

REQUEST FOR PAYMENT

Date: 1/22/2018

BOARD MEMBER REIMBURSEMENT

Ron Ziff



Phone

Date	Description	Column1	Receipt	Receipt Total	
	Reimbursement for copies of keys for				
	new CD4/SONC offices at 14930 Ventura B	lvd			
01/09/18	Expo Locksmith		\$	48.35	
01/18/18	Expo Locksmith #46891		\$	21.35	
		Subtotal	\$	69.70	
		TOTAL	\$	69.70	



Tom Capps <tom.capps.sonc@gmail.com>

Receipt for keys made for new office

Tom Capps <tom.capps.sonc@gmail.com>

On Tue, Jan 9, 2018 at 4:47 PM, <rziff@shermanoaksnc.org> wrote:

The receipt I sent you a copy is for keys to the new CD4 office. There are 2 keys to a set (Exterior building doors and office door) I had 4 sets made. 1 set each for myself, Jeff Hartsough, Jolie Salter, and you. The keys were for a special lock and cost \$4 each.

There will also be a need for keys to the garage gate lock to be able to get into the garage after 6pm & on weekends. I don't know the cost. The key given to staff by the landlord is no good and doesn't work.

-Ron

----Original Message-----

From: "Tom Capps" <tom.capps.sonc@gmail.com>

Sent: Tuesday, January 9, 2018 6:56pm To: "Ron Ziff" <rziff@shermanoaksnc.org>

Subject: Re: Receipt for keys made for new office

?? was this for copies of keys? Or something else? How many sets?

On Tue, Jan 9, 2018 at 3:27 PM, <rziff@shermanoaksnc.org> wrote:



EXPO LOCKSMITH

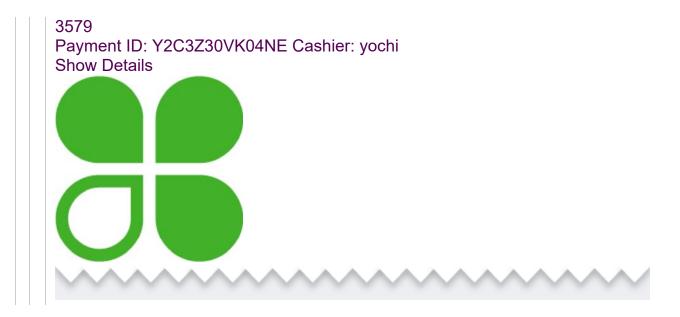
Follow 14445 MOORPARK ST 5632 van nuys blvd unit 126 91401,sherman oaks ca SHERMAN OAKS, CA 91423 8187475678

> \$48.35 Custom Item

Subtotal \$48.35Tax\$0.00

\$48 35 DateJanuary 09, 2018 1:12 PM VISA CREDIT





ADDRESS	EXPO LOCKSMI	TH	
CITY, STAT	E, ZIP 14445 Moorpark st 818-747	-56 78	
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	KC .		
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2 3	DND copies	21	Co
3	SONC Office		1
4	Keys	1	1
5	15/3	1	+
6			
7			+-
8	1-0	1-	+
9	Jan.		+
10	1 5/0	-	-
11			-
12			<u> </u>
12			35
RECEIVE		121	35