



PIMA COUNTY SHERIFF'S DEPARTMENT



COMMUNITY RESOURCES UNIT / SHERIFF'S AUXILIARY VOLUNTEERS
Check Request Form

This form shall be used for all check requests from the Sheriff's Auxiliary Volunteers for the following funds designated for assistance to the Pima County Sheriff's Department. A specific funding source shall be named in the request.

- 2201 - Juvenile Activities Fund
2203 - Special Awards Fund
2206 - Building Maintenance Fund
2207 - Community Services Fund
2208 - Memorial Fund

CHECK REQUESTED BY: LT. Harold Janes DATE: 01-10-14

CHECK REQUEST

PAY TO: Professional Impressions
AMOUNT: \$ 4151.04
FUND SOURCE: Special Awards Fund FUND # 2203
COMMENTS: Longevity Pins (pens)

REQUEST AUTHORIZATION

Community Rsracs: LT. H. JAMES DATE: 01.10.14
Community Svcs: [Signature] DATE: 1-10-14

ROUTING: All checks issued from the aforementioned accounts shall be routed to the Community Resources Unit Supervisor prior to final disposition. The check will be logged and forwarded to the requestor, or the appropriate recipient, at the direction of the Community Resources Unit Supervisor.

SAV CORPORATE BOARD AUTHORIZATION

Approval: DATE:
Check Signed By (1): [Signature] DATE: 1/14/14
Check Signed By (2): [Signature] DATE: 01-14-14

DISTRIBUTION

CR SGT: DATE:
LOGGED BY: LT. H. JAMES DATE: 01.15.14

DISTRIBUTED TO/FOR ORIGINATOR DATE:



MEMORANDUM
PIMA COUNTY SHERIFF'S DEPARTMENT
CLARENCE W. DUPNIK, SHERIFF

COPY

Date: December 2, 2013

To: Capt. Karl Woolridge - Administrative Services Division
 via Chain of Command

From: Sharon Beasley - Community Resources Unit

Re: **Cross Ballpoint Pens (item# 2502)**
Classic Century style, satin black finish, 23-karat gold-plated trim
black ink, medium point, custom diestruck emblem on clip
gift box

Rec'd. 1-07-14

Per Sgt. Trueblood, I obtained quotes for a reorder of Cross Pens. We currently have only three in stock.

These pens are presented to employees for their 14-year employment anniversary. Jasmine Anderson in Personnel provided a tally of 69 pens needed for the year 2014.

- The emblem will be the sheriff's star design (see attached image).
- Quotes from *Professional Impressions* are shown below for your review.
- Our last order was paid from the *SAV Special Awards Fund*.

Thank you for your consideration.

75 @ \$48.00 ea.	3600.00
Sales tax, 8.1%	291.60
Shipping chg.	incl.
Total:	\$ 3891.60

80 @ \$48.00 ea.	3840.00
Sales tax, 8.1%	311.04
Shipping chg.	incl.
Total:	\$ 4151.04

Recommended for
 A Small surplus
 1/14/13

12/04/13
 Recommend
 approval
 JKR/Sauer

Approved Hester
 12/16/13



INVOICE

1710 N. Sandstone Ridge Drive
Tucson, AZ 85718
520-886-1983

INVOICE NUMBER: 8825

DATE: JANUARY 8, 2014

TO:
Pima County Sheriff's Department
1750 East Benson Highway
Tucson, AZ 85714
Attn: Sgt. Almee Trueblood—Community Resources Unit

SHIP TO:

SPECIAL INSTRUCTIONS:
Payment preference is a company check

SALESPERSON	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
Adrian	1-2-14	Ground Service	IL	NET 30

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
80	Custom Printed Cross Classic Century Pens	48.00	3840.00

SUBTOTAL	3840.00
SALES TAX	311.04
SHIPPING & HANDLING	Included
TOTAL DUE	\$4151.04

PENS FOR K42. EMPLOYEE RECOGNITION. RECOMMENDED PAYMENT 1197 01/08/14

*010914
Please approve.
JKS/aces*

*Approved
888
1/9/14
\$ 4151.04*

Make all checks payable to Professional Impressions
If you have any questions concerning this invoice, contact Adrian Murphy (520) 886-1983

Thank you for your business!

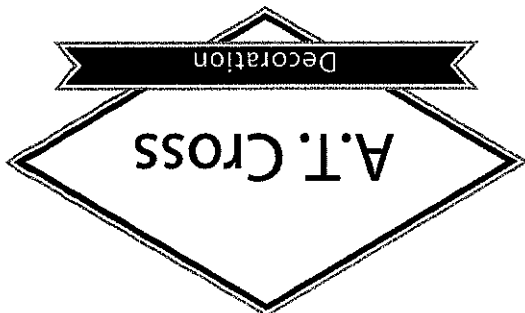
ERF

*OK
9/10/14*

2502



2505



CROSS

www.cross.com

A.T. Cross Company
One Alton Road
Lincoln, Rhode Island 02866
U.S.A.

cross.com
may vary without notice
please refer to the actual
product for details

Die Stück Emblem
E80728
Enlarged 300%

