

TO: Lori Bryan, Accounts Payable Supervisor
FROM: Vicki Tessmer, Board Records Supervisor
RE: Cashier's Check Release
DATE: January 9, 2013



Please release **Liberty Savings Bank Cashier's Check 4679812895 (\$2,500) and Cashier's Check 4679814589 (\$38.64)** in the amount of **\$38.64** accepted by the Board of County Commissioners on September 14, 2004, (Account Key #101 000000 229500 / 02500363002). **Total Refunded Amount \$2,538.64**

Supporting material is attached for your information.

INSTRUCTIONS: Please return check to:
Cheryl Maddox
10540 Lebanon Street
Myakka City, Florida 34251

Also please **forward a copy** of the check to **Board Records, Attn: Vicki Jarratt.**

Thank you for your assistance.

Attachments

**MANATEE COUNTY
BOARD OF COUNTY COMMISSIONERS
AUDIT SLIP**

BR0001

AUDIT SLIP NUMBER

Cheryl Maddox

Vendor Name

10540 Lebanon Street

Address

Myakka City Florida 34251

City State Zip Code

Phone number

I hereby certify that the materials or services have been received, inspected and found satisfactory for the purpose for which they were purchased.
(ONLY COMPLETE IF ITEMS HAVE BEEN RECEIVED)

Received by

Date

Vicki Tessmer

Payment Authorization by:

Vicki Tessmer

Dept/Div

Vicki Tessmer

Contact Person

Ext. 4180

Phone

REASON FOR PURCHASE **BOND RELEASE (see backup attachment)**

ITEM	GENERIC DESCRIPTION	QTY	UNIT	AMOUNT	ACCT KEY	OJB	JL NUMBER	ACTIVITY
1	Maddox Commercial Bldg	1		\$2,500	101000000022955/02500363002			
2	Maddox Commercial Bldg	1		\$38.64	101000000022955/02500363002			

TOTAL AMOUNT \$ **\$2,538.64**

MANATEE COUNTY
FINANCE USE ONLY

DESC _____

PE ID _____

PO | _____

INV NUMBER _____

INV AMT \$ _____

INV DATE _____

DUE DATE _____

TERMS _____

DISCOUNT _____

SEP CK _____

RELATE CODES _____

SEC REF _____

DIVISION _____

VENDOR ACCT# _____