

Levy Restaurants at Austin Convention Center Catering
500 E. Cesar Chavez Street
Austin, TX 78701

EVENT INVOICE: ACCD538
Contact Number: 117413
Event Date: Wednesday, November 14, 2012
Event Name: Mayor's Reception Bars
Salesperson: Jennifer Anthony

Date	Description	Charges	Payments	Balance
11/14/12	Beverage	\$5,600.00		
11/14/12	Service Charge	\$1,120.00		
12/5/12	Total			\$6,720.00

30 Days Past Due	60 Days Past Due	90 Days Past Due

Current Charges	Total Payments	Balance
\$6,720.00	\$0.00	\$6,720.00

Next Scheduled Payment Due Upon Receipt	\$6,720.00
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Detach here and make payments to:

Levy Restaurants
 500 E. Cesar Chavez Street
 Austin, TX 78701

Event Date: Wednesday, November 14, 2012
 Event Name: Mayor's Reception Bars
 Event Number: ACCD538

Paul Barnes (117413)
 ACCD
 500 E. Cesar Chavez
 Austin, TX 78701

Billing Date
12/5/2012
Amount Due
\$6,720.00
Amount Paid

Levy Restaurants at Austin Convention Center Catering
 500 E. Cesar Chavez Street
 Austin, TX 78701

EVENT INVOICE: ACCD537

Contact Number: 117413

Event Date: Wednesday, November 14, 2012

Event Name: Mayor's Reception/Formula 1 Reception

Salesperson: Jennifer Anthony

Date	Description	Charges	Payments	Balance
11/14/12	Food	\$750.00		
11/14/12	LINENS	\$755.50		
11/14/12	FLORALS	\$1,339.00		
11/14/12	Service Charge	\$150.00		
12/5/12	Total			\$2,994.50

30 Days Past Due	60 Days Past Due	90 Days Past Due

Current Charges	Total Payments	Balance
\$2,994.50	\$0.00	\$2,994.50

Next Scheduled Payment Due Upon Receipt	\$2,994.50
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Detach here and make payments to:

Levy Restaurants
 500 E. Cesar Chavez Street
 Austin, TX 78701

Event Date: Wednesday, November 14, 2012
 Event Name: Mayor's Reception/Formula 1 Reception
 Event Number: ACCD537

Paul Barnes (117413)
 ACCD
 500 E. Cesar Chavez
 Austin, TX 78701

Billing Date
12/5/2012
Amount Due
\$2,994.50
Amount Paid

Levy Restaurants at Austin Convention Center Catering
 500 E. Cesar Chavez Street
 Austin, TX 78701

EVENT INVOICE: ACCD651

Contact Number: 117413

Event Date: Wednesday, November 14, 2012

Event Name: Mayor's Reception-Mayor's Chambers

Salesperson: Jennifer Anthony

Date	Description	Charges	Payments	Balance
11/14/12	Food	\$127.50		
11/14/12	Service Charge	\$25.50		
12/5/12	Total			\$153.00

30 Days Past Due	60 Days Past Due	90 Days Past Due

Current Charges	Total Payments	Balance
\$153.00	\$0.00	\$153.00

Next Scheduled Payment Due Upon Receipt	\$153.00
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Detach here and make payments to:

Levy Restaurants
 500 E. Cesar Chavez Street
 Austin, TX 78701

Event Date: Wednesday, November 14, 2012
 Event Name: Mayor's Reception-Mayor's Chambers
 Event Number: ACCD651

Paul Barnes (117413)
 ACCD
 500 E. Cesar Chavez
 Austin, TX 78701

Billing Date
12/5/2012
Amount Due
\$153.00
Amount Paid

Levy Restaurants at Austin Convention Center Catering
 500 E. Cesar Chavez Street
 Austin, TX 78701
 Telephone Number: (512) 404-4140
 Fax Number: (512) 404-4149
 E-mail: janthony@levyrestaurants.com

EVENT ORDER: ACCD922
 Event Date: Wednesday, November 14, 2012
 Event Name: ACVB F1 MAYOR'S RECEPTION
 Site: Austin Convention Center
 Salesperson: Jennifer Anthony

Contact: Ms. Mary Kay Hackley
Mailing Address: ACVB
 301 Congress Avenue, Suite 200
 Austin, TX 78701

Daytime Phone: (512) 583-7215
Fax Number:
On-Site Contact: Mary Kay Hackley

Day/Date	Start/End Time	Site/Location	Function	Set-Up	Est	Gte	Set	Rental
Wed, 11/14/12	5:00PM- 7:00PM	Austin Convention Center City Hall	Reception		300	350	350	\$0.00

FOOD

QTY PRICE TOTAL

5:00 PM / CITY HALL / RECEPTION

Custom hors d'oeuvres, Carving Station and Full Bar-F1 Mayor's Event at City Hall	1	\$6,250.00	\$6,250.00
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ESTIMATED CHARGES (Actual Charges Presented At Conclusion of Event)

	Charges	Service Charge 20.00 %	Subtotal	Sales Tax	Total
Facility Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Food	\$6,250.00	\$1,250.00	\$7,500.00	\$0.00	\$7,500.00
Beverage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Set-Up	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Totals	\$6,250.00	\$1,250.00	\$7,500.00	\$0.00	\$7,500.00
				Payments Received	\$0.00
Payment Arrangements:				Balance Due	\$7,500.00

CUSTOMER ACCEPTANCE: The undersigned accepts the responsibility for the service and prices listed in this agreement.

Signature: _____ Date: _____

Billed to ACVB
 Austin Convention
 and Visitors Bureau

**Estimated Budget
Formula 1™ Welcome Reception
Wednesday, November 14, 2012
5:00-7:00 pm
Austin City Hall**

Item	Cost
Food, beverage, and decorations *	Sponsored
Music	
Mariachi Relampago	\$ 375.00
Matt Wilson Band	\$ 300.00
Mike Meadows and Jens Lysdal	\$ 200.00
Green Room Food	\$ 108.10
Invitations, Badges, and Gifts	
Invitations (in-house design/printing)	\$ -
Envelopes	\$ 286.90
Lanyards & Name Badge Holders (existing stock)	\$ -
Checkered ribbon for wrapping gifts	\$ 87.78
Pens for Guests (300 count at \$4.00 each)	\$ 1,200.00
Frames for Proclamations	\$ 38.23
Photography	
Photographer	\$ 500.00
Formula 1 Car (No Charge- Car Was Already Scheduled to be in Austin for Another Event)	\$ -
 EGRSO Total	 \$ 3,096.01

* - Food, beverage, lighting and decorations sponsored by the Austin Convention Center and the Austin Convention and Visitors Bureau. All other costs sponsored by EGRSO.



INTEROFFICE

Record Date:
Created By: foustm
Created On: 11-02-2012

Modified By: foustm
Modified On: 11-02-2012

Document Description: Performer-Mayor's F1 reception
Extended Description:

Actual Amount: \$ 375.00
Cited Authority:

ADM AIPP

Vendor Cust: V00000906414
Legal Name: Adolph Ortiz
Alias / DBA: Mariachi Relampago
Address: 515 Sheep Trail

Disbursement Category: REG
Schedule Payment Date: 2012-11-02
Disbursement Priority: 99
Disbursement Type: 1
Disbursement Format: REG

Single Payment:
Handling Code: SP

Kyle, Texas 78640

Acct Line: 1
Budget FY:
Fiscal Year:
Period:

Event Type: AP01
Service From Date: 2012-11-14
Service To Date: 2012-11-14

Bank Account: 23
Vendor Invoice No: 11142012DR
Vendor Invoice Ln: 1
Vendor Invoice Dt: 2012-11-01

Line Amount: \$ 375.00

Check Description:

Line Description:

Fund	Dept	Unit & Sub	Appr	Objt & Sub	Rev & Sub	BSA & Sub	Actv	Func	Rptg	Task Order	Maj Prog	Program	Pgm Pd
5010	5500	2360	550055JA	5860			9111						

Handwritten signature: O. Ramirez Hall Labb

NOV 01 2012



Substitute Vendor Invoice

Vendor Number:	V00000906414				
Vendor Name:	Adolph Ortiz DBA Mariachi Relampago				
Remit To Address:	515 Sheep Trail				
Address Line 2:					
City:	Kyle	State:	TX	Zip:	78640
Vendor Invoice Number:	11142012dr				
Vendor Invoice Date:	11/1/2012	CT/PO/DO Number:			
Tracking Date:	11/1/2012	Service From:	11/14/2012	Service To:	11/14/2012

Award Line	Received SC Amount	Received Quantity	Contractual Supporting Documentation Maintained in Department
1	375	375	YES
			Notes
			Mariachi Relampago - 11/14/2012
			Performing at Mayor's F1 Reception
			Interoffice delivery back to EGRSO

Invoice Total:	\$375.00	Prepared By:	Ashley Buchanan
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For Department Use

Community Development, Marketing & Promotions
 5010 5500 2360 5860
 Interoffice Delivery Back To EGRSO

WHEN TO USE THIS FORM:

This form may be used **ONLY** if there is no vendor prepared invoice available to send to Central Accounts Payable (CAP). CAP will require the use of this form in certain instances. Examples include construction progress payments and certain other payments where Controller's Office has granted permission to use a department-prepared form. CAP will notify your department if use of this form is authorized or required for a specific type of payment.

REQUIRED SUPPORTING DOCUMENTATION:

Contractual Supporting Documentation may be maintained at the Department – Indicate Above. If not, attach worksheets or other approved documentation to support the dollar amount and vendor payment information. The "Invoice Total" on this form **MUST** match the total amount on supporting documentation. Contact Wayne Sachtleben at 974-3074 if you have questions concerning documentation. Documents that do not provide adequate supporting documentation will be returned, regardless of key-today or prompt payment requests.



INTEROFFICE

Record Date:
Created By: foustm
Created On: 10-30-2012

Modified By: foustm
Modified On: 10-30-2012

Document Description: Matt Wilson Trio-11/14/12
Extended Description:

Actual Amount: \$ 300.00

Cited Authority:

ADM AIPP

Vendor Cust: BBA7006060
Legal Name: WALTER MICHAEL MORDECAI
Alias / DBA: BBA/MANAGEMENT & BOOKING
Address: MICHAEL MORDECAI
12400 HWY 71 W., SUITE 350-177
AUSTIN, Texas 78738-738-

Disbursement Category: REG
Schedule Payment Date: 2012-10-30
Disbursement Priority: 99
Disbursement Type: 1
Disbursement Format: REG

Single Payment:
Handling Code: SP

Acct Line: 1
Budget FY:
Fiscal Year:
Period:

Event Type: AP01
Service From Date: 2012-11-14
Service To Date: 2012-11-14

Bank Account: 23
Vendor Invoice No: 11142012IO
Vendor Invoice Ln: 1
Vendor Invoice Dt: 2012-10-30

Line Amount: \$ 300.00

Check Description:

Line Description:

Fund	Dept	Unit & Sub	Appr	Objt & Sub	Rev & Sub	BSA & Sub	Actv	Func	Rptg	Task Order	Maj Prog	Program	Pgm Pd
5010	5500	2360	550055JA	5860			9111						

Alanna Hall

OCT 30 2012



Substitute Vendor Invoice

Vendor Number:	BBA7006060				
Vendor Name:	WALTER MICHAEL MORDECAI				
Remit To Address:					
Address Line 2:	12400 HWY 71 W., SUITE 350-177				
City:	AUSTIN	State:	TX	Zip:	78738
Vendor Invoice Number:	11142012io				
Vendor Invoice Date:	10/30/2012	CT/PO/DO Number:			
Tracking Date:	10/30/2012	Service From:	11/14/2012	Service To:	11/14/2012

Award Line	Received SC Amount	Received Quantity	Contractual Supporting Documentation Maintained in Department
1	300	300	YES
			Notes
			Matt Wilson Trio - 11/14/2012
			INTEROFFICE DELIVERY TO EGRSO

Invoice Total:	\$300.00	Prepared By:	Ashley Buchanan
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For Department Use

Community Development, Marketing & Promotions
 5010 5500 2360 5860
 Interoffice Delivery Back To EGRSO

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Martinez, Davetta

From: Buchanan, Ashley
Sent: Tuesday, October 30, 2012 9:30 AM
To: Martinez, Davetta
Subject: Matt Wilson Trio Invoice
Attachments: Matt Wilson Trio_Mayors F1 Reception_11-14-12

Hi Davetta,

Attached is an invoice for Matt Wilson Trio to perform at Mayor's F1 Reception, interoffice delivery back to EGRSO. Should I submit a request for payment since it is over \$150 or is this enough?

Thanks!
Ashley



INTEROFFICE

Record Date:
Created By: foustm
Created On: 11-15-2012

Modified By: foustm
Modified On: 11-15-2012

Document Description: Performance-Mayor's F1 Reception
Extended Description:

Actual Amount: \$ 200.00

Cited Authority:

ADM AIPP

Vendor Cust: VC0000101982
Legal Name: TROY CAMPBELL
Alias / DBA:
Address: 4518 RED RIVER

AUSTIN, Texas 78751

Disbursement Category: REG
Schedule Payment Date: 2012-11-15
Disbursement Priority: 99
Disbursement Type: 1
Disbursement Format: REG

Single Payment:
Handling Code: SP

Acct Line: 1
Budget FY:
Fiscal Year:
Period:

Event Type: AP01
Service From Date: 2012-11-14
Service To Date: 2012-11-14

Bank Account: 23
Vendor Invoice No: 11142012RA
Vendor Invoice Ln: 1
Vendor Invoice Dt: 2012-11-07

Line Amount: \$ 200.00

Check Description:

Line Description:

Fund	Dept	Unit & Sub	Appr	Objt & Sub	Rev & Sub	BSA & Sub	Actv	Func	Rptg	Task Order	Maj Prog	Program	Pgm Pd
5010	5500	2360	550055JA	5860			9111						

Clifford Hall



Substitute Vendor Invoice

Vendor Number:	VC0000101982				
Vendor Name:	Troy Campbell				
Remit To Address:	4518 Red River				
Address Line 2:					
City:	Austin	State:	TX	Zip:	78751
Vendor Invoice Number:	11142012ra				
Vendor Invoice Date:	11/7/2012	CT/PO/DO Number:			
Tracking Date:	12/31/1969	Service From:	11/14/2012	Service To:	11/14/2012

Award Line	Received SC Amount	Received Quantity	Contractual Supporting Documentation Maintained in Department
1	200	200	<input checked="" type="checkbox"/> YES Notes Troy Campbell - 11/14/2012 Jens Lysdal (DK) and Mike Meadows perform Mayor's F1 Reception

Invoice Total:	\$200.00	Prepared By:	Ashley Buchanan
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For Department Use

Community Development, Marketing & Promotions
 5010 5500 2360 5860
 Interoffice Delivery Back To EGRSO

WHEN TO USE THIS FORM:

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REQUIRED SUPPORTING DOCUMENTATION:

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**Economic Growth and Redevelopment Services
Authorization for ProCard Purchase (APP)**

Date: 11/12/2012

From: Natalie Betts Economic Dev. Specialist Natalie M. Betts
(Managers Name) (Title) (Signature)

To: EGRSO Director ProCard Holder

Per COA ProCard purchasing procedures, this form authorizes the following purchase(s):

Food Purchase in the amount of \$94.00 + 14.60 gratuity NMB
(Please see Finance to verify Vendor Purchase limit) 108.60 JMB

General description and purpose (include vendor information): Green room food for musicians, Nov. 14th Reception. Vendor = Austin Java. 1 Mini Sandwich Tray (\$50), 1 Brownie Tray (\$28), 1 Chips and Salsa (\$16) for pick-up November 14th at 3:00 pm.

6.3 Purchases Not Allowed. Goods or services for personal benefit or consumption (including working lunches see Admin Bulletin 06-02 for policy on meals) Food for valid business functions must be approved, in writing, by the department director or their designee before the purchase is made.

Supply Purchase in the amount of \$ _____

Examples of Supplies: Toner, Safety items, Sole Source Books, Equipment, Frames, general office supplies not available through Office Depot

Other Services in the amount of \$179.00 NMB

Examples of other services: Registration, Degree Verification

AUTHORIZATION

Reviewed by: [Signature]
EGRSO Assistant Director Signature

Food purchase: _____
EGRSO Director Signature

Supplies & other Purchases: Natalie M. Betts
Signature of Employee Requesting Purchase

Funding: 5010 5500 8790 7482 Reporting Code
Fund Dept Unit Object 3001

EGRSO EGRSO-SBDP INTERNATIONAL

PLEASE RETURN COMPLETED APP FORM TO: ProCard holder responsible for purchase
For questions, please contact ProCard holder

ProCard holder Name: _____ **Initials:** _____

We request a 24 hour notice. If you are placing an order with less than a 24 hour notice, please call to inquire on availability of delivery times.



New Customer
Y/N

Ready Time 2:15

Billing Address 1710 Evergreen Dr. Austin, Texas 78704

Delivery Day Wednesday # Serving: 20

Delivery Date 11/14/2012 Delivery Time 3:00 PM

Company: City of Austin-Economic Growth

Contact: Melodye Faust

Phone #: 974-7919/cell 633-6998 Alternate Phone #: Natalie 974-7833

Email Address melodye.faust@austintexas.gov

Address/Zip: 301 W. 2nd St.

Delivery Directions: City Hall - Suite 230 2nd floor

Payment Method: Type of Card: MC CC # 5405 8200 1112 5037
Check/Other: _____ Exp Date: 10/14

QUANTITY	ITEM	SPECIAL INSTRUCTIONS	PRICE	TOTAL
1	Brownie Tray		\$28.00	\$28.00
1	Chips & Salsa		\$16.00	\$16.00
1	Mini Sandwich Tray		\$50.00	\$50.00

Paper plates, napkins, serverware, cups, ice & creamer included.

Total \$94.00

TAX EXEMPT \$0.00

Grand Total \$94.00

15% Customary Gratuity.

Gratuity 14.10

Total \$108.10

Receiver Document



Document ID: RC- 5500 - 12120611443 - 1

Created On: 12/06/12
Receiver: Davetta Martinez
Reference Doc: PO 5500 12100200039
Phase: Pending

Vendor Code: PRI7082275
Vendor Name: PRINT SHOPPE (THE)
Alias/DBA:

Reference Invoice #: 21181

Order Ref Line	Unit	Commodity	Commodity Description	Received Qty	Rejected Qty	Received SC Amount	Total Qty Received
			Extended Description (s)				
1		9664224	Thr Print Shoppe - Mayor F1 Reception	0.00000	0.00000	286.90	0.00
			The Print Shoppe - Mayor F1 Reception				

Single Check: Y N

Handling Code _____



1811 Capital of TX Hwy. S. • Austin, TX 78748
 512-328-9208 • Fax 512-328-1554
 www.theprintshoppe.net

Invoice # 21181

Date 9/28/2012

P.O. # _____

Contact Natalie Belts

Sold To: City of Austin

Phone 974-7833

Qty	Job Description	Total
	TYPESETTING - COMPOSITION	
	<input type="checkbox"/> Fiery Output <input type="checkbox"/> Design <input type="checkbox"/> Scanning	
	<input type="checkbox"/> Proofs	
	CAMERA - STRIPPING	
	<input type="checkbox"/> Plates	
	COPYING	
	<input type="checkbox"/> Black & White	
	<input type="checkbox"/> Color	
500	PRINTING A-6 Silver Curious	149.55
	Envelope Imprinting	137.35
	FINISHING	
	MAILING	
Date Paid _____ Check No. _____ <input type="checkbox"/> CASH		Sub Total <u>286.90</u>
<input type="checkbox"/> C.O.D. <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> CHARGE		Tax <u>Exempt</u>
Authorized Signature _____		Ship _____
		Post _____
		Deposit _____
Accounts 30 days past due will be charged Interest of 1 1/2% monthly - 18% annually.		Total <u>286.90</u>



PURCHASE ORDER

PO CITY MULTI

PAGE NO: 1

REFERENCE NUMBER: PO 5500 12100200039

P.O DATE: 10/02/12

PRICE AGREEMENT #:

V Contact unknown
E PRI7082275 1
N PRINT SHOPPE (THE)
D 1811 CAPITAL OF TEXAS HWY S
O
R AUSTIN TX 78746-6523

S
H SEE COMMODITY LINE FOR
I SHIP TO INFORMATION
P
T
O

B
I SEE COMMODITY LINE FOR
L BILL TO INFORMATION
L
T
O

Requestor: Davetta Martinez, 974-9317
Buyer: See Solicitation, 512-974-2500

THE CITY'S STANDARD PURCHASE TERMS AND CONDITIONS (T & Cs) ARE HEREBY INCORPORATED INTO THIS PURCHASE ORDER (PO) BY REFERENCE, WITH THE SAME FORCE AND EFFECT AS IF THEY WERE INCORPORATED IN FULL TEXT. THE FULL TEXT VERSIONS OF THE T&Cs ARE AVAILABLE AT http://www.ci.austin.tx.us/purchase/standard.htm OR CALL THE PURCHASING OFFICE AT (512) 974-2500. PLEASE INCLUDE ABOVE REFERENCE NUMBER ON ALL PACKAGES, DELIVERIES AND INVOICES.

Table with 5 columns: Line, Quantity, Unit, Commodity Information / Description (s), Unit Price, Extended Amount. Row 1: 1, Thr Print Shoppe - Mayor F1 Reception, \$.00, \$ 286.90. Includes sub-table with columns: Line, Fund, Dept, Unit, Objt, Actv, Func, Rept, Task, Ord, Prog, Prog Period, Line Amount.

Order Total: \$ 286.90

VENDOR INSTRUCTIONS:

- 1. SEND ORIGINAL INVOICE WITH DUPLICATE COPY TO THE CITY DEPARTMENT TO WHICH THE GOOD(S) WERE DELIVERED.
2 SHIPPING INSTRUCTIONS: F.O.B. DESTINATION UNLESS OTHERWISE SPECIFIED.
3. NO FEDERAL OR STATE SALES TAX SHALL BE INCLUDED IN PRICES BILLED. LIMITED SALES TAX #74-6000085.

Authorized Agent for City Manager

By acceptance of this purchase order, you agree to comply with the terms and conditions incorporated herein by reference and made a part of this order.

Date

HOBBY LOBBY



4040 S. Lamar Blvd.
Austin TX 78704
(512) 445-4609
HOB-LOB #369

7:29PM Sep 12/12
01-0001 002 RACHAR
#78764

4 @ \$3.99
SEWING T \$15.96
50% Discount
-50.00% T -7.98

Subtotal ~~\$7.98~~
TX 8.250 \$0.66
TOTAL \$8.64
VISA \$8.64

=====

VISA	\$8.64
CARD #	*****1298
OPERATOR ID	RACHAR
APPROVED	
APR#	C 00609B
REF#	22561930199

=====

THANK YOU
PLEASE COME AGAIN
RETURN POLICY ON BACK OF RECEIPT
Please go to www.hobbylobby.com
for weekly ads and coupons
Become a fan on Facebook

City Of Austin
Petty Cash Reimbursement/Advance

PC 191834

Date: 9/12/12 Department: EGBSO

Amount: 7.98

Vendor name, if advance write "Advance" Hobby Lobby

For Advance replacement ID Number 11/1/12

Items Purchased: Ribbon ^{for} - Gift Boxes

Justification: Mayor's Reception - Nov 14th preparations

Accounting Information:									
Fund:	Dept:	Unit:	Sub Unit:	Object, Revenue, or BSA:	Activity:	Function:	Reporting:	Task Order (or other Program/Program Period for Grants):	Amount
xxxx (4)	xxxx (4)	xxxx (4)	xx (2)	xxxx (4)	xxxx (4)	xxxx (4)	xxxx (4)	xxxxxxxxxx (10)	
5010	5500	8790	7454	7454	9111				7.98

Custodian Signature: [Signature] Printed name: Rochen Gonzales

Reimb. To Signature: [Signature] Printed name: Marianne Martinez

Receipt must accompany this reimbursement. Reimbursement will not be made if more than \$150.00. A reimbursement must replace an Advance within 3 business days.

City Of Austin
Petty Cash Reimbursement/Advance

PC 191833

Date: Oct 1, 2012 Department: EGRSO

Amount: 79.80

Vendor name, if advance write "Advance" Hobby Lobby

For Advance replacement ID Number

Items Purchased: Checked ribbon

Justification gift boxes -

Accounting Information:									
Fund:	Dept:	Unit:	Sub Unit:	Object, Revenue, or BSA:	Activity:	Function:	Reporting:	Task Order (or other Program/Program Period for Grants):	Amount
xxxx (4)	xxxx (4)	xxxx (4)	xx (2)	xxxx (4)	xxxx (4)	xxxx (4)	xxxx (4)	xxxxxxxxxx (10)	
5010	5500	8790	7454	7454	911				79.80

Custodian Signature: [Signature] Printed name: Richard Gonzales

Reimb. To Signature: [Signature] Printed name: Marianne Z. Martinez

Receipt must accompany this reimbursement. Reimbursement will not be made if more than \$150.00. A reimbursement must replace an Advance within 3 business days.

Receiver Document



Document ID: RC- 5500 - 12092460446 - 1

Created On: 09/24/12
 Receiver: Melodye Foust
 Reference Doc: PO 5500 12092407185
 Phase: Pending

Vendor Code: AUS6120495
 Vendor Name: AUSTIN CONVENTION & VISITORS
 Alias/DBA:

Reference Invoice #: Invoice 008856

Order Ref Line	Unit	Commodity	Commodity Description	Received Qty	Rejected Qty	Received SC Amount	Total Qty Received
			Extended Description (s)				
1	EA	62080	Pens for Mayor's F1 Reception	300.00000	0.00000	0.00	300.00
			Pens for Mayor's F1 Reception				

Single Check: Y N

Handling Code _____

Symona Hall Lobb

SEP 24 2012

AUSTIN

CONVENTION & VISITORS BUREAU

Invoice

Invoice Date: 9/17/2012
Invoice Number: 008856
Customer ID: CITOFAUST
Terms: Net 10

Bill To:

City of Austin
Marianne Z. Martinez
International Program Coordinator
301 W. Second St., Ste. 2030
Austin, TX 78701

Page: 1 of 1

Description:

Totals:

Mayors F1 Welcome Reception Amenities	1,200.00
300 Austin pens @ \$4.00 each	

Invoice Total: \$1,200.00

Please remit to Austin Convention & Visitors Bureau

Due Date: 9/27/2012

Austin Convention & Visitors Bureau
301 Congress Ave., Suite 200, Austin, TX 78701
Phone: (512) 583-7204
www.austintexas.org



PURCHASE ORDER

PO CITY MULTI

PAGE NO: 1

REFERENCE NUMBER: PO 5500 12092407185

P.O DATE: 09/24/12

PRICE AGREEMENT #:

V Contact unknown
 E AUS6120495 1
 N AUSTIN CONVENTION & VISITORS
 D BUREAU
 O 301 CONGRESS AVE STE 200
 R AUSTIN TX 78701-2961

S
 H SEE COMMODITY LINE FOR
 I SHIP TO INFORMATION
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B
 I SEE COMMODITY LINE FOR
 L BILL TO INFORMATION
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Requestor: Melodye Foust, 974-7819
 Buyer: See Solicitation, 512-974-2500

THE CITY'S STANDARD PURCHASE TERMS AND CONDITIONS (T & Cs) ARE HEREBY INCORPORATED INTO THIS PURCHASE ORDER (PO) BY REFERENCE, WITH THE SAME FORCE AND EFFECT AS IF THEY WERE INCORPORATED IN FULL TEXT. THE FULL TEXT VERSIONS OF THE T&Cs ARE AVAILABLE AT <http://www.ci.austin.tx.us/purchase/standard.htm> OR CALL THE PURCHASING OFFICE AT (512) 974-2500. PLEASE INCLUDE ABOVE REFERENCE NUMBER ON ALL PACKAGES, DELIVERIES AND INVOICES.

Line	Quantity	Unit	Commodity Information / Description (s)										Unit Price	Extended Amount
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1	300.00	EA	Commodity: 62080 Pens for Mayor's F1 Reception										\$ 4.00	\$ 1,200.00		
			Line	Fund	Dept	Unit	Objt	Actv	Func	Rept	Task	Ord	Prog	Prog Period	Line Amount	
			1	5010	5500	4506	7454	9111							\$ 1,200.00	

Ship To: Economic Growth & Redevelopment, 301 W. 2ND ST., 2ND FLOOR

Austin, TX, 78701-3906

Bill To: Egrso, PO BOX 1088

Austin, TX, 78767-8865

Order Total: \$ 1,200.00

VENDOR INSTRUCTIONS:

1. SEND ORIGINAL INVOICE WITH DUPLICATE COPY TO THE CITY DEPARTMENT TO WHICH THE GOOD(S) WERE DELIVERED.
2. SHIPPING INSTRUCTIONS: F.O.B. DESTINATION UNLESS OTHERWISE SPECIFIED.
3. NO FEDERAL OR STATE SALES TAX SHALL BE INCLUDED IN PRICES BILLED. LIMITED SALES TAX #74-6000085.

Authorized Agent for City Manager

By acceptance of this purchase order, you agree to comply with the terms and conditions incorporated herein by reference and made a part of this order.

Date

Michaels

Where Creativity Happens™

MICHAELS STORE #9889 (512)899-2800
SUNSET VALLEY VILLAGE
5601 BRODIE LN., STE. 200
AUSTIN, TX 78745-2512

** Return Barcode **

8-9691-1119-5145-9874-61 1-5110-1707-3552



5834 SALE 6117 989 001 11/05/12 20:00

FRM 11X14 BLK JD 40310098344 16.99 1 @ 16.99 N
(RETURN VALUE 12.74)
FRM 11X14 BLK JD 40310098344 16.99 1 @ 16.99 N
(RETURN VALUE 12.74)
FRM 11X14 BLK JD 40310098344 16.99 1 @ 16.99 N
(RETURN VALUE 12.75)
GROUP COUPON DISC: 25% OFF 12.74-

99 NONTAXABLE TOTAL

Coupon(s) Applied:

400100158838 25% ENTIRE DE
TOTAL

38.23

CASH TENDERS 40.00
CHANGE 1.77

8-9691-1119-5145-9874-61 1-5110-1707-3552

YOU SAVED \$ 12.74

0014-9994-0964-4305-3181-4670-7705-352



Pd 12/12/12

City of Austin Request for Payment/Reimbursement of Business Expense

Employee Marianne Martinez
Last Name, First Name

Employee ID 10003695

Vendor Name _____
(if request for direct payment)

Vendor Code _____
(employee if reimbursement, vendor if payment)

Date 11/5/12

Department Contact Marianne Martinez

Department EGVSO

Phone 974-6418

Explanation of Charges

All original receipts and back-up documentation must be attached.

Date	Type & Location of Event	Event Participants & Business Relationship or Titles	Business Purpose of Expenditure	Amount
11/5		3 Frames for proclamation's presented by Mayor		38.23
Total				38.23

***All columns must be completed to ensure processing. Attach additional copies of form if necessary.**

CERTIFICATION:

I certify that the above listed charges are true, correct, and unpaid.

Marianne Z. Martinez
Signature of Individual Certifying and Requesting Payment

11/16/12
Date

[Signature]
Departmental Approval: Department Head or designee

11/26/12
Date

City Of Austin
Petty Cash Reimbursement/Advance

PC 191842

Date: 11/5/12

Department: EGRSO

Amount: 38.23

Vendor name, if advance write "Advance" Michael's

For Advance replacement ID Number

Items Purchased: Frames

Justification: Proclamations presentations

Accounting Information:

Fund:	Dept:	Unit:	Sub Unit:	Object, Revenue, or BSA:	Activity:	Function:	Reporting:	Task Order (or other Program/Program Period for Grants):	Amount
xxxx (4)	xxxx (4)	xxxx (4)	xx (2)	xxxx (4)	xxxx (4)	xxxx (4)	xxxx (4)	xxxxxxxxxx (10)	
5010	5500	2350		7454	9111				38.23

Custodian Signature: [Signature]

Printed name: Ben Ramirez

Reimb. To Signature: Marianne Z. Martinez

Printed name: Marianne Z. Martinez

Receipt must accompany this reimbursement. Reimbursement will not be made if more than \$150.00. A reimbursement must replace an Advance within 3 business days.

FIN9074 R 07/08

White - Reimbursement Request

Canary - Recipient

Pink - Retain

Photography

ByChavez, LLC

7306 Greenhaven Dr.

Austin, TX 78757

512-453-6621 / 512-785-3357 (cell)

INVOICE

INVOICE NO: 213

DATE: 11/15/2012

Please make checks payable to:
ByChavez, LLC // All Major Credit Cards,
PayPal

To: Nancy Williams / COA
Formula 1 Photoshoot

Ship To:

SALESPERSON	COA VENDOR	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
CHAVEZ	V00000910599				Cash/Check/CC

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Take photographs of visitors beside the Formula 1 race car at City Hall during the COA Formula 1 party on November 14 th , 2012. All requested digital images of COA employees and/or persons of interest to be delivered to Nancy Williams on CD for any non-commercial COA use, including but not limited to: uploading to the internet, printing, social media, newsletter, etc. If images are posted on Internet, please give credit like so: Photography ByChaveZ—THANK YOU.	\$500.00	\$500.00
			\$0.00
			\$0.00
SUBTOTAL			\$500.00
		TAX	INCL
		Total	\$500.00

Please make checks payable to: **ByChavez, LLC**, or, via **PayPal: g2ec@usa.net**
If you have any questions concerning this invoice, call:
Gene Chavez / 512-453-6621office, 512-785-3357cell

THANK YOU FOR YOUR BUSINESS