

COMMENTS FROM DIRECTOR CALDERON-SCOTT

Example - Demands and Warrants Form For Discussion

	<----- same as before----->	same as before with more description needed	(1) <----->	new information ----->		
Warrant #	Amount	Payable to	Invoice Description	GL Account/Budget Line Item	Approval Date/Reporting Limits: \$25,000 - \$75,000	Procurement Process/ Contract Form/Term
153399	\$ 1,255,115.15	CCL Contracting, Inc.	Construction - 36-inch transmission main	10-90-900-9000 - Capital - Construction in Progress - 36" Transmission Main	(insert reporting limit/date Board approved contract)	Competitive Bid - One project
153416	6,000.00	SVPR Communications	Public Relations for March and April (Provide additional details)	10-10-100-5650 - Expense - Admin - Consulting Services	(same as above)	(Insert how consultant selected, type of contract, and how long)
For EFTs - same as above						

- NOTES:
- (1) this heading was taken from information provided via April 22, 2020 Board meeting agenda pages 122-129
 - (2) Headings can be rearranged to any location to assist staff in completing in timely manner
 - (3) The intent is to be able to go to Budget document and relate payment to specific expense accounts/capital projects; have adequate description of payment; and identify form of contract that includes how vendor selected, contract type and terms.