
SHERIFF- CORONER



C O U N T Y O F S A N T A C R U Z

**MARK TRACY
SHERIFF- CORONER****701 OCEAN ST, ROOM 340, SANTA CRUZ, CALIFORNIA 95060
PHONE (831) 454-2414 FAX (831) 454-2353 T00 (831) 454-2123**

11/22/99

Agenda: 12/14/99

**Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060**

**Payment Of Prior Year Invoices Related To Sheriff's Office
Uniform Replacement.**

Dear Members of the Board:

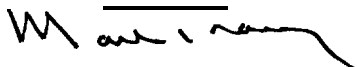
The Sheriff's Office maintains a replacement uniform agreement with Dick Bruhn Inc to replace worn-out law enforcement uniform articles for Sheriff's Office staff included under the County's various Law Enforcement and Detention Officer collective bargaining agreements.

Recently Dick Bruhn conducted an internal audit of its commercial accounts. One of the findings that the audit revealed was the existence of a number of unpaid invoices, primarily from 1997 and 1998, for Sheriff's Office uniform articles. These invoices were never received and processed by the Sheriff's Office. For the past six months Sheriff's fiscal staff have participated in this audit to assist Dick Bruhn's in determining if the uniform items listed on the invoices were received and to verify the validity and accuracy of these invoices as well as to ensure that there were no duplicate charges contained on other invoices that were received and paid. Together we have agreed that there are a total of 38 unpaid invoices for uniform replacement items that were received but were never properly invoiced. A complete list of invoice numbers and amounts is attached. Dick Bruhn's is requesting that these invoices be paid at this time and they have submitted certified original invoices. Since these invoices are all over a year old, County fiscal procedures require that your Board approve the payment of these invoices and authorize the Sheriff's Office and the Auditor Controller to process the payment to Dick Bruhn's.

Appropriations exist within the Sheriff's Office FY 99/00 budget to cover the cost of these old invoices.

Therefore, it is recommended that the Board approve a \$7,951.98 payment to Dick Bruhn's for the 38 invoices listed on the attachment and authorize the Sheriff's Office and the Auditor Controller to process payment for these costs.

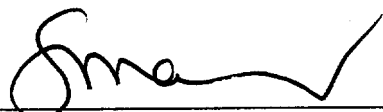
Very truly yours,



Mark Tracy
Sheriff Coroner

Attachment: Listing of Dick Bruhn Inc. prior year invoices determined to be valid and submitted for payment.

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

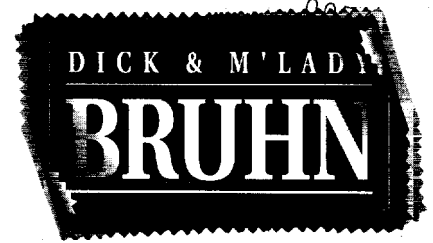
/bruhn2

. UNPAID DICK BRUHN'S INVOICES, MORE THAT ONE YEAR OLD

0073

DATE	INVOICE NUMBER	AMOUNT
07/18/95	139099	\$266.62
01/10/97	459702	\$47.52
01/11/97	459709	\$269.70
01/14/97	459719	\$1,020.39
01/16/97	459743	\$274.50
01/16/97	459744	\$43.25
01/18/97	459771	\$102.53
07/16/97	471040	\$40.91
07/18/97	471059	\$150.34
07/24/97	471112	\$86.44
07/25/97	471128	\$37.58
07/30/97	471159	\$86.44
08/10/97	471233	\$37.58
08/15/97	471290	\$86.44
01/23/98	02041	\$505.44
01/23/98	02057	\$145.80
01/26/98	02119	\$202.50
01/27/98	02148	\$417.74
01/27/98	02154	\$331.56
01/27/98	02177	\$177.95
01/29/98	02211	\$411.80
01/31/98	02260	\$268.11
02/04/98	02329	\$145.80
02/06/98	02371	\$145.80
03/19/98	03113	\$126.79
03/20/98	03126	\$39.96
03/24/98	03220	\$79.16
03/25/98	03225	\$129.96
03/26/98	03256	\$145.80
03/28/98	03295	\$79.49
03/31/98	03338	\$539.46
04/01/98	03365	\$500.80
04/01/98	03373	\$506.74
04/02/98	03381	\$43.74
11/03/98	07745	\$189.15
1109198	07873	\$268.29
TOTAL		\$7,951.98

18-Nov-99



November 18, 1999

Sheriff Mark Tracy
C/O Sheriff's Fiscal Unit
701 Ocean St, Room 340
Santa Cruz, CA 9506

Dear Sheriff Tracy,

During the past year Dick Bruhn's has conducted an internal fiscal audit of its commercial accounts. During the course of this audit, a number of unpaid invoices for the Sheriff's Office from our Watsonville store have been identified. These invoices apparently were never received by the Sheriff's Office. Working together with the fiscal staff of the Sheriffs Office, we have researched each invoice to eliminate any duplication of charges contained in other invoices already paid by the Sheriffs Office. Certified copies of these unpaid invoices have been forwarded to the Sheriffs Office.

Dick Bruhn's is now requesting that these invoices totaling \$7,951.98 be paid. We appreciate your cooperation in this matter and regret any inconvenience.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gary Adams", is positioned above the printed name.

Gary Adams
Credit Manager
Dick Bruhn, Inc.