

MEMORANDUM



TO: MAYOR & CITY COUNCIL

CC: CLAY PEARSON
MARYANNE CORNELIUS

FROM: KATHY SMITH-ROY

SUBJECT: WARRANT 848 – 2ND CHECK RUN

DATE: JULY 18, 2011

The credit card payment to Bank of America in the amount of \$2,439.91 was inadvertently omitted from the first check run. In order to avoid significant finance charges, a second check run was completed today. I would respectfully request this check run be approved, and no separate action is necessary, unless there are objections. The attached warrant report will be added to the "Check Register" link on the website. Thank you for your consideration.

CITY OF NOVI
Warrant 848
July 14, 2011 (July 18, 2011)

Ck#	Vendor/Payee	Description	Amount
95951	BANK OF AMERICA	Conferences & Workshops \$978.85; Library supplies, etc. \$562.38; PRCS Programs \$285; Software \$150.04; DPS vehicle maintenance \$354.34; Publications \$109	\$ 2,439.61
	GENERAL FUND	101	1,552.28
	PARKS, RECREATION & CULTURAL SERVICES	208	285.00
	LIBRARY FUND	268	562.68
	WATER & SEWER FUND	592	39.95
			<u>\$ 2,439.91</u>