



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 Nicole Feldt DATE: 10-31-14

CHECK REQUEST

PAY TO: Professional Impressions
 AMOUNT: \$3735.94
 FUND SOURCE: Special Awards Fund FUND # 2203
 COMMENTS: Cross Pens for Employee Recognition

REQUEST AUTHORIZATION

Community Rsrccs:

N. Feldt

DATE: 10/31/14

Community Svcs:

N 1331

DATE: 10/31/14

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):

Alyson Renee Copeland

DATE: 11-03-14

Check Signed By (2):

Paul W. Williams

DATE: _____

DISTRIBUTION

CR SGT:
LOGGED BY:

N. Feldt

DATE: 11/3/14

DISTRIBUTED TO/FOR ORIGINATOR

DATE: _____

Courtney mailed 11/3/14



INVOICE

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

INVOICE NUMBER: 9008

DATE: OCTOBER 31, 2014

TO:

Pima County Sheriff's Department
 1750 East Benson Highway
 Tucson, AZ 85714
 Attn: Sgt. Gilbert Dominguez

SHIP TO:

SPECIAL INSTRUCTIONS:

Payment preference is a company check

SALESPERSON	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
Adrian	10-28-14	UPS Ground Service	IL	Net 30

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
72	Custom Printed Cross Classic Century Pens	48.00	3456.00
SUBTOTAL			3456.00
SALES TAX			279.94
SHIPPING & HANDLING			Included
TOTAL DUE			\$3735.94

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

Date: October 1, 2014

To: Capt. H. Janes - 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

We currently have only nine Cross pens in stock. These pens are presented to employees for their 14-year employment anniversary. A total of 48 will be needed for the year 2015, starting with 12 needed for the month of January.

- The emblem will remain the same - 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 Employee Recognition Fund.

Thank you for your consideration.

60 @ \$48.00 ea.	2880.00
Tax, 8.1%	233.28
Shipping chg.	incl.
Total:	\$ 3113.28

72 @ \$48.00 ea.	3456.00
Tax, 8.1%	279.94
Shipping chg.	incl.
Total:	\$ 3735.94

RECOMMEND
APPROVAL
I DON'T WANT TO CUT IT AS
CLOSE AS WE DID THIS YR.
MD #1402

Approved.
W. Feldt for
Capt. Janes
10/2/14

CASH ON HAND, ALL CHECKS MUST BE DEPOSITED WITHIN 60 DAYS OF ISSUANCE. SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING.

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

JPMORGAN CHASE BANK, NA
Tucson, AZ 85737
91-002/1221

15483

10/31/2014

PAY TO THE ORDER OF **PROFESSIONAL IMPRESSIONS**

\$**3,735.94

Three Thousand Seven Hundred Thirty-Five and 94/100*****

DOLLARS

TWO SIGNATURES REQUIRED

PROFESSIONAL IMPRESSIONS
1710 N. SANDSTONE RIDGE DRIVE
TUCSON, AZ 85715

Deborah Lynn Lytle
Paul W. Lariviere Esq.

Invoice #9008

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