



**City of North Miami Beach, Florida**  
**City Manager's Office**

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TO: Marcia Fennell, Chief Financial Officer

FROM: Francisco L. Medranda, Chief of Staff

DATE: March 6, 2023

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SUBJECT: **P-Card Transactions from Former Chief of Staff**

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This memorandum aims to resolve issues with the purchase card reconciliation of the former Chief of Staff, Willis Howard, who is no longer a City employee since April 13, 2022.

As a result, attempts at obtaining the following receipts have been unsuccessful:

**STATEMENT ID#2599**

CHARGE DATE	AMOUNT	VENDOR
02/10/2022	\$145.38	Grabull, Inc
02/10/2022	\$34.59	Grabull, Inc
02/17/2022	\$221.67	GoDaddy.com

**STATEMENT ID#2654**

CHARGE DATE	AMOUNT	VENDOR
03/17/2022	\$54.01	Racetrac2305 Gas Station
03/19/2022	\$35.00	Exxonmobil Gas Station
03/25/2022	\$896.31	Costco Wholesale #0181
03/30/2022	\$243.73	Publix #1715

**STATEMENT ID#2716**

CHARGE DATE	AMOUNT	VENDOR
04/12/2022	\$141.06	Wholefoods Bis 10096