

BUREAU of INVESTIGATIVE SERVICES  
ORGANIZED CRIME DIVISION

23 August 2010

26 AUG '10 AM 10:05

10 Aug 5045

TO: Nicholas J. Roti  
Chief  
Organized Crime Division

25 AUG '10 PM 3:51

ATTN: Maryet Hall  
Acting Commanding Officer  
Administration-OCD

1 SEP '10 PM 12:27

FROM: Melissa A. Staples  
Commanding Officer  
Asset Forfeiture Unit

SUBJECT: Enterprise Payment - Monthly Vehicle Lease  
Aug/Sep 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 04 August 2010 in the amount of \$23,599.34 be paid from 1505 funds. This invoice is for the base lease payments, insurance, and maintenance fees.

Note: The original invoice requested \$127,047.57, however a maintenance fee listed on line #72 was over billed \$0.50 in error, and a credit of (\$103,447.73) [REDACTED] be applied to this invoice.

2. The undersigned is requesting that the attached Credit Invoice, from Enterprise Fleet Services, [REDACTED] # [REDACTED] dated 04 August 2010 in the amount of (\$103,442.73) be applied to monthly Rental Invoice listed herein.

Note: The original invoice listed a credit of (\$103,442.73) however it has been adjusted by the following factors:

- Line #15 Insurance Deductible over charge \$112.36
- Line #226 Misc. Rebillable Item \$609.98 billed in error
- Line #227 Credit Memo (\$275.16) issued in error
- Line #228 Spare Tire \$124.50 billed in error
- Line #230 Credit Memo (\$150.66) issued in error
- Line #234 Credit Memo (\$223.53) issued in error
- Line #235 Spare Tire Brkt \$132.85 billed in error
- Line #236 Spare Tire \$124.50 billed in error
- Line #237 Credit Memo (\$150.66) issued in error
- Line #241 Insurance Credit (\$298.79) issued in error

RECEIVED:

Check #:

For \$:

Date:

Signature:

15063

23,599.34

08/27/10

[REDACTED]