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BUREAU of INVESTIGATIVE SERVICES
ORGANIZED CRIME DIVISION

10 Mar 054
17 March 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
Mar/Apr 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 # [REDACTED] dated 03 March 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 # [REDACTED] dated 03 March 2010 in the amount of \$21,108.51 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 \$21,245.11, however we incorrectly charged \$60.51 in sales tax, as we are an exempt of government, and \$76.09 in rental car sales tax which was incorrectly billed to insurance deductible fees.

3. Reconciled invoices payable: \$125,452.36
21,108.51

Total Due:

\$146,560.87

RECEIVED:

Check #:

Amount:

Date:

Signature

146560.87
26 Mar '10
[Signature]