



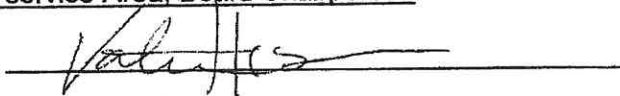
PO Box243  
Seldovia Ak 99663

**MEMORANDUM**

**TO:** Wayne Ogle, Assembly President members, kenai peninsula Borough Assembly

**THRU:** Charlie Pierce, mayor

**FROM:** Name and title: Brandi Harbaugh, Finance Director, Valisa Higman, Seldovia Recreation service Area, Board Chairperson

Signature: 

**DATE:** 2/8/2018

**SUBJECT:** Invoice to Pay Off PO/Invoice Over PO Amount

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**The following documents are attached:**

- Payment Request
- Invoice

**Dollar amount variance: \$4994.23**

**Reason for purchase off PO/Reason for purchase overage:**

The City of Seldovia was going through an employee turn over and starting a new finance system and I didn't receive those invoices. I did not have a reliable system in place to know I was missing them.

The invoices that were missing are from

1/9/2017 in the amount of \$127.63

1/31/17 in the amount of \$2540.23

4/30/1017 in the amount of \$2326.17

**Method being used to eliminate future occurrences:**

I have marked on my calendar when I should receive an invoice from the Seldovia City Office. If I do not receive an invoice by the end of the first week of the month I will call and ask for it.

Also, the City will email the invoices to I can receive them right away. The Sea Otter Community Center is caught up on all other invoices.

We are requesting the Service Area Board consider and recomentd the approbation from the fund balance for the amount of 4994.26