTS | CREDIT CARD | xxxxxxxxxxxx6880 | 360.93 |
|---------------|-------------|------------------|--------|

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|---|------|-----|-------|-----------|-------|----------|
| A4414 REHYDRATE MANGO PINEAPPLE | EA | 1 | 19.95 | 19.95 | No | Yes |
| A4421 REHYDRATE RED RASPBERRY 14CT PKT | EA | 2 | 19.95 | 39.90 | No | Yes |
| A4431 REHYDRATE KEY LIME CHERRY 14CT PKT | EA | 1 | 19.95 | 19.95 | No | Yes |
| A5406 REHYDRATE ORANGE (14CT 12G) | BX | 1 | 19.95 | 19.95 | No | Yes |
| A5412 REHYDRATE FRUIT PUNCH PKTS (14CT 12G) | EA | 1 | 19.95 | 19.95 | No | Yes |
| A7406 REHYDRATE CAN ORANGE (30CT 12G) | EA | 1 | 29.95 | 29.95 | No | Yes |
| A7412 REHYDRATE CAN FRUIT PUNCH (30 SERVING | EA | 2 | 29.95 | 59.90 | No | Yes |
| A7414 REHYDRATE CAN MP (30 SERVING) | EA | 1 | 29.95 | 29.95 | No | Yes |
| A7421 REHYDRATE CAN RASPBERRY (30 SERVING) | EA | 4 | 29.95 | 119.80 | No | Yes |
| A7431 REHYDRATE KEY LIME CHERRY (30 SERVING | EA | 1 | 29.95 | 29.95 | No | Yes |
| P1403 REHYDRATE GEL - LEMON(10CT) | EA | 1 | 21.95 | 21.95 | No | Yes |
| T1060 SLIM - LEMONADE | EA | 1 | 29.95 | 29.95 | Yes | Yes |
| W2002 OMEGAPLEX | EA | 1 | 21.95 | 21.95 | Yes | Yes |
| W3812 PROBIOTIC RESTORE ULTRA | EA | 1 | 33.95 | 33.95 | Yes | Yes |
| W4163 FIBER DRINK NEUTRAL 10 CT | EA | 2 | 16.95 | 33.90 | Yes | Yes |
| W6201 DIGEST-EASE | EA | 1 | 31.95 | 31.95 | Yes | Yes |

FG65922

FG65922

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

PULLED BY

CHECKED BY

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 20-JUN-17
Order Date: 14-JUN-17
Entry Time: 08:18:53 PM
Entered by: WEBSITE

Phone: (308) 493-5447
SP# : 120723785
Spon: JAMI SWANSON

Order No: FK26145
Customer No: 130424977
130424977

9
Order Type: WEBSITE

RPT165 / 02-21-2014

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Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|-------|------------|--------|--------------|--------|
| Retail Tot: | 514.30 | % Discount: | 40 | Discount: | 205.72 | Disc Retail: | 308.58 |
| Sales Aids: | 36.00 | Freight: | 13.76 | Sales Tax: | 14.67 | Total Due: | 373.01 |
| Order BV: | 257.08 | Wt. (lbs): | 27.29 | | | Total Paid: | 373.01 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 373.01

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|---|------|-----|-------|-----------|-------|----------|
| A3615 SNACK BAR DOUBLE CHOCOLATE BAR 12CT | EA | 1 | 27.95 | 27.95 | No | Yes |
| A7093 ADVOCARE SPARK - FRUIT PUNCH CAN | EA | 2 | 51.95 | 103.90 | Yes | Yes |
| A7412 REHYDRATE CAN FRUIT PUNCH (30 SERVING | EA | 1 | 29.95 | 29.95 | No | Yes |
| A7421 REHYDRATE CAN RASPBERRY (30 SERVING) | EA | 2 | 29.95 | 59.90 | No | Yes |
| S1815 REHYDRATE BROCHURE | ST | 1 | 4.00 | 4.00 | Yes | No |
| S2001 PRODUCT CATALOG - ENGLISH (SET OF 10) | ST | 1 | 10.00 | 10.00 | Yes | No |
| S2002 PRODUCT MAP (SET OF 3) | ST | 1 | 4.00 | 4.00 | Yes | No |
| S5000 START SOMETHING SAMPLE CARD (SET OF 3 | ST | 1 | 3.00 | 3.00 | Yes | No |
| S6024 IMPACT MAGAZINE JAN 2017 SET OF 10 | ST | 1 | 15.00 | 15.00 | Yes | No |
| T1060 SLIM - LEMONADE | EA | 1 | 29.95 | 29.95 | Yes | Yes |
| T1134 MNS 3 | EA | 1 | 43.95 | 43.95 | Yes | Yes |
| T1366 MEAL REPLACEMENT SHAKE SALTED CARAMEL | EA | 2 | 44.95 | 89.90 | No | Yes |
| T1368 MRS CHOCOLATE CHIP COOKIE DOUGH | EA | 2 | 44.95 | 89.90 | No | Yes |
| W2002 OMEGAPLEX | EA | 1 | 21.95 | 21.95 | Yes | Yes |
| W4163 FIBER DRINK NEUTRAL 10 CT | EA | 1 | 16.95 | 16.95 | Yes | Yes |

FK26145

FK26145

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

PULLED BY

CHECKED BY

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
 2801 Summit Avenue
 Plano TX 75074
 (972) 665-5800

Name: TERESA HELMS
 Adr1: 608 NORWICH ST
 Adr2:
 CS/Z: HOLBROOK NE 68948
 Cnty: FURNAS

PACKING SLIP

Period End: 01-AUG-17
 Order Date: 19-JUL-17
 Entry Time: 10:04:33 PM
 Entered by: WEBSITE

Phone: (308) 493-5447
 SP# : 120723785
 Spon: JAMI SWANSON

Order No: FP53575
Customer No: 130424977
130424977

9
 Order Type: WEBSITE

RPT165 / 02-21-2014

Page 1 of 1
 Batch:

ORDER SUMMARY

| | | | |
|--------------------|------------------|-----------------|---------------------|
| Retail Tot: 190.75 | % Discount: 40 | Discount: 76.30 | Disc Retail: 114.45 |
| Sales Aids: 0.00 | Freight: 9.54 | Sales Tax: 8.54 | Total Due: 132.53 |
| Order BV: 95.35 | Wt. (lbs): 10.15 | | Total Paid: 132.53 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 132.53

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|---|------|-----|-------|-----------|-------|----------|
| F4300 ADVOCARE FIT POST-WORKOUT CHOCOLATE | EA | 1 | 42.95 | 42.95 | Yes | Yes |
| F4400 ADVOCARE FIT POST-WORKOUT CINNAMON BU | EA | 1 | 42.95 | 42.95 | Yes | Yes |
| F5020 ADVOCARE FIT PRE-WORKOUT (14CT) | EA | 1 | 29.95 | 29.95 | Yes | Yes |
| F5022 ADVOCARE FIT INTRA-WORKOUT (14CT) | EA | 1 | 29.95 | 29.95 | Yes | Yes |
| F6111 ADVOCARE RTD VANILLA (12 8.5 OZ BOTTL | EA | 1 | 44.95 | 44.95 | No | Yes |

FP53575

FP53575

SHIPPING DETAIL

HELMS, TERESA
 608 NORWICH ST
 HOLBROOK NE 68948
 (308) 493-5447

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CHECKED BY

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 15-AUG-17
Order Date: 09-AUG-17
Entry Time: 04:08:45 PM
Entered by: WEBSITE

Phone: (308) 493-5447
SP# : 120723785
Spon: JAMI SWANSON

Order No: **FS73766**
Customer No: **130424977**
130424977

9
Order Type: WEBSITE

RPT165 / 02-21-2014

Page 1 of 1
Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|-------|------------|--------|--------------|--------|
| Retail Tot: | 452.40 | % Discount: | 40 | Discount: | 180.96 | Disc Retail: | 271.44 |
| Sales Aids: | 0.00 | Freight: | 15.83 | Sales Tax: | 6.81 | Total Due: | 294.08 |
| Order BV: | 226.14 | Wt. (lbs): | 43.24 | | | Total Paid: | 294.08 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 294.08

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|---|------|-----|-------|-----------|-------|----------|
| A7093 ADVOCARE SPARK - FRUIT PUNCH CAN | EA | 1 | 51.95 | 51.95 | Yes | Yes |
| A7408 REHYDRATE BERRY LEMON ICE CAN (30CT 1 | EA | 1 | 29.95 | 29.95 | No | Yes |
| A7412 REHYDRATE CAN FRUIT PUNCH (30 SERVING | EA | 1 | 29.95 | 29.95 | No | Yes |
| A7421 REHYDRATE CAN RASPBERRY (30 SERVING) | EA | 2 | 29.95 | 59.90 | No | Yes |
| F6111 ADVOCARE RTD VANILLA (12 8.5 OZ BOTTL | EA | 2 | 44.95 | 89.90 | No | Yes |
| F6121 ADVOCARE RTD CHOCO (12 8.5 OZ BOTTLES | EA | 3 | 44.95 | 134.85 | No | Yes |
| W2002 OMEGAPLEX | EA | 1 | 21.95 | 21.95 | Yes | Yes |
| W3812 PROBIOTIC RESTORE ULTRA | EA | 1 | 33.95 | 33.95 | Yes | Yes |

FS73766
FS73766

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

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VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
 2801 Summit Avenue
 Plano TX 75074
 (972) 665-5800

Name: TERESA HELMS
 Adr1: 608 NORWICH ST
 Adr2:
 CS/Z: HOLBROOK NE 68948
 Cnty: FURNAS

PACKING SLIP

Period End: 19-SEP-17
 Order Date: 15-SEP-17
 Entry Time: 03:58:40 PM
 Entered by: WEBSITE

Phone: (308) 493-5447

SP# : 120723785
 Spon: JAMI SWANSON

Order No: FY18499
Customer No: 130424977
130424977

9
 Order Type: WEBSITE

RPT165 / 02-21-2014

Page 1 of 1
 Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|-------|------------|--------|--------------|--------|
| Retail Tot: | 614.70 | % Discount: | 40 | Discount: | 245.88 | Disc Retail: | 368.82 |
| Sales Aids: | 0.00 | Freight: | 15.37 | Sales Tax: | 26.42 | Total Due: | 410.61 |
| Order BV: | 307.27 | Wt. (lbs): | 13.24 | | | Total Paid: | 410.61 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxxx6880 410.61

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|--|------|-----|-------|-----------|-------|----------|
| A7093 ADVOCARE SPARK - FRUIT PUNCH CAN | EA | 1 | 51.95 | 51.95 | Yes | Yes |
| A7096 ADVOCARE SPARK - MANGO STRAWBERRY CAN | EA | 1 | 51.95 | 51.95 | Yes | Yes |
| A7421 REHYDRATE CAN RASPBERRY (30 SERVING) | EA | 1 | 29.95 | 29.95 | No | Yes |
| A7431 REHYDRATE KEY LIME CHERRY (30 SERVING) | EA | 1 | 29.95 | 29.95 | No | Yes |
| T1134 MNS 3 | EA | 1 | 43.95 | 43.95 | Yes | Yes |
| T1288 MEAL REPLACEMENT SHAKE ICED LEMON CAK | EA | 2 | 44.95 | 89.90 | No | Yes |
| T2010 CATALYST BOTTLE | EA | 1 | 31.50 | 31.50 | Yes | Yes |
| W1010 V100 MULTIVITAMIN CHEW | EA | 1 | 34.95 | 34.95 | Yes | Yes |
| W2002 OMEGAPLEX | EA | 2 | 21.95 | 43.90 | Yes | Yes |
| W2051 CITRIZINC 60 VITAMIN C CHEWS | EA | 1 | 34.95 | 34.95 | Yes | Yes |
| W3001 CALCIUM PLUS | EA | 1 | 23.95 | 23.95 | Yes | Yes |
| W3203 HERBAL CLEANSE BUNDLE - UNFLAVORED | EA | 2 | 38.95 | 77.90 | Yes | Yes |
| W3721 SLEEPWORKS 12 2OZ BOTTLES | EA | 1 | 35.95 | 35.95 | Yes | Yes |
| W3812 PROBIOTIC RESTORE ULTRA | EA | 1 | 33.95 | 33.95 | Yes | Yes |

FY18499

FY18499

SHIPPING DETAIL

HELMS, TERESA
 608 NORWICH ST
 HOLBROOK NE 68948
 (308) 493-5447

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CHECKED BY

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
 2801 Summit Avenue
 Plano TX 75074
 (972) 665-5800

Name: TERESA HELMS
 Adr1: 608 NORWICH ST
 Adr2:
 CS/Z: HOLBROOK NE 68948
 Cnty: FURNAS

PACKING SLIP

Period End: 07-NOV-17
 Order Date: 19-OCT-17
 Entry Time: 11:09:15 AM
 Entered by: WEBSITE

Phone: (308) 493-5447

SP# : 120723785
 Spon: JAMI SWANSON

Order No: GC78969
Customer No: 130424977
130424977

9
 Order Type: WEBSITE

RPT165 / 02-21-2014

Page 1 of 1
 Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|-------|------------|--------|--------------|--------|
| Retail Tot: | 392.50 | % Discount: | 40 | Discount: | 157.00 | Disc Retail: | 235.50 |
| Sales Aids: | 0.00 | Freight: | 13.74 | Sales Tax: | 14.67 | Total Due: | 263.91 |
| Order BV: | 196.20 | Wt. (lbs): | 6.07 | | | Total Paid: | 263.91 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 263.91

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|---|------|-----|--------|-----------|-------|----------|
| 99084 GLOW BUNDLE | EA | 1 | 123.00 | 123.00 | Yes | Yes |
| A5408 REHYDRATE BERRY LEMON ICE (14CT 12G) | EA | 1 | 19.95 | 19.95 | No | Yes |
| A5412 REHYDRATE FRUIT PUNCH PKTS (14CT 12G) | EA | 1 | 19.95 | 19.95 | No | Yes |
| A5414 REHYDRATE MANGO PINEAPPLE STICKS | EA | 1 | 19.95 | 19.95 | No | Yes |
| A5431 REHYDRATE KEY LIME CHERRY STICKS | EA | 1 | 19.95 | 19.95 | No | Yes |
| A7096 ADVOCARE SPARK - MANGO STRAWBERRY CAN | EA | 1 | 51.95 | 51.95 | Yes | Yes |
| A7408 REHYDRATE BERRY LEMON ICE CAN (30CT 1 | EA | 1 | 29.95 | 29.95 | No | Yes |
| A7412 REHYDRATE CAN FRUIT PUNCH (30 SERVING | EA | 1 | 29.95 | 29.95 | No | Yes |
| W2002 OMEGAPLEX | EA | 2 | 21.95 | 43.90 | Yes | Yes |
| W3812 PROBIOTIC RESTORE ULTRA | EA | 1 | 33.95 | 33.95 | Yes | Yes |

GC78969

GC78969

SHIPPING DETAIL

HELMS, TERESA
 608 NORWICH ST
 HOLBROOK NE 68948
 (308) 493-5447

PULLED BY

CHECKED BY

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 21-NOV-17
Order Date: 08-NOV-17
Entry Time: 10:26:04 PM
Entered by: WEBSITE

Phone: (308) 493-5447
SP# : 120723785
Spon: JAMI SWANSON

Order No: **GF67823**
Customer No: **130424977**
130424977

9
Order Type: WEBSITE

RPT165 / 02-21-2014

Page 1 of 1
Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|-------|------------|--------|--------------|--------|
| Retail Tot: | 360.45 | % Discount: | 40 | Discount: | 144.18 | Disc Retail: | 216.27 |
| Sales Aids: | 0.00 | Freight: | 12.62 | Sales Tax: | 10.63 | Total Due: | 239.52 |
| Order BV: | 180.17 | Wt. (lbs): | 32.41 | | | Total Paid: | 239.52 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 239.52

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|---|------|-----|-------|-----------|-------|----------|
| A5915 SPARK - HOT CRAN APPLE SPICE (14 STIC | EA | 5 | 24.95 | 124.75 | Yes | Yes |
| F6111 ADVOCARE RTD VANILLA (12 8.5 OZ BOTTL | EA | 2 | 44.95 | 89.90 | No | Yes |
| F6121 ADVOCARE RTD CHOCO (12 8.5 OZ BOTTLES | EA | 2 | 44.95 | 89.90 | No | Yes |
| W2002 OMEGAPLEX | EA | 1 | 21.95 | 21.95 | Yes | Yes |
| W3812 PROBIOTIC RESTORE ULTRA | EA | 1 | 33.95 | 33.95 | Yes | Yes |

GF67823
GF67823

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

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VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 05-DEC-17
Order Date: 01-DEC-17
Entry Time: 01:58:20 PM
Entered by: WEBSITE

Phone: (308) 493-5447

SP# : 120723785
Spon: JAMI SWANSON

Order No: GI97336
Customer No: 130424977
130424977

9

Order Type: WEBSITE

RPT165 / 02-21-2014

Page 1 of 1
Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|------|------------|-------|--------------|-------|
| Retail Tot: | 137.80 | % Discount: | 40 | Discount: | 55.12 | Disc Retail: | 82.68 |
| Sales Aids: | 0.00 | Freight: | 7.45 | Sales Tax: | 6.35 | Total Due: | 96.48 |
| Order BV: | 68.88 | Wt. (lbs): | 2.22 | | | Total Paid: | 96.48 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 96.48

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|---|------|-----|-------|-----------|-------|----------|
| A7093 ADVOCARE SPARK - FRUIT PUNCH CAN | EA | 1 | 51.95 | 51.95 | Yes | Yes |
| A7412 REHYDRATE CAN FRUIT PUNCH (30 SERVING | EA | 1 | 29.95 | 29.95 | No | Yes |
| W2002 OMEGAPLEX | EA | 1 | 21.95 | 21.95 | Yes | Yes |
| W3812 PROBIOTIC RESTORE ULTRA | EA | 1 | 33.95 | 33.95 | Yes | Yes |

GI97336
GI97336

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

PULLED BY

CHECKED BY

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 05-DEC-17
Order Date: 01-DEC-17
Entry Time: 01:46:54 PM
Entered by: WEBSITE

Phone: (308) 493-5447

SP# : 120723785
Spon: JAMI SWANSON

Order No: GI97147
Customer No: 130424977
130424977

9

Order Type: WEBSITE

RPT165 / 02-21-2014

Page 1 of 1
Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|-------|------------|--------|--------------|--------|
| Retail Tot: | 395.65 | % Discount: | 40 | Discount: | 158.26 | Disc Retail: | 237.39 |
| Sales Aids: | 0.00 | Freight: | 13.85 | Sales Tax: | 11.70 | Total Due: | 262.94 |
| Order BV: | 197.79 | Wt. (lbs): | 8.68 | | | Total Paid: | 262.94 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 262.94

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|--|------|-----|-------|-----------|-------|----------|
| 99440 PRE, INTRA, POST CINNAMON & CINCH BA | EA | 1 | 99.00 | 99.00 | Yes | Yes |
| A3641 ADVOBAR HOLIDAY GINGERBREAD | BX | 2 | 32.95 | 65.90 | No | Yes |
| A4021 HOLIDAY SPARK VARIETY PACK 30CT | EA | 2 | 49.95 | 99.90 | Yes | Yes |
| A5400 REHYDRATE VARIETY PACK 30 CT | EA | 2 | 42.95 | 85.90 | No | Yes |
| T1200 MEAL REPLACEMENT SHAKE VARIETY CYBER | EA | 1 | 44.95 | 44.95 | No | Yes |

GI97147
GI97147

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

PULLED BY

CHECKED BY

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 02-JAN-18
Order Date: 28-DEC-17
Entry Time: 05:42:24 PM
Entered by: WEBSITE

Phone: (308) 493-5447
SP# : 120723785
Spon: JAMI SWANSON

Order No: **GL85489**
Customer No: **130424977**
130424977

9
Order Type: WEBSITE

RPT165 / 02-21-2014

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Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|------|------------|-------|--------------|--------|
| Retail Tot: | 233.73 | % Discount: | 40 | Discount: | 93.49 | Disc Retail: | 140.24 |
| Sales Aids: | 0.00 | Freight: | 0.00 | Sales Tax: | 12.86 | Total Due: | 153.10 |
| Order BV: | 116.86 | Wt. (lbs): | 5.05 | | | Total Paid: | 153.10 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 153.10

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|--|------|-----|--------|-----------|-------|----------|
| 99068 ONE/80 JUMPSTART MNS \$/ MRS CHOCOLATE | EA | 1 | 199.78 | 199.78 | Yes | Yes |
| W3812 PROBIOTIC RESTORE ULTRA | EA | 1 | 33.95 | 33.95 | Yes | Yes |

GL85489
GL85489

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

PULLED BY

CHECKED BY

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 16-JAN-18
Order Date: 15-JAN-18
Entry Time: 07:23:06 AM
Entered by: AUTOSHIP

Phone: (308) 493-5447
SP# : 120723785
Spon: JAMI SWANSON

Order No: GO86688
Customer No: 130424977
130424977

9
Order Type: WEBSITE

RPT165 / 02-21-2014

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ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|------|------------|--------|--------------|--------|
| Retail Tot: | 252.77 | % Discount: | 40 | Discount: | 101.11 | Disc Retail: | 151.66 |
| Sales Aids: | 0.00 | Freight: | 0.00 | Sales Tax: | 13.90 | Total Due: | 165.56 |
| Order BV: | 126.38 | Wt. (lbs): | 3.76 | | | Total Paid: | 165.56 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 165.56

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|--|------|-----|--------|-----------|-------|----------|
| 99087 ONE/80 OPTIMIZE - MNS 3/ MRS VANILLA | EA | 1 | 227.78 | 227.78 | Yes | Yes |
| 99111 FREE SLIM BERRY WITH PURCHASE | EA | 1 | 0.00 | 0.00 | No | No |
| A5091 SPARK - CHERRY (STICK PACKS) | EA | 1 | 24.99 | 24.99 | Yes | Yes |

GO86688

GO86688

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

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ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
 2801 Summit Avenue
 Plano TX 75074
 (972) 665-5800

Name: TERESA HELMS
 Adr1: 608 NORWICH ST
 Adr2:
 CS/Z: HOLBROOK NE 68948
 Cnty: FURNAS

PACKING SLIP

Period End: 06-FEB-18
 Order Date: 26-JAN-18
 Entry Time: 04:12:53 PM
 Entered by: WEBSITE

Phone: (308) 493-5447

SP# : 120723785
 Spon: JAMI SWANSON

Order No: GQ61699
Customer No: 130424977
130424977

9
 Order Type: WEBSITE

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ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|-------|------------|--------|--------------|--------|
| Retail Tot: | 655.48 | % Discount: | 40 | Discount: | 262.19 | Disc Retail: | 393.29 |
| Sales Aids: | 0.00 | Freight: | 16.39 | Sales Tax: | 25.39 | Total Due: | 435.07 |
| Order BV: | 327.66 | Wt. (lbs): | 25.97 | | | Total Paid: | 435.07 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 435.07

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|--|------|-----|-------|-----------|-------|----------|
| A7091 ADVOCARE SPARK - CHERRY CAN | EA | 1 | 54.99 | 54.99 | Yes | Yes |
| A7093 ADVOCARE SPARK - FRUIT PUNCH CAN | EA | 1 | 54.99 | 54.99 | Yes | Yes |
| A7096 ADVOCARE SPARK - MANGO STRAWBERRY CAN | EA | 2 | 54.99 | 109.98 | Yes | Yes |
| A7406 REHYDRATE CAN ORANGE (30CT 12G) | EA | 1 | 29.95 | 29.95 | No | Yes |
| A7414 REHYDRATE CAN MP (30 SERVING) | EA | 1 | 29.95 | 29.95 | No | Yes |
| A7421 REHYDRATE CAN RASPBERRY (30 SERVING) | EA | 1 | 29.95 | 29.95 | No | Yes |
| A7431 REHYDRATE KEY LIME CHERRY (30 SERVING) | EA | 1 | 29.95 | 29.95 | No | Yes |
| A7912 ADVOCARE SPARK WATERMELON CAN | EA | 1 | 54.99 | 54.99 | Yes | Yes |
| A7916 ADVOCARE SPARK - GREEN APPLE CAN | EA | 1 | 54.99 | 54.99 | Yes | Yes |
| A7920 ADVOCARE SPARK - LIMEADE CAN | EA | 1 | 54.99 | 54.99 | Yes | Yes |
| F6111 ADVOCARE RTD VANILLA (12 8.5 OZ BOTTL | EA | 1 | 44.95 | 44.95 | No | Yes |
| F6121 ADVOCARE RTD CHOCO (12 8.5 OZ BOTTLES | EA | 1 | 44.95 | 44.95 | No | Yes |
| W2002 OMEGAPLEX | EA | 2 | 21.95 | 43.90 | Yes | Yes |
| W4161 FIBER DRINK, CITRUS 10 CT | EA | 1 | 16.95 | 16.95 | Yes | Yes |

GQ61699
GQ61699

SHIPPING DETAIL

HELMS, TERESA
 608 NORWICH ST
 HOLBROOK NE 68948
 (308) 493-5447

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VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 06-FEB-18
Order Date: 03-FEB-18
Entry Time: 03:29:49 PM
Entered by: WEBSITE

Phone: (308) 493-5447
SP# : 120723785
Spon: JAMI SWANSON

Order No: **GS37515**
Customer No: **130424977**
130424977

9
Order Type: WEBSITE

RPT165 / 02-21-2014

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Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|-------|------------|--------|--------------|--------|
| Retail Tot: | 301.64 | % Discount: | 40 | Discount: | 120.66 | Disc Retail: | 180.98 |
| Sales Aids: | 0.00 | Freight: | 10.56 | Sales Tax: | 10.85 | Total Due: | 202.39 |
| Order BV: | 150.78 | Wt. (lbs): | 6.51 | | | Total Paid: | 202.39 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 202.39

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|---|------|-----|-------|-----------|-------|----------|
| A3711 ADVOBAR BLUEBERRY LEMON 12CT | EA | 1 | 34.95 | 34.95 | No | Yes |
| A3731 ADVOBAR CRANBERRY ORANGE (12CT) | EA | 1 | 34.95 | 34.95 | No | Yes |
| A4372 V16 EFFERVESCENT ENERGY DRINK (28CT) | EA | 1 | 38.95 | 38.95 | Yes | Yes |
| A5100 SPARK PINK SAMPLER 12CT | EA | 1 | 22.99 | 22.99 | Yes | Yes |
| A5198 SPARK W STEVIA RASPBERRY LEMONADE | EA | 1 | 29.95 | 29.95 | Yes | Yes |
| F2992 ADVOCARE FLEX | EA | 1 | 39.95 | 39.95 | Yes | Yes |
| T1299 MEAL REPLACEMENT SHAKE CELEBRATION CA | EA | 1 | 44.95 | 44.95 | No | Yes |
| W2888 CORE BLISTER PACK 14 CT | EA | 1 | 54.95 | 54.95 | Yes | Yes |

GS37515
GS37515

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

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VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
2801 Summit Avenue
Plano TX 75074
(972) 665-5800

Name: TERESA HELMS
Adr1: 608 NORWICH ST
Adr2:
CS/Z: HOLBROOK NE 68948
Cnty: FURNAS

PACKING SLIP

Period End: 20-FEB-18
Order Date: 12-FEB-18
Entry Time: 09:16:20 AM
Entered by: AUTOSHIP

Phone: (308) 493-5447

SP# : 120723785
Spon: JAMI SWANSON

Order No: GT95148
Customer No: 130424977
130424977

9

Order Type: WEBSITE

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Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|------|------------|--------|--------------|--------|
| Retail Tot: | 290.78 | % Discount: | 40 | Discount: | 116.31 | Disc Retail: | 174.47 |
| Sales Aids: | 0.00 | Freight: | 0.00 | Sales Tax: | 16.00 | Total Due: | 190.47 |
| Order BV: | 145.39 | Wt. (lbs): | 4.05 | | | Total Paid: | 190.47 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxx6880 190.47

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|---|------|-----|--------|-----------|-------|----------|
| 99088 ONE/80 LIFESTYLE - MNS 3/ MRS CHOCOLA | EA | 1 | 227.78 | 227.78 | Yes | Yes |
| 99112 FREE SPARK WITH PURCHASE | EA | 1 | 0.00 | 0.00 | No | No |
| T2010 CATALYST BOTTLE | EA | 2 | 31.50 | 63.00 | Yes | Yes |

GT95148
GT95148

SHIPPING DETAIL

HELMS, TERESA
608 NORWICH ST
HOLBROOK NE 68948
(308) 493-5447

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CHECKED BY

VILLAGE OF HOLBROOK
ADVOCARE SUBPOENAED DOCUMENTS

Attachment A

AdvoCare International, L.P.
 2801 Summit Avenue
 Plano TX 75074
 (972) 665-5800

Name: TERESA HELMS
 Adr1: 608 NORWICH ST
 Adr2:
 CS/Z: HOLBROOK NE 68948
 Cnty: FURNAS

PACKING SLIP

Period End: 20-FEB-18
 Order Date: 16-FEB-18
 Entry Time: 10:43:52 AM
 Entered by: WEBSITE

Phone: (308) 493-5447

SP# : 120723785
 Spon: JAMI SWANSON

Order No: GU87101
Customer No: 130424977
130424977

9

Order Type: WEBSITE

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 Batch:

ORDER SUMMARY

| | | | | | | | |
|-------------|--------|-------------|-------|------------|--------|--------------|--------|
| Retail Tot: | 252.65 | % Discount: | 40 | Discount: | 101.06 | Disc Retail: | 151.59 |
| Sales Aids: | 0.00 | Freight: | 12.63 | Sales Tax: | 4.42 | Total Due: | 168.64 |
| Order BV: | 126.29 | Wt. (lbs): | 7.16 | | | Total Paid: | 168.64 |

PAYMENT DETAIL

HOLBROOK EMTS CREDIT CARD xxxxxxxxxxxxxx6880 168.64

ORDER DETAIL

| Product | Unit | Qty | Price | Ext Price | Taxed | Discount |
|---|------|-----|-------|-----------|-------|----------|
| A3711 ADVOBAR BLUEBERRY LEMON 12CT | EA | 2 | 34.95 | 69.90 | No | Yes |
| A3731 ADVOBAR CRANBERRY ORANGE (12CT) | EA | 2 | 34.95 | 69.90 | No | Yes |
| T1299 MEAL REPLACEMENT SHAKE CELEBRATION CA | EA | 1 | 44.95 | 44.95 | No | Yes |
| W3812 PROBIOTIC RESTORE ULTRA | EA | 2 | 33.95 | 67.90 | Yes | Yes |

GU87101
GU87101

SHIPPING DETAIL

HELMS, TERESA
 608 NORWICH ST
 HOLBROOK NE 68948
 (308) 493-5447

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