

County of Santa Cruz

0069

DISTRICT ATTORNEY'S OFFICE

701 OCEAN STREET, ROOM 200, P.O. BOX 1159, SANTA CRUZ, CA 95060
(831) 454-2400 FAX: (831) 454-2227 E-MAIL: dat015@co.santa-cruz.ca.us

KATHRYN CANLIS
DISTRICT ATTORNEY

April 8, 2002

BOARD AGENDA: April 23, 2002

Members of the Board of Supervisors
Governmental Center
701 Ocean Street, Room 500
Santa Cruz, California 95060

RE: REQUEST TO PAY OUTSTANDING CORPORATE EXPRESS CHARGES

Dear Members of the Board:

We are requesting authorization to pay charges for office supplies from Corporate Express over one year in age in the amount of \$3,132.17. These charges date back to August 16, 2000 when the vendor was still BT Office Products. At that time, fiscal staff identified a billing discrepancy, and the entire invoice was held from payment until the items in question could be resolved.

Our current fiscal staff determined these charges are still due to Corporate Express and we attempted to use our normal method of payment to this vendor which is CAL-CARD. However due to the age of the invoice, the Auditor-Controller's Office recommended that we present this invoice to your Board for approval before we can finalize payment to CAL-CARD.

Fiscal staff has worked diligently with Corporate Express to resolve all outstanding invoices, and is now ensuring that we remain current with our Corporate Express billings.

WATSONVILLE OFFICE

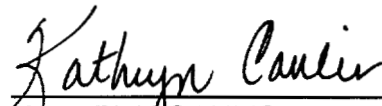
□ P.O. BOX 228 • FREEDOM, CA 95019 • 1430 FREEDOM BLVD. • WATSONVILLE, CA 95076 • TEL: (831) 763-8120 • FAX: (831) 763-8029

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THEREFORE, IT IS RECOMMENDED THAT YOUR BOARD:

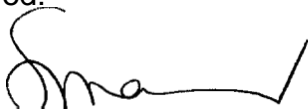
1. Authorize the Auditor-Controller's Office to pay CAL-CARD for outstanding charges related to Corporate Express for the District Attorney's Office in the amount of \$3,132.17.

Sincerely,



KATHRYN CANLIS
DISTRICT ATTORNEY
COUNTY OF SANTA CRUZ

Approved:



SUSAN A. MAURIELLO
COUNTY ADMINISTRATIVE OFFICER
eps

0071

8.16-00

BT Office Products Int'l

Dept 44750 P.O. Box 44000, San Francisco, CA 94144-4750

REMIT TO

Sold to
COUNTY OF SANTA CRUZ - DAO
(CRIMINAL PROSECUTIONS)
701 OCEAN ST, ROOM 200
SANTA CRUZ, CA 95060

Ship to
COUNTY OF SANTA CRUZ - DAO
(CRIMINAL PROSECUTIONS)
701 OCEAN ST, ROOM 200
SANTA CRUZ, CA 95060

TAXABLE SUBTOTAL: \$2,857.68
NON TAXABLE \$0

TAX = \$228.61

PLEASE PAY THIS AMOUNT -> \$3,086.29

INVOICE 010643081633

TERMS PAYMENT DUE
ON OR BEFORE

DEF 6/93
6/11/93
Fax = 831-454-2227

0072

10:11
08/16/00

BT Office Products Int'l INVSUM J=4431

PAGE 1

INVOICE: 010643081633

QUANTITY ORDERED	QTY SHIPPED	UNIT	ITEM	DESCRIPTION	PRICE	CD	EXTENSION
CUSTOMER'S PO# : 272100							
P/S #=18479425	20000803						
69.00	BK		OXF05351	OUTGUIDE, TB, 1/5C, LGL	\$29.16	P6	\$2,012.04 ✓
SUBTOTAL							
					\$2,012.04		
CUSTOMER'S PO# : 272100							
P/S #=18479425	20000801						
27.00	BK		OXF05351	OUTGUIDE, TB, 1/5C, LGL	\$29.16	P6	\$787.32 ✓
SUBTOTAL							
					\$787.32		
P/S #=18479425							
4.00	BK		OXF05351	OUTGUIDE, TB, 1/5C, LGL	\$29.16	P6	\$116.64 ✓
SUBTOTAL							
					\$116.64		
P/S #=18479425							
27.00	BK		OXF05351	OUTGUIDE, TB, 1/5C, LGL	\$29.16	P6	\$787.32 ✓
SUBTOTAL							
					\$787.32		
CUSTOMER'S PO# : SHARON J.							
P/S #=18461215	20000811						
2.00	BK		OXF05351	OUTGUIDE, TB, 1/5C, LGL	\$29.16	OM	\$58.32 ✓
SUBTOTAL							
					\$58.32		
CUSTOMER'S PO# : SHARON J.							
P/S #=18461211	20000809						
33.00	BK		OXF05351	OUTGUIDE, TB, 1/5C, LGL	\$29.16	P6	\$903.96 ✓
31.00	BK		OXF05351	OUTGUIDE, TB, 1/5C, LGL	\$29.16	OM	\$903.96 ✓
SUBTOTAL							
					\$903.96		

0073

10.11
08/16/00

BT Office Products Int'l INVSON J=4121

PAGE: 2

20

INVOICE: 018643081633

QUANTITY
ORDERED

QTY
SHIPPED UNIT ITEM

DESCRIPTION

PRICE CO EXTENSION

TAXABLE SUBTOTAL: \$2,857.68
NON TAXABLE \$0

TAX = \$228.61

PLEASE PAY THIS AMOUNT => \$3,086.29



March 25, 2002

ERIC SEIB
701 OCEAN ST
RM 200
SANTA CRUZ, CA 950600000

Office: DISTRICT ATTORNEY'S OFFICE

Dear: ERIC SEIB

Your agency's Cal-Card program is in danger of being suspended. As of the date of this notice, U.S. Bank records indicate that the invoice(s) noted below continue to remain outstanding as stated on the F110 report. **To avoid suspension, all balances and associated interest penalties, less disputed amounts, must be resolved within thirty (30) days from the date of this notice.**

As per the terms of the CAL-Card contract, MSA 5-00-CC-02: "If a Participating Agency has not paid its invoice(s) in full, less disputed items, by day sixty (60) after the invoice date, U.S. Bank may, at its discretion, suspend charging privileges for the Agency as a whole, or at the sub-division level of the Agency that is delinquent. The suspension will remain in effect until such time as the Agency or sub-division has remitted to U.S. Bank the unpaid balances and any associated accrued late payment penalty. Participating local agencies that exhibit a chronic inability to meet the payment terms of the contract will be reported to the CAL-Card Statewide Program Administrator. U.S. Bank, with the mutual consent of the State CAL-Card program management, shall have the right to permanently suspend the Agency from participating in the CAL-Card program."

Invoice Number	Principal/(Credit) Balance	Interest Due
1-15-2019-2788-0000	3,086.29	45.88
1-15-2019-2788-0000	431.55 - <u>Closed</u>	0.00 -
Total	3,517.84	45.88