



# 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: **Barbara Sanchez**                      DATE: **10/04/10**

### CHECK REQUEST

PAY TO:                      Barbara Sanchez  
 AMOUNT:                    290.03  
 FUND SOURCE:            Building Maintenance                      FUND #    2206  
 COMMENTS:               Reimburse for 2<sup>nd</sup> floor renovation

### REQUEST AUTHORIZATION

Community Rsrcls:

*[Signature]*

DATE: 10/4/10

Community Svcs:

*[Signature]*

DATE: 10/4/10

**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): *B. Lumbi* \_\_\_\_\_ DATE: 10.4.10

### DISTRIBUTION

CR SGT: \_\_\_\_\_ DATE: \_\_\_\_\_

LOGGED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DISTRIBUTED TO/FOR ORIGINATOR *[Signature]* \_\_\_\_\_ DATE: 10/6/10

SHERIFF'S AUXILIARY  
VOLUNTEERS OF PIMA COUNTY, INC.  
1750 E. BENSON HIGHWAY  
TUCSON, AZ 85714-1758

JPMORGAN CHASE BANK, NA  
TUCSON, AZ 85737  
91-2/1221

13149


10/4/2010

© 2005 INTUIT INC. # 127 1-800-433-8310

PAY TO THE ORDER OF Barbara Sanchez

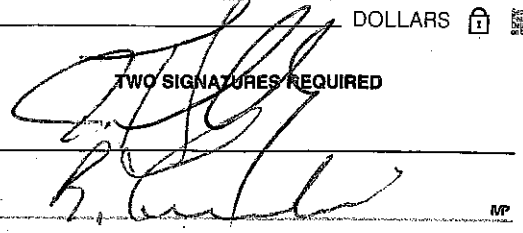
\$ \*\*290.03

Two Hundred Ninety and 03/100\*\*\*\*\*

DOLLARS  SECURITY  
PRINTING  
OR ECU

Barbara Sanchez

TWO SIGNATURES REQUIRED



MEMO

re-imburement 2nd Floor

⑈013149⑈ ⑆122100024⑆ 24444247⑈

FROM Barbara Sanchez

DATE 9/23/2010

PIMA COUNTY SHERIFF'S DEPARTMENT  
ROUTING SLIP

ACTION COMPLETED		TO	UNIT/DIVISION	SUSPENSE DATE	ACTION
INITIAL	DATE				
<i>[Signature]</i>		<u>Caroline Vargas</u>	<u>Sherriff Admin</u>		<u>9</u>
		<u>LA Bailey</u>			<u>10/10</u>

REMARKS  
  
SAV 11

- ACTIONS
- 1. For Your Information
  - 2. Information & Return
  - 3. Information & Forward
  - 4. Comment & Return
  - 5. Comment & Forward
  - 6. Signature & Return
  - 7. Signature & Forward
  - 8. Investigate & Reply
  - 9. Per Your Request
  - 10. Take Appropriate Action
  - 11. See Me
  - 12. Other (See Remarks)



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# MEMORANDUM

## PIMA COUNTY SHERIFF'S DEPARTMENT

CLARENCE W. DUPNIK, SHERIFF

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**Date:** September 23, 2010

**To:** Captain Christopher Radtke, Commander, Administrative Bureau

**From:** Barbara Sanchez, Admin. Support Specialist, Investigations Administration

**Re:** **Petty Cash Request**

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I am requesting reimbursement of \$290.03 for frames and accessories purchased from Aaron Brothers Art & Framing and Michael's Store #2758. The items are part of the 2<sup>nd</sup> floor renovation and will be placed along the hallway and in the large conference room.

In order to keep expenses at a minimum several items were recycled; a couple of frames had broken glass plates so these were purchased instead of replacing the frame.

I have included original receipts and attached a breakdown for your review.

Thank you.

*Barbara Sanchez*



Where Creativity Happens™

MICHAEL'S STORE #2758 (520)807-6290

1161 W. IRVINGTON RD.  
TUCSON, AZ 85714

9-9143-3043-6695-1255-1111-1187-1693-3384



116 SALE 3747 2758 040 9/12/10 15:34

8X10 ART GLASS	44021114384	4.99	1 @	4.99
FRM 16X20 ESPR W/	44021323311	9.99	1 @	9.99
FRM 16X20 ESPR W/	44021323311	9.99	1 @	9.99
FRM 16X20 ESPR W/	44021323311	9.99	1 @	9.99
FRM 16X20 ESPR W/	44021323311	9.99	1 @	9.99
FRM 16X20 ESPR W/	44021323311	9.99	1 @	9.99
FRM 16X20 ESPR W/	44021323311	9.99	1 @	9.99
FRM 16X20 ESPR W/	44021323311	9.99	1 @	9.99
FRM PTR 22X28 PW	44021410486	14.99	1 @	14.99
FRM PTR 22X28 PW	44021410486	14.99	1 @	14.99
FRM PTR 22X28 PW	44021410486	14.99	1 @	14.99
FRM PTR 11.75X36	44021410493	12.49	1 @	12.49
FRM 8.5X11 BLK HT	44021419557	4.19	1 @	4.19
FRM 8.5X11 BLK HT	44021419557	4.19	1 @	4.19
FRM 8.5X11 BLK HT	44021419557	4.19	1 @	4.19
FRM 16X20 BLK W/S	44021581155	9.99	1 @	9.99
FRM 16X20 BLK W/S	44021581155	9.99	1 @	9.99
FRM 16X20 BLK W/S	44021581155	9.99	1 @	9.99
FRM 16X20 BLK W/S	44021581155	9.99	1 @	9.99
FRM 16X20 BLK W/S	44021581155	9.99	1 @	9.99
FRM 16X20 BLK W/S	44021581155	9.99	1 @	9.99
EXCELSIOR DEEP FO	93432213087	2.99	1 @	2.99
EXCELSIOR DEEP FO	93432213087	2.99	1 @	2.99
COUPON BOOK #2	400100625569	.00	1 @	.00
SUBTOTAL		210.87		
SALES TAX		19.19		
TOTAL		230.06		

ACCOUNT NUMBER \*\*\*\*\*7449  
VISA/MASTERCARD 230.06  
APPROVAL: 06349A SWIPED ONLINE  
BARBARA SANCHEZ

Aaron Brothers Art & Framing  
5460 E. Broadway Blvd.  
Tucson, AZ 85712  
\*\*\*\*\*  
520-790-4158 08-24-10 800227 R001

CUSTOMER RECEIPT COPY

QUICK FRAMING	16.00
0000000141	
966093 8X10 DECOSROLL B	8.99
0001062348	
DISCOUNT	14.99 - 6.00
MARKETING SKU	.00
0001126325	
966093 8X10 DECOSROLL B	29.98
0001062348	2 @ 14.99
SUB TOTAL	54.97
SALES TAX	5.00
TOTAL	59.97
AMOUNT TENDERED	
AMEX	59.97
CARD #:	*****8027
EXP DATE	****
AMOUNT	59.97
AUTH CODE	408024

TOTAL PAYMENT 59.97  
-----40% OFF-----  
ONE REGULAR PRICED ITEM excludes  
Custom Framing Valid 08/30 - 09/05  
-----SKU # 796656-----  
\$36324 08-24-10 12:22P Serena

Visit us at [www.aaronbrothers.com](http://www.aaronbrothers.com)

\*\* Return Barcode \*\*  
0084-9994-0964-4301-3821-5157-3698-334

\*\*\*# ENELESS SAVINGS \*\*\*#

SIGN-UP AT MICHAELS.COM TO RECEIVE SPECIAL  
EMAIL COUPONS AND CREATIVE PROJECT IDEAS.

THANK YOU FOR SHOPPING AT MICHAELS

Dear Valued Customer:  
Our coupon policy is to accept one  
coupon type per customer per day. Certain  
exclusions apply, please review the exclusion  
on the coupon and speak with a manager  
on duty for any questions you may have.  
Thank you

9/12/10 15:34

Aaron Brothers	
Quick Frame – 16x20 Glass Plate	16.00
Frames x 3 – Decoscroll 8x10	38.97
Sales Tax	5.00
<b>Total</b>	<b>59.97</b>

Michaels Store #2758		
1	8x10 Art Glass – replacement	4.99
7	16x20 Frames ESPR – Conference Room	69.93
3	22x28 Frames PW – preprinted PCSD posters	44.97
1	11.75x36 Frame – hallway	12.49
3	8.5x11 Black – conference room	12.57
6	16x20 Frames Blk W/S – hallway	59.94
2	Excelsior Deep FO – moss for plant	5.98
	Sales Tax	19.19
	<b>Total</b>	<b>230.06</b>