

Run date: 04/21/2014 @ 11:28
Bus date: 04/21/2014

Town of Loxahatchee Groves
Check Summary Report

Check-Run	Seq#	Date	Vendor Name	Operating Account	# Obls	Discount	Net amount	Status	
5908-	113	1	4/21/2014	5 Yeas Corporation	1	.00	900.00	Logged	RD
5909-	113	2	4/21/2014	6 Underwood Management Services	1	.00	28,595.66	Logged	RD
5910-	113	3	4/21/2014	24 Karen Hainline	1	.00	200.00	Logged	RD
5911-	113	4	4/21/2014	44 Cox Media Group	1	.00	316.48	Logged	RD
5912-	113	5	4/21/2014	47 Everglades Trading	1	.00	12.39	Logged	RD
5913-	113	6	4/21/2014	49 David Browning	1	.00	500.00	Logged	RD
5914-	113	7	4/21/2014	50 Tom Goltzene	1	.00	500.00	Logged	RD
5915-	113	8	4/21/2014	52 Ryan Liang	1	.00	500.00	Logged	RD
5916-	113	9	4/21/2014	56 Jim Rockett	1	.00	500.00	Logged	RD
5917-	113	10	4/21/2014	67 Simmons & White, Inc.	1	.00	270.00	Logged	RD
5918-	113	11	4/21/2014	154 TGI Office Automation LLC	2	.00	528.86	Logged	RD
5919-	113	12	4/21/2014	155 TGI Office Automation	1	.00	168.11	Logged	RD
5920-	113	13	4/21/2014	178 Loxahatchee Groves Elementary	1	.00	500.00	Logged	RD
5921-	113	14	4/21/2014	180 Ron Jarriel	1	.00	500.00	Logged	RD
					.00				
** Total check discount **					.00				
** Total check amount **					33,991.50				
** Total void discount **					.00				
** Total void amount **					.00				

Operating Account

Vendor	Obligat'n Description	Check	Control	Amount	Invoice number	Invoice number
5 Yeess Corporation		5908	935			
	2361 Town Hall office suite re *** Total ***			900.00	2014-04	2014-04
6 Underwood Management Services Group		5909	936			
	2371 Town Management Services *** Total ***			28,595.66	2014-04CS	2014-04CS
24 Karen Hainline		5910	937			
	2360 March 2014 cleaning of of *** Total ***			200.00	41814	41814
44 Cox Media Group		5911	938			
	2374 Ordinance NO 2014-03 lega *** Total ***			316.48	143708	143708
47 Everglades Trading		5912	939			
	2373 labels *** Total ***			12.39	0105943-001	0105943-001
49 David Browning		5913	940			
	2362 Town Council Compensation *** Total ***			500.00	2014-05	2014-05
50 Tom Goltzene		5914	941			
	2365 Town Council Compensation *** Total ***			500.00	2014-05	2014-05
52 Ryan Liang		5915	942			
	2364 Town Council Compensation *** Total ***			500.00	2014-05	2014-05
56 Jim Rockett		5916	943			
	2366 Town Council Compensation *** Total ***			500.00	2014-05	2014-05
67 Simmons & White, Inc.		5917	944			
	2367 Prof Eng Services-Speed H *** Total ***			270.00	30083	30083
154 TGI Office Automation LLC		5918	945			
	2368 Copier usage			520.29	068617	068617
	2370 copier maintenance			8.57	068515	068515
154 TGI Office Automation LLC	*** Total ***			528.86		
155 TGI Office Automation		5919	946			
	2369 copier lease *** Total ***			168.11	40892928	40892928

Operating Account

<u>Vendor Obligat'n Description</u>	<u>Check Control</u>	<u>Amount</u>	<u>Invoice number</u>	<u>Invoice number</u>
178 Loxahatchee Groves Elementary PTO 2372 Annual Spring Carnival Do *** Total ***	5920 947	500.00	2014-04	2014-04
180 Ron Jarriel 2363 Town Council Compensation *** Total ***	5921 948	500.00	2014-05	2014-05
*** Report Total ***		33,991.50		

Control	Vendor	Obligat'n	Description	Transaction Account	Amount
935	5 Yees Corporation		2361 Town Hall office suite rental	A001-5 19-4 40-000	900.00
936	6 Underwood Management Services Group		2371 Town Management Services	A001-5 15-3 40-000 A001-5 12-3 40-000	6,586.83 22,008.83 28,595.66 **
936	6 Underwood Management Services Group		2371 Town Management Services		28,595.66 **
937	24 Karen Hainline		2360 March 2014 cleaning of office	A001-5 19-4 60-000	200.00
938	44 Cox Media Group		2374 Ordinance NO 2014-03 legal ad	A001-5 15-4 90-000	316.48
939	47 Everglades Trading		2373 labels	A001-5 12-5 10-000	12.39
940	49 David Browning		2362 Town Council Compensation-May	A001-5 11-4 99-000	500.00
941	50 Tom Goltzene		2365 Town Council Compensation-May	A001-5 11-4 99-000	500.00
942	52 Ryan Liang		2364 Town Council Compensation-May	A001-5 11-4 99-000	500.00
943	56 Jim Rockett		2366 Town Council Compensation-May	A001-5 11-4 99-000	500.00
944	67 Simmons & White, Inc.		2367 Prof Eng Services-Speed Hump T	A001-5 15-3 10-000	270.00
945	154 TGI Office Automation LLC		2368 Copier usage	A001-5 19-4 40-000	520.29
			2370 copier maintenance	A001-5 12-5 10-000	8.57
945	154 TGI Office Automation LLC				528.86 **
946	155 TGI Office Automation		2369 copier lease	A001-5 19-4 40-000	168.11
947	178 Loxahatchee Groves Elementary PTO		2372 Annual Spring Carnival Donatio	A001-5 11-8 20-000	500.00
948	180 Ron Jarriel		2363 Town Council Compensation-May	A001-5 11-4 99-000	500.00
					33,991.50 **



Town of Loxahatchee Groves

14579 Southern Boulevard, Suite 2 • Loxahatchee Groves, Florida 33470 • (561) 793-2418 Phone • (561) 793-2420 Fax • loxahatcheegrovesfl.gov

CHECK REQUEST

The requestor hereby certifies that his request is supported by a Sufficient unencumbered balance of duly appropriated funds

Invoice # 2014-04
Vendor #

Request Date: April 18, 2014

Vendor Name: YEE's Corporation

Vendor Address: _____

Request by: _____

Department*: Other Governmental Services

Account: 011-519-440-000

Description: Town Hall Office Suite Rental

Amount: Issuance of this payment is authorized for the purpose noted
\$900.00

Check #: _____ Check Date: _____

Approved by: _____

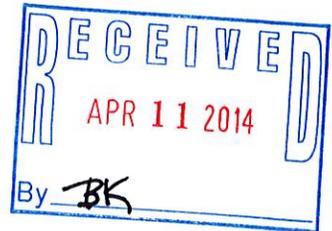
This check request is for all expenditures not accompanied with a properly authorized requisition, purchase order or invoice. Documents supporting this expense must be attached prior to submitting for payment. No Request will be processed without appropriate Department Signature and Supporting Documents.

* Repairs, Capital Expenditure, and extra-ordinary expenses must be approved by Department Commissioner prior to submitting for payment

The Palm Beach Post
REAL NEWS STARTS HERE
 Palm Beach Daily News
THE SHEET

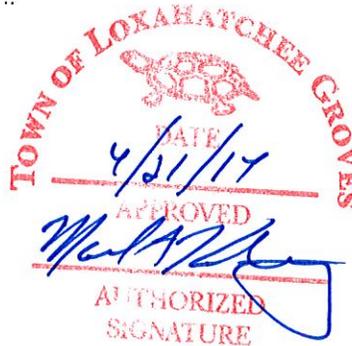
ADVERTISING INVOICE			
BILLED ACCOUNT NUMBER	BILLING DATE	TOTAL AMOUNT DUE	DOCUMENT
[REDACTED]	04/05/2014	\$316.48	143708
BILLING PERIOD	TERMS OF PAYMENT	PAYMENT DUE	PAGE #
04/05/2014 - 04/05/2014	Upon Receipt	04/05/2014	1 / 1
ADVERTISER CLIENT #	ADVERTISER CLIENT NAME		
G792	TOWN OF LOXAHATCHEE GROVES		

TOWN OF LOXAHATCHEE GROVES
 14579 SOUTHERN BLVD
 STE 2
 LOXAHATCHEE FL 33470-9226



For questions concerning this bill call 855-333-2676
 If this is paid, disregard. Thank you.

DATE	NEWSPAPER REFERENCE	DESCRIPTION	DIMENSIONS BILLED UNITS	TIMES RUN RATE	GROSS AMOUNT	NET AMOUNT
04/05/2014	229711	TOWN OF LOXAHATCHEE GROVESN ..				
04/05/2014		PUBL PB Post, PB Post Web PO: ORDINANCE NO 2014-03			316.48	316.48
04/05/2014		Total Amount Due				



\$316.48

001-515-490-000 \$ 316.48

PLEASE

TOWN OF LOXAHATCHEE GROVES
NOTICE OF PUBLIC HEARING

The following proposed ordinance, that is published by caption only, was passed on first reading at the Regular Town Council meeting of the Town of Loxahatchee Groves, Florida on Tuesday, April 1, 2014. This ordinance will be presented for second and final reading, and reviewed and acted on by the Town Council at the public meeting to be held at the Loxahatchee Groves Water Control District Headquarters, 101 West "D" Road, Loxahatchee Groves, Florida on Tuesday, April 15, 2014 at 7:00 p.m., or as soon thereafter as the agenda permits.

ORDINANCE NO 2014-03
AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, RELATING TO COMMERCIAL HAULING OF LIVESTOCK WASTE WITHIN THE TOWN; PROVIDING FOR DEFINITIONS; PROVIDING FOR PERMITS AND PERMIT FEES; PROVIDING FOR THE DISPOSAL OF LIVESTOCK WASTE WITHIN THE TOWN; PROVIDING FOR PERMITTED HOURS OF COMMERCIAL HAULING OF LIVESTOCK WASTE WITHIN THE TOWN; PROVIDING FOR REQUIRED RECORDS AND AUDITING OF SUCH RECORDS BY THE TOWN; PROVIDING FOR CHANGES TO LIVESTOCK WASTE REGULATIONS; PROVIDING FOR REVOCATION OF PERMITS AND ENFORCEMENT; EXEMPTING LIVESTOCK WASTE SELF-HAULERS AS DEFINED HEREIN FROM THIS ORDINANCE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Interested parties may appear at said meeting and be heard with respect to this proposed ordinance. The subject ordinance may be inspected by the public by sending a request to the Town of Loxahatchee Groves, 14579 Southern Blvd, Suite 2, Loxahatchee Groves, Florida 33470, or by contacting the Town Clerk at 561-793-2418. Pursuant to F.S. 286.0105, please be advised that if a person decides to appeal any decision made by the Town Council with respect to any matter considered at this meeting, they will need a record of this proceeding, and for such purpose, they may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons who require special accommodation to participate in the proceedings should call the Town Clerk's Office at 561-793-2418 at least 48 hours in advance to request such accommodation.

Janet K. Whipple, MMC
Town Clerk
PUB: The Palm Beach Post
4-5-2014 12:29:11

Signed Nadia Wagedes
NADIA WAGEDES, Notary Public
In and for the State of Ohio
My Commission Expires Sept. 02, 2014
Sworn to and subscribed before 04/07/2014.
Who is personally known to me.

TOWN OF LOXAHATCHEE GROVES

PROOF OF PUBLICATION

STATE OF FLORIDA
COUNTY OF PALM BEACH

Before the undersigned authority personally appeared Tiffany Everett, who on oath says that she is Call Center Legal Advertising Representative of The Palm Beach Post, a daily and Sunday newspaper, published at West Palm Beach in Palm Beach County, Florida; that the attached copy of advertising for a Notice

was published in said newspaper on First date of Publication 04/05/2014 and last date of Publication 04/05/2014

Affiant further says that the said The Post is a newspaper published at West Palm Beach, in said Palm Beach County, Florida, and that the said newspaper has heretofore been continuously published in said Palm Beach County, Florida, daily and Sunday and has been entered as second class mail matter at the post office in West Palm Beach, in said Palm Beach County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she/he has neither paid nor promised any person, firm or corporation any discount rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper. Also published in Martin and St. Lucie Counties.

NOTICE OF PUBLIC HEARING
Ad ID: 464965
Ad Cost: 316.48



Invoice

EVERGLADES TRADING
1510 W. AVENUE A BELLE GLADE, FL 33430
Ph: (561) 996-1212 Fax: (561) 996-3020



Invoice Number: 0105943-001
Invoice Date: 04/10/2014
Customer PO:
Account Number:
Salesperson:

Bill To: TOWN OF LOXAHATCHEE GROVES
14579 SOUTHERN BLVD. STE 2
LOXAHATCHEE GROVES, FL 33470

Ship To:

TOWN OF LOXAHATCHEE GROVES
14579 SOUTHERN BLVD. STE 2
LOXAHATCHEE GROVES, FL 33470

Buyer Phone: (561) 793-2418
Fax: (561) 793-2420
Route/Seq: /0

Line	Item Number	Description	UOM	Qty	Price	Total
1	AVE5267	LABEL,LSR,1-3/4X1/2,WE,2M	PK	1	12.39	12.39

001-512-510-000 \$ 12.39



Subtotal 12.39
Shipping 0.00
Sales Tax 0.00

Invoice Total: 12.39
Amount Due: 12.39
Payment Due Date: 04/11/2014

Received By:

Date:

Carrier:

FOB Point:

Source: M. Sweet

Order Taker: M. Sweet

EVERGLADES TRADING
 1510 W. AVENUE A
 BELLE GLADE, FL 33430



STATEMENT

Page 1 of 1

Transactions through: **04/18/14**

TOWN OF LOXAHATCHEE GROVES
 14579 SOUTHERN BLVD. STE 2
 LOXAHATCHEE GROVES, FL 33470

ACCOUNT:
 Ph: (561) 793-2418
 Fax: (561) 793-2420

Trans Date	Trans ID	Description	Customer PO	Balance	Due Date
------------	----------	-------------	-------------	---------	----------

04/10/14	0105943-001	Invoice	Beverly	12.39	04/11/14
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Balance Due : 12.39

Current	Past Due		
	1-30	31-60	over 60
0.00	12.39	0.00	0.00



INVOICE

Town of Loxahatchee Groves

INVOICE: 2014-05
DATE: APRIL 18, 2014

14579 Southern Boulevard, Suite 2
Loxahatchee Groves , FL 33470-9226
561.793.2418

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
		Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	001-511-499-000		
	Town Council Compensation - May 2014		
4/18/2014	David Browning	\$500.00	
	Ron Jarriel	\$500.00	
	Ryan Liang	\$500.00	
	Tom Goltzene	\$500.00	
	Jim Rockett	\$500.00	
	Please remit payment to Town Council Members		
		SUBTOTAL	\$2,500.00



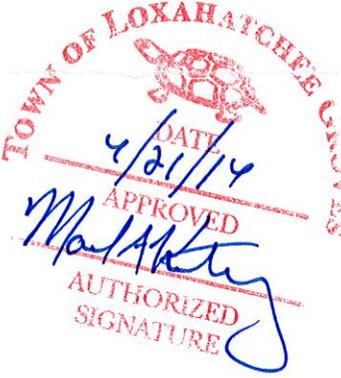
INVOICE

Town of Loxahatchee Groves

INVOICE: 2014-05
DATE: APRIL 18, 2014

14579 Southern Boulevard, Suite 2
Loxahatchee Groves, FL 33470-9226
561.793.2418

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
		Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	001-511-499-000		
	Town Council Compensation - May 2014		
4/18/2014	David Browning	\$500.00	
	Ron Jarriel	\$500.00	
	Ryan Liang	\$500.00	
	Tom Goltzene	\$500.00	
	Jim Rockett	\$500.00	
	 <p>DATE: 4/21/14 APPROVED AUTHORIZED SIGNATURE</p>		
	Please remit payment to Town Council Members		
		SUBTOTAL	\$2,500.00

SIMMONS & WHITE, INC.

5601 Corporate Way, Ste. 200
 West Palm Beach, FL 33407
 Phone: 561- 478-7848
 Fax: 561-478-3738

Invoice

DATE	INVOICE #
4/1/2014	30083

BILL TO

Town of Loxahatchee Groves
 Attn: Mr. Mark Kutney
 14579 Southern Boulevard
 Suite 2
 Loxahatchee, Florida 33470

Reference

Speed Hump Templates
 Work Order #14-0201 TES

TERMS	DUE DATE	PRINCIPAL	JOB
25 days	4/26/2014	RR/BK	14-021

DESCRIPTION	HOURS	RATE	AMOUNT
Professional engineering services concerning attendance of Council meeting regarding speed hump template discussion for the above referenced project, for the month of March, 2014. SENIOR ENGINEER	2	135.00	270.00
<p>001-515-310-000. \$270.00</p> 			

Account balances which are not paid by the due date will accrue interest at an 18% annum simple interest (1.5% per month).

Total	\$270.00
Payments/Credits	\$0.00
Balance Due	\$270.00



OFFICE AUTOMATION

2077 Powerline Road Ste. #2
Pompano Beach, FL 33069
tel: 954.974.7410
fax: 954.974.2737
email: tgj@tgioa.com
website: www.tgioa.com



Sign up for Paperless Billing on our website: <http://www.tgioa.com/paperless>

ALL CLAIMS MUST BE IN WRITING WITHIN TEN DAYS OF INVOICE DATE. NO MERCHANDISE MAY BE RETURNED FOR CREDIT WITHOUT AUTHORITY IN WRITING FROM OUR HOME OFFICE. UNTIL ALL PAYMENTS REQUIRED HAVE BEEN DULY MADE BY BUYER HEREUNDER TITLE TO ALL GOODS DELIVERED TO THE BUYER HEREUNDER SHALL REMAIN THE PROPERTY OF SELLER. YOUR ACCEPTANCE OF THIS INVOICE SHALL CONSTITUTE ACCEPTANCE OF THESE TERMS. OVERDUE ACCOUNTS WILL BE CHARGED A LATE PAYMENT FEE OF 1 1/2 % PER MONTH (18% ANNUALLY).

LOCATION

TOWN CLERK LOXAHATCHEE GROVES
14579 SOUTHERN BLVD #2
LOXAHATCHEE GROVES FL 33470
PO # SERV AGREEMENT

INVOICE NO

068617 1

INVOICE DATE

04/11/14

TERMS: NET 10 DAYS FROM INVOICE DATE

CUSTOMER NO.	MODEL AND SERIAL NO.	LEASE ID	REPRESENTATIVE	PROGRAM TYPE
		MM	PBSE55	KEM RR
DATE	PREVIOUS METER	DATE	CURRENT METER	
INVOICE PERIOD 03/01/14 TO 04/01/14				
QUANTITY	CODE NO.	DESCRIPTION	AMOUNT	
MODEL:	E304C			
SERIAL:	SCNE110712			
EQUIP ID:	10991			
BLACK METER				
Meters: Previous	143189	03/11/14 Current	152339	04/10/14
		Excess at .00600		
9150	4XMCBK	MA, CPC, BLK MAINTENANCE, X # 4XMCBK	54.90	
COLOR METER				
Meters: Previous	140572	03/11/14 Current	147671	04/10/14
		Excess at .06500		
7099	4XMCCL	MA, CPC, COL MAINTENANCE, X # 4XMCCL	461.44	
1	4AD000	ADMINISTRATIVE FEE # 4AD000	3.95	
ALL INCLSV SERVC & SUPP EXP PPR &ST MONTHLY CONTRACT FOR COLOR MACHINES				



001-519-440-000 - \$520.29

SUBTOTAL 520.29
TOTAL DUE 520.29

DATE 4/21/14
APPROVED
Mark Alley

******* Please Note *******
Our Postage Division is Separate from Our Copier/Fax Division.
Please Make Your Check Payable to The Name On the Invoice.
As Always, We Appreciate Your Business !

B I L L T O
TOWN CLERK LOXAHATCHEE GROVES
14579 SOUTHERN BLVD #2
LOXAHATCHEE GROVES FL 33470

R E M I T T O
TGI OFFICE AUTOMATION, LLC
SUITE# 2
2077 N POWERLINE ROAD
POMPAHO BEACH FL 33069



OFFICE AUTOMATION

2077 Powerline Road Ste. #2
Pompano Beach, FL 33069
tel: 954.974.7410
fax: 954.974.2737
email: tgi@tgioa.com
website: www.tgioa.com



Sign up for Paperless Billing on our
website: <http://www.tgioa.com/paperless>

ALL CLAIMS MUST BE IN WRITING WITHIN TEN DAYS OF INVOICE DATE. NO MERCHANDISE MAY BE RETURNED FOR CREDIT WITHOUT AUTHORITY IN WRITING FROM OUR HOME OFFICE. UNTIL ALL PAYMENTS REQUIRED HAVE BEEN DULY MADE BY BUYER HEREUNDER TITLE TO ALL GOODS DELIVERED TO THE BUYER HEREUNDER SHALL REMAIN THE PROPERTY OF SELLER. YOUR ACCEPTANCE OF THIS INVOICE SHALL CONSTITUTE ACCEPTANCE OF THESE TERMS.OVERDUE ACCOUNTS WILL BE CHARGED A LATE PAYMENT FEE OF 1 1/2 % PER MONTH(18% ANNUALLY).

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9-4
TOWN CLERK LOXAHATCHEE
GROVES
14579 SOUTHERN BLVD #2
LOXAHATCHEE GROVES FL
33470

INVOICE NO
068515 1

INVOICE DATE
04/09/14

**TERMS: NET 10 DAYS
FROM INVOICE DATE**

CUSTOMER NO.	MODEL AND SERIAL NO.	LEASE ID	REPRESENTATIVE	PROGRAM TYPE
		MM		CMA RR
DATE 01/08/14	PREVIOUS METER 261890		DATE 04/08/14	CURRENT METER 262660
INVOICE PERIOD 03/13/14 TO 04/13/14				
QUANTITY	CODE NO.	DESCRIPTION	AMOUNT	
MODEL : 620D				
SERIAL : K8367040325				
EQUIP ID : W8524				
770	4XMCBK	MA, CPC, BLK MAINTENANCE, X # 4XMCBK	4.62	
1	4AD000	ADMINISTRATIVE FEE # 4AD000	3.95	
INCL PRT, LBR, CON, DRM EX STP, PAP, BLK-F/R Excess at .00600				
				
				SUBTOTAL 8.57 TOTAL DUE 8.57

001-512-510-000- \$8.57

***** Please Note *****

**Our Postage Division is Separate from Our Copier/Fax Division.
Please Make Your Check Payable to The Name On the Invoice.
As Always, We Appreciate Your Business !**

**B
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TOWN CLERK LOXAHATCHEE
GROVES
14579 SOUTHERN BLVD #2
LOXAHATCHEE GROVES FL 33470

**R
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TGI OFFICE AUTOMATION,LLC
SUITE# 2
2077 N POWERLINE ROAD
POMPAN0 BEACH FL 33069

TGI OFFICE AUTOMATION LLC

Remittance Section

Please check here if your address has changed.
Provide new address on reverse side.

Invoice No.	Account	Due Date
40892928		05/01/2014
Due This Period	Amount Enclosed	
\$168.11	\$	

See Statement Below

00016876/00025315


 TOWN OF LOXAHATCHEE GROVES
 14579 SOUTHERN BLVD STE 2
 LOXAHATCHEE GROVES, FL 33470-9226



216

Please make check payable to


 TGI OFFICE AUTOMATION LLC
 PO BOX 41602
 PHILADELPHIA, PA 19101-1602

2100000408929280000168117

Keep lower portion for your records – Please return upper portion with your payment

TGI OFFICE AUTOMATION LLC
 PO BOX 41602
 PHILADELPHIA, PA 19101-1602

Invoice Date	Invoice Number	Account
04/06/2014	40892928	504579

Period of Performance	Contract Number
04/01/2014— 04/30/2014	25152914

Important Messages

Please visit us online at www.lesseedirect.com to:
 -Make payments
 -View copies of your contract and open invoices

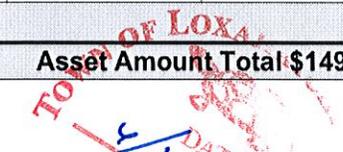
See Reverse for Important Information

Invoice Details			
Description	Payment Amount	Sales/Use Tax	Total Amount
PAYMENT	\$149.00	\$0.00	\$149.00
INSURANCE	\$19.11	\$0.00	\$19.11
Billed this Invoice			\$168.11
Total Amount Due			\$168.11

(Please see the following pages for details.)

Asset Details						
Contract Number	Serial Number	Make / Model	Asset Number	Payment Amount	Sales/Use Tax	Total Amount
25152914	SCNE110712	TOSHIB/ES3040C	25152914_1	\$149.00	\$0.00	\$149.00
Asset Location: 14579 SOUTHERN BLVD STE 2 LOXAHATCHEE PALM BEACH FL 33470-9226 United States						
						Asset Amount Total \$149.00

001-519-450-000 - \$168.11


 DATE 4/21/14
 APPROVED

 AUTHORIZED SIGNATURE



Town of Loxahatchee Groves

14579 Southern Boulevard, Suite 2 • Loxahatchee Groves, Florida 33470 • (561) 793-2418 Phone • (561) 793-2420 Fax • loxahatcheecgrovesfl.gov

CHECK REQUEST

The requestor hereby certifies that his request is supported by a Sufficient unencumbered balance of duly appropriated funds

Invoice # 2014-04
Vendor #

Request Date: April 18, 2014

Vendor Name: Loxahatchee Groves Elementary School PTO

Vendor Address: _____

Request by: _____

Department*: Legislative

Account: 011-511-820-000

Description: Annual Spring Carnival Donation

Amount: \$500.00

Check #: _____ Check Date: 4/21/14

Approved by: _____



This check request is for all expenditures not accompanied with a properly authorized requisition, purchase order or invoice. Documents supporting this expense must be attached prior to submitting for payment. No Request will be processed without appropriate Department Signature and Supporting Documents.

* Repairs, Capital Expenditure, and extra-ordinary expenses must be approved by Department Commissioner prior to submitting for payment



LOXAHATCHEE GROVES ELEMENTARY SCHOOL PTO

16020 Okeechobee Blvd.

Loxahatchee, FL 33470-2300

Office: 561-904-9238 / Fax: 561-904-9252



Dear Business Partner;

On Saturday, May 17, 2014, Loxahatchee Groves Elementary School's PTO will be sponsoring its Annual Spring Carnival and Silent Auction. This carnival is a family activity that brings everyone from our school and surrounding communities together for a day of family fun while also raising money for our students.

For our Carnival to be successful we are asking for your help by making a tax-deductible donation in the form of a monetary donation, sponsoring a ride or donating items for our Silent Auction! Any donations would be amazing and the PTO will acknowledge your business in our Carnival Appreciation Brochure that is handed out to the approximately 1,500-2,000 people who attend.

If you choose to sponsor a ride they range in price from \$250-\$650 and a sign will be placed by the ride to show your sponsorship. If you choose to make a monetary donation of \$300 or more, you will receive a beautiful plaque to hang in your place of business. Silent Auction items will have a donation card with your name on it next to the item!

Please know that any help you give us will ultimately help the children at our school. All profits and money raised go directly to our teachers and students to provide resources and items that are in much need.

Thank you in advance for your time and consideration! If you have any questions please contact the PTO at 561-904-9238 and if you have chosen to support our Spring Carnival, please send your donation to the school, Attn: PTO, by Friday, May 2, 1014.

Sincerely,

Christine Davis
Vice President, LGES PTO