

## Monterey Peninsula Regional Park District Check Detail Report January 25 through February 25, 2020

Date	Num	Name	Memo	Amount
<b>Jan 25 - Feb 25, 20</b>				
02/10/2020	ACH	Anderson, Shane	January Board Compensation	-92.35
02/10/2020	ACH	Lee, Kathleen	January Board Compensation	-92.35
02/10/2020	ACH	Potter, Monta M.	January Board Compensation	-92.35
02/10/2020	ACH	Raskoff, Kevin A.	January Board Compensation	-92.35
02/10/2020	ACH	Sorenson, Kelly J.	January Board Compensation	-92.35
02/10/2020	ACH	Cabrera-Larente, Elena M.	January Payroll	-1,964.29
02/10/2020	ACH	Camarillo, Frederick C.	January Payroll	-7,007.47
02/10/2020	ACH	de Paolo, Nicholas	January Payroll	-4,234.06
02/10/2020	ACH	Mason, Megan B.	January Payroll	-967.05
02/10/2020	ACH	McConnell, Matthew J.	January Payroll	-4,660.24
02/10/2020	ACH	McCullough, Kelly J.	January Payroll	-7,417.85
02/10/2020	ACH	Narvaez, Joseph P.	January Payroll	-4,396.87
02/10/2020	ACH	Nelson, Jacqueline D.	January Payroll	-6,177.09
02/10/2020	ACH	Niewenhuis, Jeffrey P	January Payroll	-4,400.46
02/10/2020	ACH	Palaniuk, John C.	January Payroll	-4,124.82
02/10/2020	ACH	Parker, Shuran J.	January Payroll	-8,031.56
02/10/2020	ACH	Payan, Rafael	January Payroll	-10,837.37
02/10/2020	ACH	Pena, Savannah	January Payroll	-1,448.81
02/10/2020	ACH	Sanderson, Jacob D.	January Payroll	-5,012.52
02/10/2020	ACH	Verga Vandervort, Hatton R.	January Payroll	-4,126.33
02/10/2020	ACH	Warcken, Deborah L.	January Payroll	-3,389.95
02/10/2020	ACH	Wyatt, Deborah J.	January Payroll	-3,765.97
02/07/2020	EFT	CalPers	Health Insurance	-26,745.32
01/31/2020	EFT	ADP, Inc.	Monthly Timekeeping Software	-53.08
02/10/2020	EFT	MPPRPD Benefits Plan	Unreimbursed Medical	-934.99
02/10/2020	EFT	State Street Bank	Deferred Compensation	-10,563.86
02/14/2020	EFT	EDD	State Withholding	-5,845.90
02/14/2020	EFT	Public Employees' Retirement System	Retirement Contribution	-22,294.81
02/14/2020	EFT	United States Treasury {2}	Federal Withholding	-21,131.22
01/30/2020	17507	Loyal Order of the Moose	Meeting Room	-75.00
01/30/2020	17508	Office of the County Counsel - Monterey	Legal Services	-104.70
01/30/2020	17509	PG&E	Electric & Gas Utilities	-453.27
01/30/2020	17510	Comcast	Telephone Utilities	-143.15
01/30/2020	17511	Design Workshop, Inc	Wayfinding Consultant Services	-6,515.84
01/30/2020	17512	Ten Over Studio, Inc.	Project A Consultant Services	-4,072.57
01/30/2020	17513	Universal Staffing, Inc.	Contract Staffing	-1,612.80
01/30/2020	17514	Verizon Wireless	Cell Phone & Ipad Service	-1,096.80
02/10/2020	17515	Aflac	Supplemental Insurance	-974.16
02/10/2020	17516	Delta Dental	Dental Insurance	-1,325.13
02/10/2020	17517	Vision Service Plan - (CA)	Vision Insurance	-393.95
02/10/2020	17518	Mutual of Omaha	Life/Acc/LTD/STD Insurance	-1,231.04
02/11/2020	17519	Sherar, Robert	Lease & Option Extension	-30,000.00
02/10/2020	17520	Anderson, Rachel	Amphibian Monitoring Consultant	-1,174.15
02/10/2020	17521	AT&T	Telephone Utilities	-271.45

# Monterey Peninsula Regional Park District Check Detail Report

January 25 through February 25, 2020

Date	Num	Name	Memo	Amount
02/10/2020	17522	Aurum Consulting Engineers Monterey Bay,	Electrical Engineering Services	-426.00
02/10/2020	17523	Bellinger Foster Steinmetz	Cachagua Multi Sport Field Consultant	-1,065.00
02/10/2020	17524	Alhambra 46695809612283	O&M Bottled Water	-222.35
02/10/2020	17525	Berthoin, Paola	LGO Instructor	-100.00
02/10/2020	17526	California American Water	Water Utilities	-2,278.78
02/10/2020	17527	Carmel Marina Corporation	GRRP & PCRP Dumpsters	-710.16
02/10/2020	17528	Carpenter, Philip D.	LGO Instructor	-100.00
02/10/2020	17529	Comcast	Telephone Utilities	-615.49
02/10/2020	17530	Department of Forestry & Fire Prot.	Gabilan Conservation Camp Crew	-3,631.04
02/10/2020	17531	Dougherty Pump & Drilling, Inc.	Water Quality Testing & Chlorination	-513.76
02/10/2020	17532	FP Mailing Solutions	Postage Meter	-214.96
02/10/2020	17533	Liebert Cassidy Whitmore	Legal Services	-3,990.00
02/10/2020	17534	Monterey Bay Solutions, LLC	Janitorial Services	-670.00
02/10/2020	17535	Monterey County Weekly	Legal Notice	-306.00
02/10/2020	17536	Monterey Peninsula Chamber of Commerce	Annual Membership	-336.00
02/10/2020	17537	Moore Twining Associates	Soils Testing Engineer	-9,325.00
02/10/2020	17538	Peninsula Welding & Medical Supply	Tank Rental	-12.90
02/10/2020	17539	Rayne Technology Solutions, Inc.	Computer & Phone Maintenance	-2,695.67
02/10/2020	17540	Staples Credit Plan	Supplies	-805.60
02/10/2020	17541	Star Sanitation Services	Porta Potty Rental & Cleaning	-1,096.79
02/10/2020	17542	Target Pest Control	Garland Pest Control	-50.00
02/10/2020	17543	Turf Image, Inc.	GIS Hosting & Mapping	-3,850.00
02/10/2020	17544	U.S. Bank Equipment Finance (Copier)	Copier Lease	-191.19
02/10/2020	17545	Voyager Fleet Systems, Inc.	Fuel	-1,205.72
02/10/2020	17546	Wage Works	Benefit Admin Fee	-125.00
02/10/2020	17547	White Nelson Diehl Evans LLP	Professional Auditing Services	-1,525.00
02/10/2020	17548	Hitchcock Canyon Water Association	Kahn Ranch Utilities	-10.00
02/10/2020	17549	Mr. Hatton Verga-Vandervort	Travel Reimbursement	-187.52
02/10/2020	17550	U.S. Bank (CalCard)	Cal Card Charges	-10,455.99
02/13/2020	17551	Page & Turnbull, Inc.	PCRP Project A Design Consultant	-3,537.50
02/20/2020	17552	Gary Tate	Health Insurance	-289.20
02/20/2020	17553	Big Creek	PCRP Improvements	-8,725.57
02/20/2020	17554	C & N Tractors	Equipment Maintenance	-308.29
02/20/2020	17555	Department of Forestry & Fire Prot.	Gabilan Crew	-2,245.80
02/20/2020	17556	Design Workshop, Inc	Wayfinding Consultant	-1,212.60
02/20/2020	17557	Digital Deployment, Inc.	Website Maintenance	-300.00
02/20/2020	17558	Fresno City College	Job Training & Education	-91.00
02/20/2020	17559	Hayward Lumber	Seasonal Footbridge Materials	-5,234.14
02/20/2020	17560	M3 Environmental, LLC	Environmental Assessment	-3,750.00
02/20/2020	17561	Moore Twining Associates	Soil Testing Report	-1,700.00
02/20/2020	17562	PARS	Benefit Admin Fee	-936.11
02/20/2020	17563	PSTS, Inc.	Building/Facility Repairs	-1,892.25
02/20/2020	17564	Regional Government Services Authority	Project Management Consulting	-5,491.33
02/20/2020	17565	Rincon Consultants, Inc.	CEQA Consulting Services	-247.50
02/20/2020	17566	SCI Consulting Group	CFD Administration	-10,750.00

# Monterey Peninsula Regional Park District Check Detail Report

January 25 through February 25, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
02/20/2020	17567	Hennesy, Scott	Parking Fee Reimbursement	-5.00
02/20/2020	17568	Whitson Engineers	Aerial Mapping	-15,455.00
Jan 25 - Feb 25, 20				<u>-328,324.86</u>



MONTEREY PENINSULA REGIONAL PARK DISTRICT  
 60 GARDEN COURT, SUITE 325  
 MONTEREY, CALIFORNIA 93940-5341

# Purchase Request

**Date:** 1/29/2020

**Vendor:** Design Workshop, Inc.

**Vendor Address:** 1390 Lawrence St., Ste. 199, Denver, CO 80204

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Professional Services	Professional Services	\$6,515.84
<b>TOTAL</b>		<b>\$6,515.84</b>

**Purpose/Description:**

PCRP Wayfinding and Signage Master Plan - Staff meetings, revise design plan alternatives, and reimbursable expenses for December.  
 Invoice: 0063541

**Is this a Contract-related purchase?**  Yes  No **Contract No.:** 201819-300-05  
 (No payments will be made until all required contract documents have been received.)

**Is this a Grant expenditure?**  Yes  No **Grant No.:** \_\_\_\_\_

**Is this a budgeted item?**  Yes  No **If "No", explain below:**

**Credit Card Charge?**  Yes  No **Credit Card Name:** \_\_\_\_\_

**Requested by:** J. D. Nelson  **Date:** 1/29/2020

**Supervisor Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Is this to be added to fixed asset/equipment inventory?**  Yes  No

**Manager Pre-approval:** \_\_\_\_\_ **Est.:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Final Approval:**  \_\_\_\_\_ **Date:** 02.07.20

**Check No.** 17511 **Date of Issue:** 1/30/20



MONTEREY PENINSULA REGIONAL PARK DISTRICT  
 4860 CARMEL VALLEY ROAD  
 CARMEL, CALIFORNIA 93923

# Purchase Request

**Date:** 1/22/2020

**Vendor:** Ten Over Studio

**Vendor Address:** 539 Marsh Street, San Luis Obispo, CA 93401

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Palo Corona Improvements	6966	\$4,072.57
<b>TOTAL</b>		<b>\$4,072.57</b>

**Purpose/Description:**

Project A architectural refinement progress payment per Invoice #5282.

**Is this a Contract-related purchase?**  Yes  No **Contract No.:** 201819-200-03  
 (No payments will be made until all required contract documents have been received.)

**Is this a Grant expenditure?**  Yes  No **Grant No.:** \_\_\_\_\_

**Is this a budgeted item?**  Yes  No **If "No", explain below:**  
 \_\_\_\_\_

**Credit Card Charge?**  Yes  No **Credit Card Name:** \_\_\_\_\_

**Requested by:** Caine Camarillo **Date:** 1/22/2020

**Supervisor Approval:** *Caine Camarillo* **Date:** 1/22/2020

**Is this to be added to fixed asset/equipment inventory?**  Yes  No

**Manager Pre-approval:** \_\_\_\_\_ **Est.:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Final Approval:** *[Signature]* **Date:** 02.07.20

**Check No.** 17512 **Date of Issue:** 1/30/20



MONTEREY PENINSULA REGIONAL PARK DISTRICT  
 60 GARDEN COURT, SUITE 325  
 MONTEREY, CALIFORNIA 93940-5341

# Purchase Request

Date: 2/11/2020

Vendor: Robert Cody Sherar

Vendor Address: 26585 Bonita Way, Carmel, CA 93923

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Sherar Land Lease	6892	\$30,000.00
<b>TOTAL</b>		<b>\$30,000.00</b>

**Purpose/Description:**

1-year lease & option extension

Is this a Contract-related purchase?  Yes  No Contract No.: \_\_\_\_\_  
 (No payments will be made until all required contract documents have been received.)

Is this a Grant expenditure?  Yes  No Grant No.: \_\_\_\_\_

Is this a budgeted item?  Yes  No If "No", explain below:  
 Lease extension triggered upon death of one of two owners. Not able to plan in advance and budget for the unknown.

Credit Card Charge?  Yes  No Credit Card Name: \_\_\_\_\_

Requested by: Kelly McCullough *Km* Date: 2/11/2020

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Is this to be added to fixed asset/equipment inventory?  Yes  No

Manager Pre-approval: \_\_\_\_\_ Est.: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Manager Final Approval: *[Signature]* Date: 02.21.2020

Check No. \_\_\_\_\_ Date of Issue: \_\_\_\_\_



MONTEREY PENINSULA REGIONAL PARK DISTRICT  
 4880 CARMEL VALLEY ROAD  
 CARMEL, CALIFORNIA 93923

# Purchase Request

**Date:** 2/11/2020

**Vendor:** Moore Twining Assoc., Inc.

**Vendor Address:** PO Box 1472, Fresno, CA 93716

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Palo Corona Improvements	6966	\$9,325.00
<b>TOTAL</b>		<b>\$9,325.00</b>

**Purpose/Description:**

Geotechnical Engineering Investigation - Test Borings & Lab Testing, Project B

Is this a Contract-related purchase?  Yes  No **Contract No.:** 201920-100-04  
 (No payments will be made until all required contract documents have been received.)

Is this a Grant expenditure?  Yes  No **Grant No.:** \_\_\_\_\_

Is this a budgeted item?  Yes  No **If "No", explain below:**  
 \_\_\_\_\_

Credit Card Charge?  Yes  No **Credit Card Name:** \_\_\_\_\_

**Requested by:** Kelly McCullough *km* **Date:** 2/11/2020

**Supervisor Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Is this to be added to fixed asset/equipment inventory?  Yes  No

**Manager Pre-approval:** \_\_\_\_\_ **Est.:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Final Approval:** *[Signature]* **Date:** 02.11.20

**Check No.** 17537 **Date of Issue:** 2/10/20



MONTEREY PENINSULA REGIONAL PARK DISTRICT  
 4860 CARMEL VALLEY ROAD  
 CARMEL CALIFORNIA 93923

# Purchase Request

Date: 12/20/2019

Vendor: Big Creek

Vendor Address: 1400 West Beach St. Watsonville, CA 95076

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Palo Corona Improvements	6966	\$ 8,725 <sup>57</sup>
<b>TOTAL</b>		<b>\$ 8,725 <sup>57</sup></b>

**Purpose/Description:**

2x12 redwood handrail for RCU bridge #1  
 2x8 redwood handrail for RCU bridge #1      PER INVOICES # 1271392, 1275944, 1275945 (ATTACHED)  
 Fastening hardware

Is this a Contract-related purchase?  Yes  No Contract No.: \_\_\_\_\_  
 (No payments will be made until all required contract documents have been received.)

Is this a Grant expenditure?  Yes  No Grant No.: \_\_\_\_\_

Is this a budgeted item?  Yes  No If "No", explain below:  
 \_\_\_\_\_

Credit Card Charge?  Yes  No Credit Card Name: \_\_\_\_\_

Requested by: Jacob Sanderson *[Signature]* Date: 12/20/2019

Supervisor Approval: Ca Cal *[Signature]* Date: 1/16/20

Is this to be added to fixed asset/equipment inventory?  Yes  No

Manager Pre-approval: \_\_\_\_\_ Est.: \$ \_\_\_\_\_ Date: 12/20/2019

Manager Final Approval: *[Signature]* Date: 02.19.20

Check No. 17553 Date of Issue: 2/20/20





MONTEREY PENINSULA REGIONAL PARK DISTRICT  
 4860 CARMEL VALLEY ROAD  
 CARMEL, CALIFORNIA 93923

# Purchase Request

Date: 1/2/2020

Vendor: Hayward Lumber Co.

Vendor Address: 1140 Sunset Dr. Pacific Grove, CA 93950

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Trail Maintenance	6790	\$5,234.14
<b>TOTAL</b>		<b>\$5,234.14</b>

**Purpose/Description:**

4x6 and 2x6 pressure treated lumber to rebuild seasonal footbridge at Garland Ranch.  
 1x6 Trex for decking. PER INVOICE # 30993340-00 & CREDIT ACKNOWLEDGEMENT (ATTACHED)

Is this a Contract-related purchase?  Yes  No Contract No.: \_\_\_\_\_  
 (No payments will be made until all required contract documents have been received.)

Is this a Grant expenditure?  Yes  No Grant No.: \_\_\_\_\_

Is this a budgeted item?  Yes  No If "No", explain below:  
 \_\_\_\_\_

Credit Card Charge?  Yes  No Credit Card Name: Cal card

Requested by: Jacob Sanderson Date: 1/2/2020

Supervisor Approval: Car: Carl Date: 1/2/20

Is this to be added to fixed asset/equipment inventory?  Yes  No

Manager Pre-approval: \_\_\_\_\_ Est.: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Manager Final Approval: [Signature] Date: 02.19.20

Check No. 17559 Date of Issue: 2/20/20



MONTEREY PENINSULA REGIONAL PARK DISTRICT  
 4860 CARMEL VALLEY ROAD  
 CARMEL, CALIFORNIA 93923

# Purchase Request

**Date:** 2/13/2020

**Vendor:** Regional Government Services

**Vendor Address:** PO Box 1350, Carmel Valley, CA 93924

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Professional Services	6549	\$5,184.10
<b>TOTAL</b>		<b>\$5,184.10</b>

**Purpose/Description:**

January Services

**Is this a Contract-related purchase?**  Yes  No **Contract No.:** 20 1920-100-03  
 (No payments will be made until all required contract documents have been received.)

**Is this a Grant expenditure?**  Yes  No **Grant No.:** \_\_\_\_\_

**Is this a budgeted item?**  Yes  No **If "No", explain below:**

**Credit Card Charge?**  Yes  No **Credit Card Name:** \_\_\_\_\_

**Requested by:** Kelly McCullough *KM* **Date:** 2/13/2020

**Supervisor Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Is this to be added to fixed asset/equipment inventory?**  Yes  No

**Manager Pre-approval:** \_\_\_\_\_ **Est.:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Final Approval:** *[Signature]* **Date:** 02.19.20

**Check No.** 17564 **Date of Issue:** 2/20/20

(03/2019)



MONTEREY PENINSULA REGIONAL PARK DISTRICT  
 4860 CARMEL VALLEY ROAD  
 CARMEL, CALIFORNIA 93923

# Purchase Request

Date: 2/19/2020

Vendor: Regional Government Services

Vendor Address: PO Box 1350, Carmel Valley, CA 93924

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Professional Services	6549	\$152.95
<b>TOTAL</b>		<b>\$152.95</b>

**Purpose/Description:**

Reimbursable Expenses, Spier - January

Is this a Contract-related purchase?  Yes  No Contract No.: 201920-100-03  
 (No payments will be made until all required contract documents have been received.)

Is this a Grant expenditure?  Yes  No Grant No.: \_\_\_\_\_

Is this a budgeted item?  Yes  No If "No", explain below:

Credit Card Charge?  Yes  No Credit Card Name: \_\_\_\_\_

Requested by: Kelly McCullough Date: 2/19/2020

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Is this to be added to fixed asset/equipment inventory?  Yes  No

Manager Pre-approval: \_\_\_\_\_ Est.: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Manager Final Approval:  Date: 02.19.20

Check No. 17564 Date of Issue: 2/20/20



MONTEREY PENINSULA REGIONAL PARK DISTRICT  
 4860 CARMEL VALLEY ROAD  
 CARMEL, CALIFORNIA 93923

# Purchase Request

**Date:** 1/21/2020

**Vendor:** Regional Government Services

**Vendor Address:** PO Box 1350, Carmel Valley, CA 93924

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Professional Services	6549	\$154.28
<b>TOTAL</b>		<b>\$154.28</b>

**Purpose/Description:**

December Reimbursable Expenses

**Is this a Contract-related purchase?**  Yes  No **Contract No.:** 201920-100-03  
 (No payments will be made until all required contract documents have been received.)

**Is this a Grant expenditure?**  Yes  No **Grant No.:** \_\_\_\_\_

**Is this a budgeted item?**  Yes  No **If "No", explain below:**  
 \_\_\_\_\_

**Credit Card Charge?**  Yes  No **Credit Card Name:** \_\_\_\_\_

**Requested by:** Kelly McCullough *Km* **Date:** 1/21/2020

**Supervisor Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Is this to be added to fixed asset/equipment inventory?**  Yes  No

**Manager Pre-approval:** \_\_\_\_\_ **Est.:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Final Approval:** *[Signature]* **Date:** 02.19.20

**Check No.** 17564 **Date of Issue:** 2/20/20



MONTEREY PENINSULA REGIONAL PARK DISTRICT  
 4860 CARMEL VALLEY ROAD  
 CARMEL, CALIFORNIA 93923

# Purchase Request

**Date:** 2/13/2020

**Vendor:** SCI Consulting Group

**Vendor Address:** 4745 Mangels Blvd., Fairfield, CA 94534

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Professional/Contract Services	6794	\$10,750.00
<b>TOTAL</b>		<b>\$10,750.00</b>

**Purpose/Description:**

CFD Administration

**Is this a Contract-related purchase?**  Yes  No **Contract No.:** 201516-100-05  
 (No payments will be made until all required contract documents have been received.)

**Is this a Grant expenditure?**  Yes  No **Grant No.:** \_\_\_\_\_

**Is this a budgeted item?**  Yes  No **If "No", explain below:**

**Credit Card Charge?**  Yes  No **Credit Card Name:** \_\_\_\_\_

**Requested by:** Shuran Parker **Date:** 2/13/2020

**Supervisor Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Is this to be added to fixed asset/equipment inventory?**  Yes  No

**Manager Pre-approval:** \_\_\_\_\_ **Est.:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Final Approval:**  **Date:** 02.19.20

**Check No.** 17566 **Date of Issue:** 2/20/20



MONTEREY PENINSULA REGIONAL PARK DISTRICT  
 4860 CARMEL VALLEY ROAD  
 CARMEL, CALIFORNIA 93923

# Purchase Request

**Date:** 2/10/2020

**Vendor:** Whitson Engineers

**Vendor Address:** 6 Harris Court, Monterey, CA 93940

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Professional Services	6549	\$15,455.00
<b>TOTAL</b>		<b>\$15,455.00</b>

**Purpose/Description:**

December 2019 - Aerial Mapping

**Is this a Contract-related purchase?**  Yes  No **Contract No.:** 201920-100-05  
 (No payments will be made until all required contract documents have been received.)

**Is this a Grant expenditure?**  Yes  No **Grant No.:** \_\_\_\_\_

**Is this a budgeted item?**  Yes  No **If "No", explain below:**  
 \_\_\_\_\_

**Credit Card Charge?**  Yes  No **Credit Card Name:** \_\_\_\_\_

**Requested by:** Kelly McCullough *KM* **Date:** 2/10/2020

**Supervisor Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Is this to be added to fixed asset/equipment inventory?**  Yes  No

**Manager Pre-approval:** \_\_\_\_\_ **Est.:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager Final Approval:** *[Signature]* **Date:** 02-19-20

**Check No.** 17568 **Date of Issue:** 2/20/20