



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: Lieutenant Harold Janes DATE: 06-18-14

CHECK REQUEST

PAY TO: Baxter's Frame Works and Badge
AMOUNT: \$240.66
FUND SOURCE: Special Awards Fund FUND # 2203
COMMENTS: Memorial Plaque

REQUEST AUTHORIZATION

Community Rsrccs: [Signature: LT. H. JANES] DATE: 06.18.14
Community Svcs: [Signature: W. Feldt] DATE: 6/18/14

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): \_\_\_\_\_ DATE: \_\_\_\_\_
Check Signed By (2): \_\_\_\_\_ DATE: \_\_\_\_\_

DISTRIBUTION

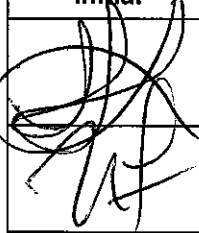

CR SGT: \_\_\_\_\_ DATE: \_\_\_\_\_
LOGGED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DISTRIBUTED TO/FOR ORIGINATOR DATE: \_\_\_\_\_

From: Sharon Beasley

# Pima County Sheriff's Dept. Routing Slip

Date: June 17, 2014

Action Completed		TO	Unit/Division	Suspense Date	Action
Initial	Date				
	06/17/14	Sgt. Aimee Trueblood	Community Resources	-	6
	6/18/14	Lt. Nicole Feldt	Community Services	-	6
		Lt. Buddy Janes	Staff Services	-	10
		Sgt. Aimee Trueblood	Community Resources	-	10

## Request for \$240.66 check

Lt. Janes,

Attached is an invoice for the Memorial plaque we received today.

Would you please have a check issued for \$240.66?  
It will be mailed to *Baxter's Frame Works*.

Thank you.

- Actions
- 1- For Your Information
  - 2- Information & Return
  - 3- Information & Forward
  - 4- Comment & Return
  - 5- Comment & Forward
  - 6- Please review and forward**
  - 7- Initial & forward
  - 8- Investigate & Reply
  - 9- Per Your Request
  - 10- Please take appropriate action**
  - 11- See Me
  - 12- Other (See Remarks)



**MEMORANDUM**  
**PIMA COUNTY SHERIFF'S DEPARTMENT**  
 CLARENCE W. DUPNIK, SHERIFF  
 CHRISTOPHER NANOS, CHIEF DEPUTY

**Date:** May 28, 2014

**To:** Captain Karl Woolridge - Administrative Services Division  
 Via Chain Of Command

**From:** Sharon Beasley - Community Resources Unit

**Re: Memorial Plaque  
 for annual Pima Co. Regional  
 Law Enforcement Memorial**

**15-inch round, full color design,  
 wood with laminated finish,  
 back painted black, cleat hanging system**

The plaque that we display on stage during the annual memorial has a faulty design. It shows 19 stripes on the U.S. flag instead of the correct 13.

Lt. Sacco has advised me to get quotes for a replacement. The new plaque will be the same size as the original.

Plaques are available in two different finishes:

1. **Glossy** - high sheen, shiny and smooth
2. **Satin** - non-reflective, dull finish, less expensive (sample is attached)

*Baxter's Frame Works* is the sole source for this item. Quotes are shown below for your review. Orders in the past were paid from different funds, not Pima Co. general funds.

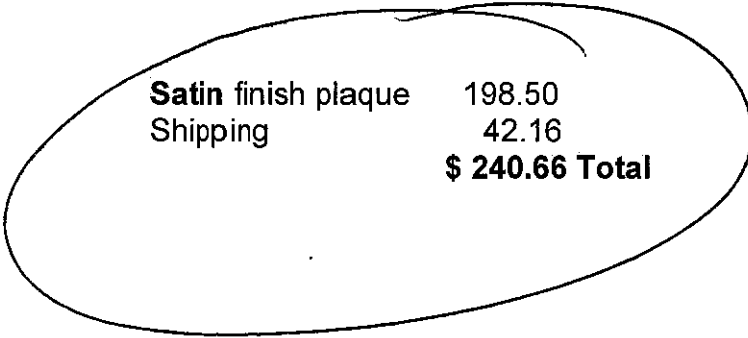
Thank you for your consideration.

<b>Glossy</b> finish plaque	272.50
Shipping	42.16
	<b>\$ 314.66 Total</b>

<b>Satin</b> finish plaque	198.50
Shipping	42.16
	<b>\$ 240.66 Total</b>

5/29/14  
 approved  
 ASB  
 approved  
 H. Feldt  
 6/18/14

RECOMMEND  
 PHOTOGRAHS  
 BETTER.  
 1197 05/29/14



**Baxter's Frame Works and Badge Frame**  
 3811 Schaefer Ave., Suite A  
 Chino, CA 91710

# Invoice

Date 6/4/2014

Invoice Number 28691

**Bill To**

Pima County Sheriff's Dept.  
 Attn: Sgt. Aimee Trueblood  
 1750 E. Benson Highway  
 Tucson, AZ 85714

**Ship To**

P.O. Number	Terms	Rep	Ship Date	Via
	Net 30		6/13/2014	UPS
Description		Qty	Price Each	Amount
15" round Memorial Emblem, satin finish		1	198.50	198.50
This is a wood based product with a laminated finish over a high resolution, full color photo graphic, satin laminate finish with a satin black painted back and a cleat hanging system.				
Pack and ship on 06/13/2014. UPS tracking number 1Z0Y3F290393908601.		1	42.16	42.16
Payment due date 07/13/2014.				

*paid via  
 Mastercard 6/18/14  
 \$240.66  
 Shelley  
 Baxter*

Thank you for your business!

Phone #	Fax #	E-mail address
(909) 591-3033	(909) 591-3032	badgeframe@gmail.com

Subtotal	\$240.66
Sales Tax (0.0%)	\$0.00
Total	\$240.66
Payments	\$0.00
Balance Due	\$240.66

Sharon Beasley

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**Subject:** FW: Badge Frame invoice # 28691 shipped on 06/13/2014  
**Attachments:** Inv\_28691\_from\_Baxters\_Frame\_Works\_and\_Badge\_Frame\_4924.pdf

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**From:** Baxter's Frame Works and Badge Frame [mailto:replyTo@quickbooks.com]

**Sent:** Monday, June 16, 2014 9:04 AM

**To:** Sharon Beasley

**Subject:** Badge Frame invoice # 28691 shipped on 06/13/2014

Thank you for your order. Your invoice with UPS tracking number is attached. Your package is expected to arrive by the end of the day on Tuesday, June 17, 2014.

Please let us know if we can be of any further assistance.

Thank you! As a small family business, we appreciate the support!

Sincerely,

Shelley Baxter  
Badge Frame  
(909) 591-3033

