

Monterey Peninsula Regional Park District Check Detail Report June 26 through July 25, 2020

Date	Num	Name	Memo	Amount
Jun 26 - Jul 25, 20				
07/10/2020	ACH	Anderson, Shane	June Board Compensation	-92.35
07/10/2020	ACH	Lee, Kathleen	June Board Compensation	-92.35
07/10/2020	ACH	Potter, Monta M.	June Board Compensation	-92.35
07/10/2020	ACH	Raskoff, Kevin A.	June Board Compensation	-92.35
07/10/2020	ACH	Sorenson, Kelly J.	June Board Compensation	-92.35
07/10/2020	ACH	Cabrera-Larente, Elena M.	June Payroll	-1,874.98
07/10/2020	ACH	Camarillo, Frederick C.	June Payroll	-7,007.47
07/10/2020	ACH	de Paolo, Nicholas	June Payroll	-4,234.05
07/10/2020	ACH	Mason, Megan B.	June Payroll	-1,592.41
07/10/2020	ACH	McCullough, Kelly J.	June Payroll	-7,417.84
07/10/2020	ACH	Narvaez, Joseph P.	June Payroll	-4,396.88
07/10/2020	ACH	Nelson, Jacqueline D.	June Payroll	-6,177.09
07/10/2020	ACH	Niewenhuis, Jeffrey P	June Payroll	-4,739.32
07/10/2020	ACH	Palaniuk, John C.	June Payroll	-4,124.82
07/10/2020	ACH	Parker, Shuran J.	June Payroll	-8,031.57
07/10/2020	ACH	Payan, Rafael	June Payroll	-10,837.38
07/10/2020	ACH	Pena, Savannah	June Payroll	-1,302.79
07/10/2020	ACH	Sanderson, Jacob D.	June Payroll	-5,012.52
07/10/2020	ACH	Verga Vandervort, Hatton R.	June Payroll	-2,452.84
07/10/2020	ACH	Warcken, Deborah L.	June Payroll	-3,228.01
07/10/2020	ACH	Wyatt, Deborah J.	June Payroll	-3,627.57
06/30/2020	EFT	CalPers	1959 Survivors Benefit - PEPRA	-230.40
06/30/2020	EFT	CalPers	1959 Survivors Benefit - Misc	-518.40
07/08/2020	EFT	CalPers	Health Insurance	-24,745.61
07/03/2020	EFT	ADP, Inc.	Monthly Timekeeping Subscription	-51.76
07/24/2020	EFT	CalPers	Annual Unfunded Accrued Liability Lump Sum	-267,983.00
07/10/2020	EFT	MPPRPD Benefits Plan	Unreimbursed Medical	-934.99
07/10/2020	EFT	State Street Bank	Deferred Compensation	-10,263.86
07/15/2020	EFT	EDD	State Withholding	-5,583.87
07/15/2020	EFT	Public Employees' Retirement System	Retirement Contribution	-22,275.26
07/15/2020	EFT	United States Treasury {2}	Federal Withholding	-19,025.06
06/30/2020	17799	Anderson, Rachel	Amphibian Monitoring	-578.05
06/30/2020	17800	Dougherty Pump & Drilling, Inc.	Water Quality Testing & Chlorination	-615.00
06/30/2020	17801	Dutcher, Katie	LGO Instructor	-75.00
06/30/2020	17802	Monterey County Weekly	Legal Notice	-357.00
06/30/2020	17803	PG&E	Electric Utilities	-360.45
06/30/2020	17804	Staples Credit Plan	Office Supplies	-489.01
06/30/2020	17805	TRC Engineers, Inc.	Bridge Inspections	-4,676.25
06/30/2020	17806	Verizon Wireless	Cell/Ipad/Modem Utilities	-1,034.24
06/30/2020	17807	Voyager Fleet Systems, Inc.	Fuel	-1,022.58
06/30/2020	17808	Woodcraft 561	Radial Arm Saw	-11,502.85
06/30/2020	17809	American Supply Company	Janitorial Supplies	-3,376.89
06/30/2020	17810	Quinn Company	Equipment Maintenance	-720.00
06/30/2020	17811	Premier Automotive of Seaside, LLC	Vehicle Maintenance	-822.34

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07/10/2020	17812	Aflac	Supplemental Insurance	-974.16
07/10/2020	17813	Delta Dental	Dental Insurance	-1,265.14
07/10/2020	17814	Mutual of Omaha	Life/Acc/LTD/STD Insurance	-1,156.74
07/10/2020	17815	Vision Service Plan - (CA)	Vision Insurance	-372.98
07/10/2020	17816	U.S. Bank (CalCard)	Cal Card Charges	-2,870.00
07/10/2020	17817	Alhambra 46695809612283	Bottled Water	-36.00
07/10/2020	17818	Alliant Insurance Services	Crime Insurance Premium	-827.00
07/10/2020	17819	AT&T	Telephone Utility	-315.75
07/10/2020	17820	California American Water	Water Utility	-1,021.52
07/10/2020	17821	Clark Pest Control	Termite Treatment at RCU	-875.00
07/10/2020	17822	Comcast	Telephone Utility	-470.80
07/10/2020	17823	Globalstar USA	Satellite Phones	-1,082.12
07/10/2020	17824	Office of the County Counsel - Monterey	Legal Services	-7,391.82
07/10/2020	17825	Peninsula Welding & Medical Supply	Tank Rental	-12.90
07/10/2020	17826	Quinn Company	Equipment Maintenance	-4,980.10
07/10/2020	17827	Security Contractor Services, Inc.	Palo Corona Temporary Fencing	-5,750.00
07/10/2020	17828	Target Pest Control	GRRP Pest Control	-50.00
07/10/2020	17829	Waste Management	Dumpsters GRRP & PCRP	-759.36
07/10/2020	17830	Turf Image, Inc.	GIS Database Hosting & Mapping	-6,200.00
07/17/2020	17831	101 Trailer Sales	Equipment	-7,405.79
07/17/2020	17832	City of Monterey	Vehicle Maintenance	-2,011.34
07/17/2020	17833	Comcast	Telephone Utilities	-300.30
07/17/2020	17834	Digital Deployment, Inc.	Website Maintenance	-300.00
07/17/2020	17835	LE Cattle Company, LLC	PCRPFences & Roads	-27,950.00
07/17/2020	17836	Monterey Bay Solutions, LLC	Janitorial Services	-4,030.00
07/17/2020	17837	Rayne Technology Solutions, Inc.	Computer & Phone Maintenance	-3,785.02
07/17/2020	17838	Regional Government Services Authority	Professional Consulting Project A & B	-4,488.00
07/17/2020	17839	Rincon Consultants, Inc.	Professional CEQA Services	-1,440.00
07/17/2020	17840	Tope's Tree Service, Inc.	Tree Removal	-3,800.00
07/17/2020	17841	Tri-County Fire Protection, Inc.	Fire Extinguisher Services	-721.00
07/17/2020	17842	U.S. Bank Equipment Finance (Copier)	Copier Lease	-191.19
07/17/2020	17843	Wage Works	Benefits Administration - June	-125.00
07/17/2020	17844	Alhambra 33113556151585	Bottled Water	-143.63
07/17/2020	17845	Design Workshop, Inc	PCRPF Wayfinding	-4,415.72
07/17/2020	17846	The Carmel Pine Cone	Advertising	-429.00
07/17/2020	17847	Gary Tate	Health Insurance	-289.20
07/17/2020	17848	Carmel River Watershed Conservancy	Grant Program Bus Transportation	-475.00
07/24/2020	17849	First Alarm	Alarm Monitoring	-417.30
07/24/2020	17850	FP Mailing Solutions	Postage Meter	-214.96
07/24/2020	17851	Lozano Smith, LLP	Legal Services	-15.00
07/24/2020	17852	PG&E	Gas & Electric Utilities	-3,128.35
07/24/2020	17853	SIGNOne	Park Signs	-87.40
07/24/2020	17854	Star Sanitation Services	Porta Toilet COVID-19 Response	-3,235.25
Jun 26 - Jul 25, 20				-559,571.00



Purchase Request

Date: 7/8/2020

Vendor: CalPERS

Vendor Address: my.calpers.ca.gov

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
PERS	6107.02	\$267,983.00
TOTAL		\$267,983.00

Purpose/Description:

Required annual payment of plan's unfunded accrued liability. Paying it at beginning of the year as a lump sum payment saves the District \$9,220.96.

Is this a Contract-related purchase? Yes No Contract No.: CalPERS
(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: 7/8/2020

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: 07.09.20

Check No. EFT Date of Issue: 7/24/20



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

Purchase Request

Date: 6/30/2020

Vendor: TRC

Vendor Address: TRC Lockbox, P.O. Box 536282, Pittsburgh, PA 15253-591

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Professional Services	6949	\$4,676.25
TOTAL		\$4,676.25

Purpose/Description:

PCRP Bridge #1 Bid Documents; Grant Application

Is this a Contract-related purchase? Yes No Contract No.: 201718-100-13
 (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: 6/30/2020

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: 07.05.20

Check No. 17805 Date of Issue: 6/30/20



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

Purchase Request

Date: 1/3/2020

Vendor: woodcraft.com

Vendor Address: on-line

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Palo Corona Improvements	6966	\$ 11,502 ⁸⁵
TOTAL		\$ 11,502 ⁸⁵

Purpose/Description:

Radial arm saw for Rancho Shop

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: John Palaniuk JP Date: 1/3/2020

Supervisor Approval: Cari Canill Date: 1/10/20

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

Manager Pre-approval: Kelly J. McLoughlin Est.: \$ 11,000.00 Date: 1/16/20

Manager Final Approval: [Signature] Date: 07.05.20

Check No. 17808 Date of Issue: 6/30/20



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

Purchase Request

Date: 7/6/2020

Vendor: Office of the County Counsel

Vendor Address: 168 West Alisal St., 3rd Floor, Salinas, CA 93901

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Professional Services	6149	\$7,391.82
TOTAL		\$7,391.82

Purpose/Description:

Legal Services for the month of June 2020

Is this a Contract-related purchase? Yes No Contract No.: 201819-100-03
 (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: 7/6/2020

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: 07.09.20

Check No. 17824 Date of Issue: 7/10/20
 (03/2019)



Purchase Request

Date: 6/19/2020

Vendor: Quinn Cat

Vendor Address: 1300 Abbott St, Salinas, CA 93901

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Equipment Maintenance	6236	\$ 4,980 ¹⁰
TOTAL		\$ 4,980 ¹⁰

Purpose/Description:

New tracks for the skid steer

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: John Palaniuk Date: 6/19/2020

Supervisor Approval: [Signature] Date: 7/7/20

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

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

Manager Final Approval: [Signature] Date: 07.09.20

Check No. 17826 Date of Issue: 7/10/20



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

Purchase Request

Date: 6/30/2020

Vendor: Security Contractor Services, Inc. (SCS)

Vendor Address: 170 N. 28th Street, San Jose, CA 95116

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Palo Corona Improvments	6810	\$5,750.00
TOTAL		\$5,750.00

Purpose/Description:

Temporary fencing, Rancho Cañada Unit, 12 month lease renewal.

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: Kelly McCullough *KM* Date: 6/30/2020

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: 07.09.20

Check No. 17827 Date of Issue: 7/10/20



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

Purchase Request

Date: 6/26/2020

Vendor: Turf Image Geospatial Consulting

Vendor Address: 177 Webster Street #368 Monterey, CA 93940

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Professional Services	6549	\$3,300.00
TOTAL		\$3,300.00

Purpose/Description:

Imagery and data for grassland monitoring. Invoice #4007.

Is this a Contract-related purchase? Yes No Contract No.: 201920-300-01
 (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: _____ Date: _____

Supervisor Approval: Jackie Nelson JDN Date: 7/3/2020

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

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

Manager Final Approval: [Signature] Date: 07.09.20

Check No. 17830 Date of Issue: 7/10/20
 (03/2019)



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

Purchase Request

Date: 6/26/2020

Vendor: Turf Image Geospatial Consulting

Vendor Address: 177 Webster Street #368 Monterey, CA 93940

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Professional Services	6549	\$2,900.00
TOTAL		\$2,900.00

Purpose/Description:

GIS Data Hosting, analysis and mapping, database organization, finalizing the MPRPD Explore! Web GIS and adding the Project Data and Maps to the Hub, and support for June 2020. Invoice #4014.

Is this a Contract-related purchase? Yes No Contract No.: 201920-300-01
 (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: _____ Date: _____

Supervisor Approval: Jackie Nelson JDN Date: 6/26/2020

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

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

Manager Final Approval: [Signature] Date: 07.09.20

Check No. 17830 Date of Issue: 7/10/20

(03/2019)



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

Purchase Request

Date: 7/9/2020
 Vendor: 101 Trailer Sales
 Vendor Address: 4400 Highway 101 Aromas, CA 95004

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Equipment	6792	\$7,405.79
TOTAL		\$7,405.79

Purpose/Description:

Equipment trailer to haul park district equipment between park properties.

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 Date: 7/9/2020

Supervisor Approval: C. C. I. Date: 7/10/20

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

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

Manager Final Approval: [Signature] Date: 07.17.2020

Check No. 17831 Date of Issue: 7/17/20



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

Purchase Request

Date: 3/4/2020

Vendor: LE Cattle Company

Vendor Address: 910 West Carmel Valley Rd, Carmel Valley, CA 93924+

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Palo Corona Improvements	6810	\$24,950.00
TOTAL		\$24,950.00

Purpose/Description:

Removal of old and construction of new barbed wire fence along the PCR/P/Odello property boundary in the Front Ranch unit of PCR/P.

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: Nicholas de Paolo Date: 3/4/2020

Supervisor Approval: *C. Cal* Date: 3/10/20

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

Manager Pre-approval: *Kelley J. McCallough* Est.: \$ 25,000⁰⁰ Date: 3/10/2020

Manager Final Approval: *[Signature]* Date: 07.17.2020

Check No. 17835 Date of Issue: 7/17/20



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

Purchase Request

Date: 7/15/2020

Vendor: LE Cattle Company

Vendor Address: 910 West Carmel Valley Road, Carmel Valley, CA 93924

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Parking areas/access roads	6264	\$3,000.00
TOTAL		\$3,000.00

Purpose/Description:

Palo Corona Regional Park backcountry road repairs per Invoice #071420.

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: Caine Camarillo Date: 7/15/2020

Supervisor Approval: *Cain Cail* Date: 7/15/2020

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

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

Manager Final Approval: *[Signature]* Date: 07.17.2020

Check No. 17835 Date of Issue: 7/17/20



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

Purchase Request

Date: 7/15/2020

Vendor: Monterey Bay Solutions

Vendor Address: PO Box 2730, Watsonville, CA 95077

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
COVID-19 Response	6267	\$3,360.00
TOTAL		\$3,360.00

Purpose/Description:

COVID-19 Response: Cleaning and disinfecting of portable restrooms at GRRP per Invoice #3335.

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:

Unforeseen Covid-19 Pandemic

Credit Card Charge? Yes No Credit Card Name: _____

Requested by: Caine Camarillo Date: 7/15/2020

Supervisor Approval: *Cai Cail* Date: 7/15/2020

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

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

Manager Final Approval: *☞* Date: 07.17.2020

Check No. 17836 Date of Issue: 7/17/20



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

Purchase Request

Date: 7/14/2020

Vendor: Regional Government Services

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

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Professional Services	6549	\$4,488.00
TOTAL		\$4,488.00

Purpose/Description:

Consulting, conferencing, reports, etc. re: Projects A & B, and roof replacement, Wayfinding, Event Pad, GIS - June 2020

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 *YM* **Date:** 7/14/2020

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:** 07.17.2020

Check No. 17838 **Date of Issue:** 7/17/20

(03/2019)



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

Purchase Request

Date: 7/14/2020
 Vendor: Design Workshop, Inc.
 Vendor Address: 1390 Lawrence St., Ste. 199, Denver, CO 80204

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Professional Services	6549	\$4,415.72
TOTAL		\$4,415.72

Purpose/Description:

PCRP Wayfinding and Signage Master Plan - Communications with staff and development of draft final sign document for June 2020. FY 2019-2020.
 Invoice: 0064914

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: _____ Date: _____

Supervisor Approval: J.D. Nelson  Date: 7/14/2020

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

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

Manager Final Approval:  _____ Date: 07.17.2020

Check No. 17845 Date of Issue: 7/17/20