



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: 07-07-14

CHECK REQUEST

PAY TO: Professional Impressions
 AMOUNT: \$2,029.47
 FUND SOURCE: Special Awards Fund FUND # 2203
 COMMENTS: Promotional Items for NAWLEE

REQUEST AUTHORIZATION

Community Rsrccs: LT. H. JANES DATE: 07.07.14
 Community Svcs: [Signature] DATE: 7/7/14

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: 7-9-14
 Check Signed By (2): [Signature] DATE: 7/9/14

DISTRIBUTION

CR SGT: _____ DATE: _____
 LOGGED BY: LT. H. JANES DATE: 07.09.14

DISTRIBUTED TO/FOR ORIGINATOR DATE: 07.09.14

From: Sharon Beasley

Pima County Sheriff's Dept. Routing Slip

Date: July 2, 2014

Action Completed		TO	Unit/Division	Suspense Date	Action
Initial	Date				
AM	7/2/14	Sgt. Gilbert Dominguez	Community Resources	-	6
WJ	7/2/14	Lt. Nicole Feldt	Community Services	-	6
		Lt. Buddy Janes	Staff Services	-	10
		Sgt. Gilbert Dominguez	Community Resources	-	10

Request for \$2,029.47 check

Lt. Janes,

Capt. Karl Woolridge approved the purchase of promotional items to be distributed to the attendees of the NAWLEE event on August 6, 2014.

Attached are invoices. All orders are complete and have been received.

Keytags	275.66
Cups	1332.22
Ink pens	421.59
\$2,029.47 Total	

Would you please have a check issued payable to *Professional Impressions*?

Per Sgt. Trueblood, this will be paid from RICO funds.

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)

NAWLEE Giveaways

Qty	Item	Quote 1	Quote 2
300	Flashdrives - 8GB, key shape	0	2,409.00
300	Keytags - Tahoe (new or same imprint)	275.66	275.66
312	Cups - pink, with lid and straw	1,332.22	1,332.22
300	Ink pens - light-up, one color	421.59	421.59

TOTAL: 2,029.47 4,438.47

RECOMMEND APPROVAL
 Mr. Mark 7315
 FOR GILBERT DOMINGUES

Approved
 [Signature]
 7/7/14

Approved for
 payments
 [Signature]
 7/7/14



INVOICE

1710 N. Sandstone Ridge Drive
 Tucson, AZ 85715
 520-886-1983

INVOICE NUMBER: 8912

DATE: JUNE 12, 2014

TO:

Pima County Sheriff's Department
 1750 East Benson Highway
 Tucson, AZ 85714
 Attn: Sgt. Aimee 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	TBD	Ground Service	MO	NET 30

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
300	Custom Printed Soft Vinyl Tahoe-Shaped Key Tags	.85¢	255.00

SUBTOTAL	255.00
SALES TAX	20.66
SHIPPING & HANDLING	Included
TOTAL DUE	\$275.66

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!



MEMORANDUM

PIMA COUNTY SHERIFF'S DEPARTMENT

CLARENCE W. DUPNIK, SHERIFF
CHRISTOPHER NANOS, CHIEF DEPUTY

COPY

Date: June 4, 2014

To: Sgt. Aimee Trueblood
Supervisor of Community Resources Unit

From: Sharon Beasley
Administrative Support

Re: NAWLEE
Tahoe Keytags, white vinyl
1/8" thick, 2 5/8" x 1"
Side 1: full-color digital picture
Side 2: black text

Rec'd. 7-02-14

Representatives from the PCSD will be attending the 19th Annual NAWLEE Conference (National Association of Women Law Enforcement Executives). This event will be held from August 6 - 10, 2014 at the JW Marriott Tucson Starr Pass Resort & Spa.

These Tahoe keytags will be distributed to the 300 attendees.

As Capt. Karl Woolridge has already approved this order, would you please review the details before I place the order with *Professional Impressions*.

This order will be paid from RICO funds, not Pima County General Funds. It will be billed and shipped directly to your attention.

Thank you.

300 x \$0.85 ea.	255.00
Tax, 8.1%	20.66

Total \$ 275.66

RESOURCE APPROVED
[Signature]
1107



INVOICE

1710 N. Sandstone Ridge Drive
 Tucson, AZ 85715
 520-886-1983

INVOICE NUMBER: 8911

DATE: JUNE 12, 2014

TO:

Pima County Sheriff's Department
 1750 East Benson Highway
 Tucson, AZ 85714
 Attn: Sgt. Aimee 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	6-11-14	Trucking Line	FL	NET 30

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
312	Custom Printed Transparent Pink Tumblers	3.95	1232.40

SUBTOTAL	1232.40
SALES TAX	99.82
SHIPPING & HANDLING	Included
TOTAL DUE	\$1332.22

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!



MEMORANDUM
PIMA COUNTY SHERIFF'S DEPARTMENT

COPY

CLARENCE W. DUPNIK, SHERIFF
CHRISTOPHER NANOS, CHIEF DEPUTY

Date: June 2, 2014

To: Capt. Karl Woolridge - Administrative Services Division
via chain of command

From: Sharon Beasley - Community Resources Unit

Re: NAWLEE
Tumblers with lid and straw
Pink, double-wall, white imprint on one side
16 ounces, item# 5810

Rec'd. 6-16-14

Representatives from the PCSD will be attending the 19th Annual NAWLEE Conference (National Association of Women Law Enforcement Executives).

This event will be held from August 6 - 10, 2014 at the JW Marriott Tucson Starr Pass Resort & Spa. There will be approximately 300 attendees and these tumblers will be distributed to them.

A quote from *Professional Impressions* is shown below. This order will be paid from RICO funds, not Pima County General Funds.

Thank you for your consideration.

312 x \$3.95 ea. 1,232.40
Tax, 8.1% 99.82

Total \$ 1,332.22

*PRE-APPROVED BY
CAPT. WOOLRIDGE
06/02/14
[Signature]*



INVOICE

1710 N. Sandstone Ridge Drive
 Tucson, AZ 85715
 520-886-1983

INVOICE NUMBER: 8910
DATE: JUNE 11, 2014

TO:

Pima County Sheriff's Department
 1750 East Benson Highway
 Tucson, AZ 85714
 Attn: Sgt. Aimee 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	6-9-14	UPS Ground	CA	NET 30

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
300	Custom Printed Light-Up Pens	1.30	390.00
SUBTOTAL			390.00
SALES TAX			31.59
SHIPPING & HANDLING			Included
TOTAL DUE			\$421.59

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!



MEMORANDUM

PIMA COUNTY SHERIFF'S DEPARTMENT

CLARENCE W. DUPNIK, SHERIFF
CHRISTOPHER NANOS, CHIEF DEPUTY

COPY

Date: June 9, 2014

To: Sgt. Aimee Trueblood
Supervisor of Community Resources Unit

From: Sharon Beasley
Administrative Support

Re: **NAWLEE**
Light-Up ink pens with lime green PLASTIC trim
1" x 1" white imprint
Blue light, black ink
item# 9100

Recvd. 6-11-14

Representatives from the PCSD will be attending the 19th Annual NAWLEE Conference (National Association of Women Law Enforcement Executives). This event will be held from August 6 - 10, 2014 at the JW Marriott Tucson Starr Pass Resort & Spa.

These ink pens will be distributed to the 300 attendees.

As Capt. Karl Woolridge has already approved this order, would you please review the details? The vendor is *Professional Impressions*.

This order will be paid from RICO funds, not Pima County General Funds. It will be billed and shipped directly to your attention.

Thank you.

300 x \$1.30 ea. 390.00
Tax, 8.1% 31.59

Total \$ 421.59