

**BUREAU of INVESTIGATIVE SERVICES  
ORGANIZED CRIME DIVISION**

10 Feb 2010  
11 February 2010

**TO:** Ernest T. Brown  
Chief  
Organized Crime Division  
  
ATTN: Brian Daly  
Commanding Officer  
Administration-OCD

**FROM:** Lt. Melissa A. Staples #419  
Commanding Officer  
Asset Forfeiture Unit

**SUBJECT:** Enterprise Payment - Monthly Vehicle Lease  
Feb/Mar 2010

**Reference:** Approved Request #03-191-003, City Contract # T-26483,  
Funding: 191-57-1005-9000-0157

1. The undersigned is requesting that the attached invoice, from Enterprise Fleet Services, Invoice # FMR0038376, dated 03 February 2010 in the amount of \$125,452.36 be paid from 1505 funds. This invoice is for the base lease payments, insurance, and maintenance fees.

2. The undersigned is requesting that the attached Invoice, from Enterprise Fleet Services, Invoice # FOT0030787, dated 03 February 2010 in the amount of ~~\$3,930.73~~ 3,787.79 be paid from 1505 funds. This invoice is for supplemental maintenance in excess of that which is covered by the contract. **Note:** The original Invoice requested \$3,985.44, however we were incorrectly charged \$54.71 in sales tax, as we are an exempt unit of government.

3. Reconciled invoices payable: \$125,452.36  
3,930.73

**Total Due:**

*Lump START*

\$129,383.09

142.94

129,240.15

*Lump START*  
71-674  
71-674  
142-940  
  
TOTAL  
ARE THESE  
OK TO PAY?

RECEIVED: 11 FEB 2010  
Check #: 145-7-1017  
For \$ 129,383.09  
Date: 12/24/10  
Signature: [Redacted]

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4. The following summary is the cost of vehicles, by Unit of assignment:

Unit 121 Internal Affairs Division	\$ 7,372.09
Unit 132 Preventive Programs	576.72
Unit 188 OCD Administration	1,475.59
Unit 189 OCD Narcotics Section	68,418.20
Unit 191 Intelligence Section	1,519.26
Unit 192 OCD Vice Control Section	3,408.82
Unit 193 OCD Gang Investigation Section	36,449.67
Unit 196 OCD Asset Forfeiture Unit	4,407.89
Unit 393 OCD Gang Enforcement Section	2,792.60
Unit 606 Detective Division (MCS & FAS)	2,962.25

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Lt. Melissa A. Staples #419  
Commanding Officer  
Asset Forfeiture Unit


BUREAU of INVESTIGATIVE SERVICES  
ORGANIZED CRIME DIVISION


11 February 2010


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Feb/Mar 2010

SIGNATURE AND APPROVAL PAGE ONLY

APPROVED:

  
Hector J, Rodriguez  
Commander  
Asset Forfeiture Unit

  
Nicholas J, Roti  
Deputy Chief  
Organized Crime Division

  
Ernest T. Brown  
Chief  
Organized Crime Division