

11Apr027

2011 APR 13 PM 2:00

FINANCE DIVISION

13 April 2011

TO: Nicholas J Roti  
Chief  
Organized Crime Division

ATTN: Lt. Brian Daly  
Commanding Officer

FROM: James T. Collins  
Administrative Manager  
Finance Division

SUBJECT: 011-191-004 - Random Drug Testing

The Finance Division is requesting a check in the amount of \$5,042.55 from the 1505 Account for the above referenced project. This represents 50% of invoice #9137632253. Attached is the documentation regarding this request.

If you have any questions or require additional information, please call me on PAX 0510.



James T. Collins  
Administrative Manager  
Finance Division

APPROVED:



Lt. Brian Daly  
Commanding Officer  
Organized Crime Division



Nicholas J. Roti  
Chief  
Organized Crime Division

RECEIVED:

Check #: 15553

For \$: 5042.55

Date: 19 APR. 11

Signature: 

Human Resources Division  
Random Drug Testing Unit

07 APRIL 2011

TO:

Frank Wilson  
Director  
Finance Division

ATTN: Molly Waller  
Supervisor, Purchasing and Contracts  
Finance Division

FROM:

Sergeant Tracey Sanders #1271  
Commanding Officer  
Random Drug Testing Unit

SUBJECT:

Random Drug Testing Program - Quest Diagnostics Billing Statement

REFERENCE:

Quest Diagnostics Laboratory Invoice No. 9137632253  
Quest Diagnostics Laboratory Statement Dated 03/28/2011

Attached is the billing statement from Quest Diagnostics for laboratory services performed on behalf of the Chicago Police Department Random Drug Testing Program. The amount for this billing period is \$10,085.10.

As per previous agreement, the funding source for payment of these services is the '1505' account.

Accuracy of the billing statement has been verified. Kindly process the billing statement in accordance with previously established Finance Division procedures.

*For*

Sergeant Tracey Sanders #1271  
Commanding Officer  
Random Drug Testing Unit

APPROVED:

Tracey R. Ladner  
Director

Human Resources Division