

AGENDA REQUEST FORM

Return completed form and complete agenda item to the Clerk of the Board
Yakima County Commissioners' Office, Room 232

Prepared by:
Tracy Hyatt

Department: YCSO

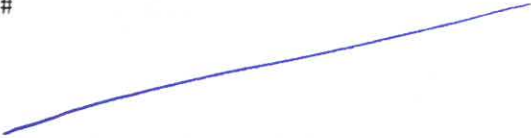
Requested Agenda Date: 08/03/2022

Presenting: _____

Document Title:

Lost P-Card Receipt

Board of County Commissioners Record Assigned



APPROVED FOR AGENDA:

Consent Regular

Board of County Commissioners Determined

Action Requested: *Check Applicable Box*

PASS RESOLUTION EXECUTE or AMEND **AGREEMENT** CONTRACT or GRANT

ISSUE PROCLAMATION PASS ORDINANCE OTHER _____

Describe Fiscal Impact:

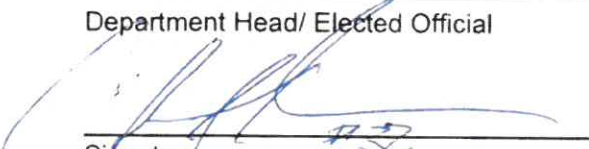
Background Information:

While deputy was out of town during training, the parking meter was out of paper and no attendant was available to obtain the necessary receipt.

Summary & Recommendation:

Motion:

Department Head/ Elected Official



Signature

AGREEMENT Attached Is Approved as to Form
Corporate Counsel Initial _____

Late Agenda Requests Require BOCC Chairman Signature:

Application for Payment of Lost/Unavailable Receipts

Requirements Before Reimbursement of Lost/Unavailable Receipts

- Complete the Travel Expense Voucher to detail your dates of travel, location and purpose or reason for the trip or P-card Log
- Highlight all requests for reimbursement of expenses where receipts are required but not available.
- Complete the remainder of the form and submit it with your P-card Entry or standard request for travel reimbursement.

Total of all highlighted expenses \$ 24.00.

Brief reason receipts were not available: paper Machine ran out of paper. NO attendant available

I hereby certify under penalty of perjury under the laws of the State of Washington, that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

Signed 

Claim Certified as Correct 

(Department Head)

Board of Yakima County Commissioners

The above request for reimbursement of travel expenses which do not have the proper documentation to adhere to the Yakima County Business Expense Reimbursement Policy 19-A-34, which was amended under Resolution No. 5-1997, is allowed and authorized as an exception to the policy.

Chair, Board of Yakima County Commissioners

Board of Yakima County Commissioners

Board of Yakima County Commissioners

YAKIMA COUNTY

"P-Card" Transaction Log

Retain copies of all documents.
 Attach Receipts for each item.
 For each item identify the GL code.

Department: Sheriff


For the month of: July

Cardholder: Miranda

Card # (last 4 digits) _____

Date	Merchant Name	Item Description	Amount	Taxes Paid Y/N	GL Code
7/4/2022	Gaylord Rockies Parking	parking for SRO (school Resource Officer) Training in Aurora, CO	\$29.00	n	220100
7/3/2022	Gaylord Rockies Parking	parking for SRO (school Resource Officer) Training in Aurora, CO	\$8.00	n	220100
7/5/2022	Gaylord Rockies Parking	parking for SRO (school Resource Officer) Training in Aurora, CO	\$8.00	n	220100
7/6/2022	Gaylord Rockies Parking	parking for SRO (school Resource Officer) Training in Aurora, CO	\$8.00	n	220100
7/9/2022	Atwell Suites	Hotel for SRO (school Resource Officer) Training in Aurora, CO	-\$186.00	y	220100
7/9/2022	Fox Rentacar	car rental for SRO (school Resource Officer) Training in Aurora, CO	\$331.58	y	220100
7/7/2022	Gaylord Rockies Parking	parking for SRO (school Resource Officer) Training in Aurora, CO	\$8.00	n	220100
7/8/2022	Gaylord Rockies Parking	parking for SRO (school Resource Officer) Training in Aurora, CO	\$8.00	n	220100
Totals			\$214.58		

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, and that I am authorized to authenticate and certify to said claim.



 Employee Signature

8-3-22

 Date