

**Monterey Peninsula Regional Park District**  
**Check Detail Report**  
October 26 through November 30, 2019

Date	Num	Name	Memo	Amount
<b>Oct 26 - Nov 30, 19</b>				
11/08/2019	ACH	Anderson, Shane	October Board Compensation	-92.35
11/08/2019	ACH	Lee, Kathleen	October Board Compensation	-92.35
11/08/2019	ACH	Potter, Monta M.	October Board Compensation	-184.70
11/08/2019	ACH	Raskoff, Kevin A.	October Board Compensation	-92.35
11/08/2019	ACH	Sorenson, Kelly J.	October Board Compensation	-184.70
11/08/2019	ACH	Cabrera-Larente, Elena M.	October Payroll	-2,233.01
11/08/2019	ACH	Camarillo, Frederick C.	October Payroll	-6,979.64
11/08/2019	ACH	de Paolo, Nicholas	October Payroll	-4,051.82
11/08/2019	ACH	McCullough, Kelly J.	October Payroll	-7,532.01
11/08/2019	ACH	Narvaez, Joseph P.	October Payroll	-4,377.71
11/08/2019	ACH	Nelson, Jacqueline D.	October Payroll	-6,257.03
11/08/2019	ACH	Niewenhuis, Jeffrey P	October Payroll	-4,539.61
11/08/2019	ACH	Palaniuk, John C.	October Payroll	-4,096.11
11/08/2019	ACH	Parker, Shuran J.	October Payroll	-8,125.24
11/08/2019	ACH	Payan, Rafael	October Payroll	-11,636.15
11/08/2019	ACH	Sanderson, Jacob D.	October Payroll	-4,997.56
11/08/2019	ACH	Warcken, Deborah L.	October Payroll	-3,288.76
11/08/2019	ACH	Wyatt, Deborah J.	October Payroll	-3,740.91
11/08/2019	EFT	CalPers	Health Insurance	-23,914.36
11/01/2019	EFT	ADP, Inc.	Monthly Timesheet Software	-47.81
11/08/2019	EFT	MPRPD Benefits Plan	Unreimbursed Medical	-874.99
11/08/2019	EFT	State Street Bank	Deferred Compensation	-10,018.60
11/13/2019	EFT	EDD	State Withholding	-5,735.42
11/13/2019	EFT	Public Employees' Retirement System	Retirement Contribution	-19,813.58
11/13/2019	EFT	United States Treasury {2}	Federal Withholding	-18,322.86
11/13/2019	EFT	United States Treasury {2}	Federal Withholding	-15.30
10/28/2019	EFT	Rabobank	Bank Wire Xfer Fee	-15.00
11/29/2019	EFT	ADP, Inc.	Monthly Timekeeping Software	-47.81
11/08/2019	17311	Aflac	Supplemental Insurance	-1,063.73
11/08/2019	17312	Delta Dental	Dental Insurance	-1,205.15
11/08/2019	17313	Mutual of Omaha	Life/Acc/LTD/STD	-1,082.44
11/08/2019	17314	Vision Service Plan - (CA)	Vision Insurance	-352.01
11/08/2019	17315	Alhambra 33113556151585	Bottled Water	-97.95
11/08/2019	17316	American Supply Company	Janitorial Supplies	-3,133.31
11/08/2019	17317	Anderson, Rachel	Amphibian Monitoring	-298.05
11/08/2019	17318	AT&T	Telephone Utilities	-277.01
11/08/2019	17319	Comcast	Telephone Utilities	-28.17
11/08/2019	17320	Dougherty Pump & Drilling, Inc.	Water Quality Testing & Chlorination-September	-1,299.93
11/08/2019	17321	Indig Design	LGO Instructor	-100.00
11/08/2019	17322	Monterey Bay Solutions, LLC	Janitorial Services	-550.00
11/08/2019	17323	Monterey Bay Systems	Copier Printing Contract	-172.50
11/08/2019	17324	Monterey County Business Council	Membership	-500.00
11/08/2019	17325	Office of the County Counsel - Monterey	Legal Services - September	-2,994.42
11/08/2019	17326	PG&E	Utilities	-412.77

## Monterey Peninsula Regional Park District Check Detail Report

October 26 through November 30, 2019

11/08/2019	17327	Rayne Technology Solutions, Inc.	Wire New Office	-2,037.52
11/08/2019	17328	Rental Depot, Inc.	Equipment Rental	-321.00
11/08/2019	17329	Staples Credit Plan	Office Supplies	-290.97
11/08/2019	17330	Ten Over Studio, Inc.	Palo Corona Design Work Project A	-26,298.00
11/08/2019	17331	Turf Image, Inc.	GIS Database Hosting & Mapping	-4,150.00
11/08/2019	17332	Universal Staffing, Inc.	Contract Staff	-2,098.80
11/08/2019	17333	Verizon Wireless	Cell Phones/IPads	-5,337.44
11/08/2019	17334	Voyager Fleet Systems, Inc.	Fuel	-894.19
11/08/2019	17335	Wage Works	Admin Fee	-125.00
11/08/2019	17336	William A. Thayer Construction, Inc.	PCRP Ranger Office Improvements	-15,689.10
11/12/2019	17337	U.S. Bank (CalCard)	Cal Card Charges	-10,400.17
11/15/2019	17338	Hitchcock Canyon Water Association	Kahn Ranch Utilities	-10.00
11/15/2019	17339	Advanced Air, Inc.	HVAC Maintenance	-1,459.12
11/15/2019	17340	California American Water	Water Utilities	-1,742.36
11/15/2019	17341	Carmel Marina Corporation	GRRP & PCRP Dumpsters	-710.16
11/15/2019	17342	Comcast	Telephone Utilities	-321.14
11/15/2019	17343	Cypress Coast Automotive Group	Vehicle Maintenance	-393.22
11/15/2019	17344	Dougherty Pump & Drilling, Inc.	Water Quality Testing & Chlorination-October	-609.61
11/15/2019	17345	Fashion Streaks	Uniform Supplies	-129.68
11/15/2019	17346	Gardner, Luke David	Fencing PCRP	-1,440.00
11/15/2019	17347	Peninsula Welding & Medical Supply	Tank Rental	-12.90
11/15/2019	17348	PSTS, Inc.	Building Facility Repairs	-102.57
11/15/2019	17349	Quinn Company	Equipment Maintenance	-873.09
11/15/2019	17350	Target Pest Control	Garland Pest Control	-50.00
11/15/2019	17351	White Nelson Diehl Evans LLP	Professional Auditing Services	-12,000.00
11/15/2019	17352	Regional Government Services Authority	Project Management Consultant	-5,405.00
11/15/2019	17353	Gary Tate	Health Insurance	-271.00
11/20/2019	17354	Monterey County Tax Collector	Direct Assessments	-25,818.24
11/25/2019	17355	Alhambra 46695809612283	O & M Bottled Water	-17.00
11/25/2019	17356	Carmel Chamber of Commerce	Annual Membership	-445.00
11/25/2019	17357	Comcast	Telephone Utilities	-290.46
11/25/2019	17358	Digital Deployment, Inc.	Computer Maintenance	-300.00
11/25/2019	17359	Doctors On Duty	Professional Services	-122.50
11/25/2019	17360	First Alarm	Alarm Monitoring	-526.29
11/25/2019	17361	Lozano Smith, LLP	Legal Services	-91.50
11/25/2019	17362	Monterey County Weekly	Legal Notice	-280.50
11/25/2019	17363	PARS	Monthly Admin Fee	-925.07
11/25/2019	17364	PG&E	Utilities	-5,942.96
11/25/2019	17365	Rayne Technology Solutions, Inc.	Computer & Phone Maintenance - November	-2,599.82
11/25/2019	17366	Rincon Consultants, Inc.	CEQA Consulting Services	-4,657.75
11/25/2019	17367	Star Sanitation Services	ADA Porta Toilet Cleaning & Rental	-1,055.06
11/25/2019	17368	Ten Over Studio, Inc.	Project A Design Consultant	-13,790.05
11/25/2019	17369	U.S. Bank Equipment Finance (Copier)	Copier Lease	-191.19
11/25/2019	17370	Design Workshop, Inc	Wayfinding Consultant	-18,689.92
11/25/2019	17371	Olson, Liana R.	LGO Instructor	-450.00
11/25/2019	17372	Berthoin, Paola	Interpretive Program	-4,935.50
11/29/2019	17373	Anderson, Rachel	Amphibian Monitoring	-2,208.30

# Monterey Peninsula Regional Park District Check Detail Report

October 26 through November 30, 2019

11/29/2019	17374	Comcast	Telephone Utilities PCRP	-138.31
11/29/2019	17375	Monterey Bay Cal. Native Plant Society	Supplies for Interpretive Program	-29.09
11/29/2019	17376	Monterey County Weekly	LGO Printing & Distribution	-20,120.00
11/29/2019	17377	Office of the County Counsel - Monterey	Legal Services - October	-3,517.92
11/29/2019	17378	PG&E	Electric Utilities	-451.92
11/29/2019	17379	Universal Staffing, Inc.	Contract Staffing	-1,468.80
11/29/2019	17380	USA Door & Gate Service	PCRPs Gate Repair	-310.00
11/29/2019	17381	Verizon Wireless	Cell Phones/ Ipads / Modems	-1,789.50
<b>Oct 26 - Nov 30, 19</b>				<b><u>-369,209.87</u></b>



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

# Purchase Request

Date: 10/29/2019

Vendor: Ten Over Studio

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

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Palo Corona Improvements	6966	\$26,298.00
<b>TOTAL</b>		<b>\$26,298.00</b>

**Purpose/Description:**

Project A architectural refinement progress payment per Invoice #5086.

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: 10/29/2019

Supervisor Approval: *Caine Camarillo* Date: 10/29/2019

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

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

Manager Final Approval: *[Signature]* Date: 11/6/19

Check No. 17330 Date of Issue: 11/8/19  
 (03/2019)



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

# Purchase Request

Date: 10/31/2019

Vendor: Turf Image Geospatial Consulting

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

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Professional Services	6549	\$4,150.00
<b>TOTAL</b>		<b>\$4,150.00</b>

**Purpose/Description:**

GIS Data Hosting, analysis and mapping, database organization, and support for October 2019: PCRP and online maps. Invoice #4005.

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: Jackie Nelson  Date: 10/31/2019

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

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

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

Manager Final Approval:  Date: 11/6/19

Check No. 17331 Date of Issue: 11/8/19





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

# Purchase Request

Date: 8/6/2019

Vendor: Bill Thayer Construction

Vendor Address: 220J San Benancio Road, Salinas, CA 93908

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Palo Corona Improvements	6966	# 15,689 <sup>10</sup>
<b>TOTAL</b>		# 15,689 <sup>10</sup>

**Purpose/Description:**

Conversion of snack shack to Supervising Ranger office per attached proposal.

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: Ca ire Cama rillo Date: 8/6/2019

Supervisor Approval: *Ca ire Cama rillo* Date: 8/6/2019

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

Manager Pre-approval: *Kelley J. McCullough* Est.: \$ 16,000.00 Date: 8/6/19

Manager Final Approval: *[Signature]* Date: 11/6/19

Check No. 17336 Date of Issue: 11/8/19



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

# Purchase Request

Date: 11/12/2019

Vendor: White Nelson Diehl Evans LLP

Vendor Address: 2875 Michelle Dr., Suite 300, Irvine, CA 92606

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Professional Services	6149	\$12,000.00
<b>TOTAL</b>		<b>\$12,000.00</b>

**Purpose/Description:**

Auditing FY2018-19 Financial Statements, forth interim billing.

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 *MM* Date: 11/12/2019

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: 11.13.19

Check No. 17351 Date of Issue: 11/15/19



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

# Purchase Request

**Date:** 11/13/2019

**Vendor:** Regional Government Services

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

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Professional Services	6549	\$5,405.00
<b>TOTAL</b>		<b>\$5,405.00</b>

**Purpose/Description:**

October Services

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 *you* Date: 11/13/2019

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: 11.13.19

Check No. 17352 Date of Issue: 11/15/19

(03/2019)





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

# Purchase Request

**Date:** 12/2/2019

**Vendor:** Monterey County Tax Collector

**Vendor Address:** PO Box 891, Salinas, CA 93902-0891

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Property Taxes/Assessments	6148	\$25,818.24
<b>TOTAL</b>		<b>\$25,818.24</b>

**Purpose/Description:**

Direct Assessments for PCRP, GRRP, Marina Dunes, Frog Pond, Laguna Grande, Locke Paddon.

**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:** 12/2/2019

**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:** 12.02.19

**Check No.** 17354 **Date of Issue:** 11/20/19



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

# Purchase Request

**Date:** 11/14/2019

**Vendor:** Rincon Consultants, Inc.

**Vendor Address:** 180 North Ashwood Avenue, Ventura, CA 93003

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Professional Services	6949	\$4,657.75
<b>TOTAL</b>		<b>\$4,657.75</b>

**Purpose/Description:**

October charges: Task 6: Review & respond to comment letters, Task 7: Final IS-MND and MMRP.

**Is this a Contract-related purchase?**  Yes  No **Contract No.:** 201819-100-06  
 (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:**

Work not anticipated at the time of budget creation.


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

**Requested by:** Kelly McCullough **Date:** 11/14/2019

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

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

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

**Manager Final Approval:**  \_\_\_\_\_ **Date:** 11/21/19

**Check No.** 17366 **Date of Issue:** 11/25/19



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

# Purchase Request

**Date:** 11/12/2019

**Vendor:** Ten Over Studio

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

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Palo Corona Improvements	6966	\$13,790.05
<b>TOTAL</b>		<b>\$13,790.05</b>

**Purpose/Description:**

Project A architectural refinement progress payment per Invoice #5177.

**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:** 11/12/2019

**Supervisor Approval:** *Caine Camarillo* **Date:** 11/12/2019

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

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

**Manager Final Approval:** *[Signature]* **Date:** 11.21.19

**Check No.** 17368 **Date of Issue:** 11/25/19



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

# Purchase Request

Date: 11/15/2019

Vendor: Design Workshop, Inc.

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

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Professional Services	Professional Services	\$6,882.25
Professional Services	Professional Services	\$11,807.67
<b>TOTAL</b>		<b>\$18,689.92</b>

**Purpose/Description:**

PCRP Wayfinding and Signage Master Plan - Stakeholder/staff meetings, design plan alternatives, and reimbursable expenses fro September and October .  
 Invoices: 006914 and 0063099.

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: 11/15/2019

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

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

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

Manager Final Approval:  Date: 11.21.19

Check No. 17370 Date of Issue: 11/25/19



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

# Purchase Request

Date: 11/20/2019

Vendor: Paola Berthion (831) 624-9467

Vendor Address: 25440 Telarana Way, Carmel CA 93923

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Interpretive Program	6350	\$4,935.50
<b>TOTAL</b>		<b>\$4,935.50</b>

**Purpose/Description:**

Final payment for the installation of Mosaic art on the pedestal of the "Restoration of the Carmel River" sculpture.

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: Jac le Nelson  Date: 11/20/2019

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

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

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

Manager Final Approval:  Date: 11.20.19

Check No. 17372 Date of Issue: 11/25/19





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

# Purchase Request

Date: 11/21/2019

Vendor: The Monterey County Weekly

Vendor Address: 668 Williams Ave Seaside, CA 93955

ACCOUNT NAME	ACCOUNT CODE	AMOUNT
Printing	6320	\$20,120.00
<b>TOTAL</b>		<b>\$20,120.00</b>

**Purpose/Description:**

Let's Go Outdoors! Fall 2019/Winter 2020 production, print and distribution (newspaper and mailing).

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: J. Nelson  Date: 11/21/2019

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

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

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

Manager Final Approval:  Date: 12.02.19

Check No. 17376 Date of Issue: 11/29/19