

SPECIAL CHECK PROCESSING AUTHORIZATION

TO: Arthur H. Sorey III, City Manager

DEPT./DIV: M&C/100

FROM: Marcia Fennell, Finance Director

APPROVED BY: *MFW 7/30/2021*
(Department Director required)

SUBJECT: Special AP Check Run Request

DATE: 7/29/21

The reason this was not processed during the regular check run and is needed now is:

The travel arrangement was scheduled today 7/28/21 and the Check is needed by 8/2/21 as travel date is 8/3/21

BATCH NO: 2533

DOCUMENT NO: 117649

CHECK AMOUNT: 152.50

VENDOR NAME: Michael Joseph

VENDOR NO: 524911

FOR FINANCE & CITY MANAGER USE ONLY

MFW 7/30/2021

FINANCE DIRECTOR'S APPROVAL & DATE

A. Sorey

7/30/21

CITY MANAGER'S APPROVAL & DATE

Check Date