

Memo

688913

To: Patrice Goodwin, Accounts Payable
From: Susan Lamp *SL*
Date: 5/23/2017
Re: Check request for the next warrant register

Please prepare a check in the amount of \$296.40 to the following payee:

Beth Haney

Description: Refund of payment made for travel expenses for a seminar requested by City Council member.

Please charge account: 001.4.110.2605

Date Received _____
Purchase Order No. _____
Account No. 001.4.110.2605
Vendor No. .17327
Submitted By _____
Department Approval Alana Christian
City Manager Approval _____
Finance Approval [Signature]