

582

Special Handling Request Form

FOR SAME DAY PAYMENT, PLEASE SUBMIT TO FINANCE DEPT. BY 3:00 P.M.

Date: 12/09/09

Vendor Name: NEW COVENANT CENTER (NCCFC) Amount: \$ 5800.-

Explanation: REQUEST STOP PAYMENT FOR CHECK NO 448264 AND
REISSUED TO CORRECT PAYEE (NCCFC)

Requested By: D. WOOTEN

Department: PUBLIC WORKS PH. # 7401

Dept. Head Approval: David A. Isaacs

- Express/Same Day
- Next Day Payment
- Pick-up/Delivery
- Special Mailing

Finance Dept. Use Only

Purchasing Administrator: _____

Director of Finance Approval: _____

(Over \$50,000) Treasury Authorization By: _____

Delivered To: [Signature] Initial: [Signature]

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NEW COV CENTER

Accounts Payable: (626) 744-4461

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Available	Pa
50301	10/05/09	00776737	5,825.00	0.00	

Vendor Number	Vendor Name		Total Discount
0000070131	NEW COVENANT CENTER		\$0.00
Check Number	Date	Total Amount	Discounts Taken
453582	12/10/09	\$5,825.00	\$0.00

Handwritten mark

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CITY HALL
 100 N. GARFIELD AVE., RM 310, P. O. BOX 7115
 PASADENA, CA 91109-7215

Date 12/10/09

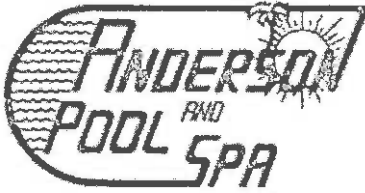
Pay ****FIVE THOUSAND EIGHT HUNDRED TWENTY-FIVE AND XX / 100 US DOLLARS

To The Order Of
 NEW COVENANT CENTER
 P.O. BOX 1042
 PASADENA, CA 91109

Handwritten mark

NON-NEGOTIABLE

THIS IS NOT A CHECK



J.M. POOL & SPA, INC.
101 E. Foothill Blvd., #30
Pomona, CA 91767

9617 8TH STREET
R. Cucamonga, CA 91730
Lic# C796500

INVOICE NO. 50301
PAID
CITY OF PASADENA
2009 DEC -9 P 10:26

Add
↓

TO: NEW COVENANT CENTER (NCCFC)
PO Box 1042
PASADENA, CA 91109

THIS REVISED INVOICE IS TO CORRECT THE PAYEE NAME FOR CHECK NO. 3101 FOR THE SCOPE OF WORK CONSTRUCTED DURING THE MONTH OF SEPTEMBER IN CONJUNCTION WITH THE UNDERGROUND UTILITY CONVERSION ON AVENUE 64. LISTED BELOW IS AN ITEMIZED LIST OF MATERIAL COST AND LABOR:

INSTALLATION OF 3" PVC CONDUIT, 60 LIN FT; EXCAVATION 42 INCHES BELOW GRADE; INSTALLATION (1) 200 AMP 240V COMBO METER AND 12X6X36 PULL BOX; INSTALLATION 10 LIN FT 3/4LB CONDUIT FOR THE CONNECTION OF ALL CIRCUITS TO NEW METER; INSTALLATION OF (2) 2" CONDUIT; 60 LIN FT TO INCLUDE EXCAVATION AND BACKFILL FOR FUTURE CABLE TV AND TELECOMMUNICATION SERVICE. IN ADDITION, REPAIRS TO WATER SPRINKLER SYSTEM TO INCLUDE 12-0 LIN FT OF 1" PVC, SPRINKLER HEADS AND 25 LIN FT GALVANIZED PIPE AND 15 LIN FT COPPER PIPE.

TOTAL PRICE:

UNDERGROUND CONVERSION (MATERIAL & LABOR) \$3,170.00
SPRINKLER SYSTEM AND UNDERGROUND WATER LINE REPAIR (MATERIAL & LABOR) \$2,655.00

THANK YOU FOR YOUR BUSINESS!

P.W. ENGINEERING
P.O. #
ACCT. # 8114-301-762600-93-74269
APPROVAL: [Signature]
AMOUNT: \$ 5,825
DATE: 12/9/09
SENT TO FMS: 12/9/09



J.M. POOL & SPA, INC.
 101 E. Foothill Blvd. #30
 Pomona, CA 91767
 9617 8TH STREET
 R. Cucamonga, CA 91730
 Lic# C796500

REQUEST 'STOP PAYMENT'
 REISSUE TO COLLECT PAYEE

INVOICE NO.
 50301

PAID TO: ~~MR. DEN WILSON~~ (NECFE) **RUSH**
 PO BOX 1042
 PASADENA, CA 91109

THIS IS TO NOTIFY YOU THAT WE HAVE RECEIVED YOUR PAYMENT IN FULL (CHECK # 3101) FOR THE SCOPE OF WORK CONSTRUCTED ON YOUR PROPERTY AT 250 ROSITA LANE, WHICH WAS IN CONJUNCTION WITH THE UNDERGROUND UTILITY CONVERSION ON AVENUE 64. LISTED BELOW IS AN ITEM LISTED OF MATERIALS COST AND LABOR:

INSTALLATION OF 3" PVC CONDUIT, 60 LIN FT; EXCAVATION 42 INCHES BELOW GRADE; INSTALLATION (1) 200 AMP 240V COMBO METER AND 12X6X36 PULLBOX; INSTALLATION 10 LIN FT 3/4LB CONDUIT FOR THE CONNECTION OF ALL CIRCUITS TO NEW METER; INSTALLATION OF (2) 2" CONDUIT 60 LIN FT TO INCLUDE EXCAVATION AND BACKFILL FOR FUTURE CABLE TV AND TELECOMMUNICATION SERVICE. IN ADDITION, REPAIRS TO WATER SPRINKLER SYSTEM TO INCLUDE 120 LIN FT OF 1" PVC, SPRINKLER HEADS, AND 25 LIN FT; GALVANIZED PIPE AND 15 COPPER PIPE.

TOTAL PRICE:

UNDERGROUND CONVERSION (MATERIAL & LABOR) \$3,170.00
 SPRINKLER SYSTEM AND UNDERGROUND WATER LINE REPAIR (MATERIAL & LABOR) \$2,655.00

THANK YOU FOR YOUR BUSINESS

P W ENGINEERING

P.O. #
 ACCT. # 8114-301-762600-53-74569
 APPROVAL: [Signature]
 AMOUNT: \$ 5,825.-
 DATE: 10/7/09
 SENT TO FMS: 10/7/09

Autrey, Monique

From: Wooten, Danny
Sent: Thursday, December 10, 2009 10:52 AM
To: Autrey, Monique
Cc: Miramontes, Jorge
Subject: RE: stop payment request

George,

I am requesting a "Stop Payment" on Check No 448264 payable to Mr. Don Wilson and reissued to the correct payee "New Covenant Center (NCCFC) per revised invoice from Anderson Pool & Spa.

Thank You,

Danny Wooten
City of Pasadena
Public Works Engineering
(626) 744-7401

From: Autrey, Monique
Sent: Thursday, December 10, 2009 9:38 AM
To: Wooten, Danny
Subject: stop payment request

Hi Danny,
Could you possibly send Jorge Miramontes an email for your request regarding the stop payment and name change for the vendor Don Wilson? We will need something to attach as a backup for this request. Thank you!

Monique L. Autrey
City of Pasadena
Department of Finance
Accounts Payable
626-744-7455
626-744-4309 FAX

12/10/2009

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448264
WILSON, DON

Accounts Payable: (626) 744-4461

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Available	Paid Amount
REIMB. UNDERGRND.W REAPIR WATER LINE	10/05/09	00767320	5,825.00	0.00	5,825.00

Jorge,
Please stop payment
on this check. We
will need to reissue
under new name
Thanks!

New Name:
New Covenant Center
(NCCFC)
P.O. Box 1042
Pasadena, CA 91109

Vendor Number	Vendor Name		Total Discounts	
0000069067	WILSON, DON		\$0.00	
Check Number	Date	Total Amount	Discounts Taken	Total Paid Amount
448264	10/08/09	\$5,825.00	\$0.00	\$5,825.00

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448264

CITY HALL
100 N. GARFIELD AVE., RM 310, P. O. BOX 7115
PASADENA, CA 91109-7215

Date 10/08/09

Pay Amount *****\$5,825.00

Pay ****FIVE THOUSAND EIGHT HUNDRED TWENTY-FIVE AND XX / 100 US DOLLAR****

To The
Order Of
WILSON, DON
P.O. BOX 1042
PASADENA, CA 91102

NON-NEGOTIABLE

THIS IS NOT A CHECK



INVOICE NO.
50301

J.M. POOL & SPA, INC.
101 E. Foothill Blvd. #30
Pomona, CA 91767
9617 8TH STREET
R. Cucamonga, CA 91730
Lic# C796500

CITY OF PASADENA

OCT - 8

RUSH

PAID

TO: MR. DON WILSON
PO Box 1042
PASADENA, CA 91102

THIS IS TO NOTIFY YOU THAT WE HAVE RECEIVED YOUR PAYMENT IN FULL (CHECK # 3101) FOR THE SCOPE OF WORK CONSTRUCTED ON YOUR PROPERTY AT 250 ROSITA LANE, WHICH WAS IN CONJUNCTION WITH THE UNDERGROUND UTILITY CONVERSION ON AVENUE 64. LISTED BELOW IS AN ITEM LISTED OF MATERIALS COST AND LABOR:

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UNDERGROUND CONVERSION (MATERIAL & LABOR) \$3,170.00
SPRINKLER SYSTEM AND UNDERGROUND WATER LINE REPAIR (MATERIAL & LABOR) \$2,655.00

THANK YOU FOR YOUR BUSINESS

P W ENGINEERING

P.O. #
ACCT. # 8114-301-76260-53-74569
APPROVAL: [Signature]
AMOUNT: \$ 5,825.-
DATE: 10/7/09
NT TO FMS: 10/7/09

140018
Payable
OCT 07 2009
M. GARDNER

**MEMORANDUM – CITY OF PASADENA
DEPARTMENT OF PUBLIC WORKS**

DATE: October 5, 2009

TO: Larry Hammond
Purchasing Administrator

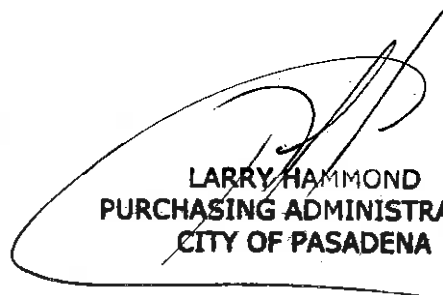
FROM: Martin Pastucha *mp*
Director, Public Works Department

RE: Request Payment of Invoices

The attached invoice 3991 has been submitted by Licher Direct Mail, Inc. for printing and direct mail services in conjunction with the City and T-Mobile Cellular Antenna Project; Invoice 50301 has been submitted by Pasadena Resident, Mr. Don Wilson for repairs to damaged water mainline, internal plumbing system and underground conversion rebate in conjunction with installation of underground conduit and Invoice 2008-814 submitted by Pasadena Resident, Mr. Lorenzo Aragon for underground conversion rebate in conjunction with installation of underground conduit. This invoice was misrouted to the wrong department and is now overdue.

Should you have any questions pertaining to the underground construction projects, please contact Danny Wooten at extension 7401.

MARTIN PASTUCHA
Director, Public Works Department


LARRY HAMMOND
PURCHASING ADMINISTRATOR
CITY OF PASADENA

Amount: \$5,825.00 Sequence Number: 5360562853
Account: 443280200 Capture Date: 12/10/2009
Bank Number: 12200066 Check Number: 453582



City of Pasadena

BANK OF AMERICA
525 S FLOWER STREET
LOS ANGELES, CA 90071
16-66/1220

453582

CITY HALL
100 N. GARFIELD AVE., RM 310, P. O. BOX 7115
PASADENA, CA 91109-7215

Date 12/10/09

Pay Amount *****\$5,825.00

Pay *****FIVE THOUSAND EIGHT HUNDRED TWENTY-FIVE AND XX / 100 US DOLLAR*****

To The Order Of
NEW COVENANT CENTER
P.O. BOX 1042
PASADENA, CA 91109

Richard [Signature]
Via

⑆453582⑆ ⑆12200066⑆ ⑆044320080200⑆

⑆0000582500⑆

Place of deposit in any field. The general stamp includes
city, bank, and amount. A stamp is also placed on the
amount field.

BANK OF AMERICA NA LAC
12/10/09
5360562853

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE

WARNING: THE BACK OF THIS CHECK CONTAINS A
SIMULATED WATERMARK LIKE THIS.
HOLD AT AN ANGLE TO VIEW

FOL DEPOSIT

~~VOID~~