

2020



RTI...
Child
to Grant
jm

FORM
FIN1510-01
For Accounts Payable Use Only

Vendor Number
new

CHECK REQUEST FORM

Use this form to arrange for payment to individuals or businesses when a Purchase Order or P-card is not required.

This form must be submitted in typed format only.

Vendor Information						
Vendor or Employee Name	Date	Department Name				
American Security Cabinets	12/15/2020	1400 Board of Elections				
If payment is to a Vendor, is a W-9 on file in the Purchasing Office?						
If No, a completed W-9 MUST be attached. Email Meagan Porch in our Purchasing Division.						
Mailing Address						
6321 Bury Drive, Suite 19						
Eden Prairie, MN 55346						
Email Address						
accountingasc@ascabr.com		meagan.porch@rockdalecountyga.gov				
EXPENSE/ACCOUNT DETAILS						
Description (for individuals, Services, Expense Reimbursements)	Date of Service or Invoice	General Ledger Account				Amount
		Fund	Function	Account	Dept.	
7 Ballot Drop Boxes	10/9/2020	250	1400	531701	02	\$15,526.00
1 Ballot Drop Box	5/8/2020	100	1400	531100	02	\$2,293.00
Credit Memo	5/8/2020	100	1400	531100	02	\$95.00
Total Check Amount						\$17,724.00
DESCRIBE FULLY THE NATURE OF THE PAYMENT						
Purchase of 7 Ballot Drop Boxes for Voting						
Inv# 32459 and 18359						
SIGNATURES/APPROVALS						
Dept. Designee	Date	Director of Finance	Date			
<i>[Signature]</i>	12/15/20	<i>[Signature]</i>	1.26.21			
Staff Accountant	Date	Purchasing Manager	Date			
		<i>[Signature]</i>	1/26/21			
CHECK HANDLING INSTRUCTIONS						
5. Mail	6. Pick Up-Approval by Finance Director		7. Send Inter-Department Mail			
(Enclose attachments if required in letter size envelope)	Available at the Finance Office Front Desk after 2:00 pm every Friday		Will be placed in mailbox after 2:00 p.m every Friday			

Please send this form with attachments to the Department of Finance. Each check request received Monday-Friday will be processed the following Friday.

2021-81



6321 Bury Drive Suite 19
Eden Prairie, MN 55346
accountingasc@ascabr.com

Invoice

#32459
10/9/2020

Bill To
Cynthia Willingham
Rockdale County Board of
Elections
1261 Commercial Drive
Suite B SW
Conyers GA 30094
United States

Ship To
Cynthia Willingham
Rockdale County Board of
Elections
1261 Commercial Drive
Suite B SW
Conyers GA 30094
United States

TOTAL

\$15,526.00

Due Date: 11/8/2020

Terms	Due Date	PO #	Sales Rep	Shipping Method	Partner
Net 30	11/8/2020		Rachel Gott		

Quantity	Item	Rate	Amount
7	BAL-710-SS-OHC-PCT Ballot 710-SS Exterior W/ Plastic Collection Tote American Ballot Drop Model 710 Stainless Steel One-Hand-Chute with a Plastic Collection Tote		
7	BAL-710-SS-OHC Kiosk Model 710 SS One-Hand-Chute Kiosk American Security Cabinets Model 710 Stainless Steel One-Hand-Chute	\$1,706.00	\$11,942.00
7	M710-SC-PCT M710 Plastic Collection Tote Plastic Collection Tote	\$50.00	\$350.00
7	BAL-S-710-F-Patriot Ballot 710 Full Patriot Theme Set of Patriot Themed Custom Printed Matte Graphics with "Your Name" as specified Preferred Text: "Rockdale County Official Absentee Ballot Drop Box" Full Size Format	\$0.00	\$0.00
7	EXPEDITED SERVICE-2 EXPEDITED SERVICE \$1500 - \$2999 Expedited Service	\$189.00	\$1,323.00
7	Freight W/Lift-Gate Freight with Lift-Gate Service	\$273.00	\$1,911.00
			\$15,526.00

Shipping	
Tax Total	\$0.00
Subtotal	\$15,526.00
Amount Paid	\$0.00
Balance Due	\$15,526.00



32459



6321 Bury Drive Suite 19
 Eden Prairie, MN 55346
 accountingasc@ascabr.com

Invoice

#INV18359
 5/8/2020

Bill To

Cynthia Willingham
 Rockdale County Board of
 Elections
 1261 Commercial Drive
 Suite B SW
 Conyers GA 30094
 United States

Ship To

Cynthia Willingham
 Rockdale County Board of
 Elections
 1261 Commercial Drive
 Suite B SW
 Conyers GA 30094
 United States

TOTAL

\$2,293.00

Due Date: 6/7/2020

Terms Net 30	Due Date 6/7/2020	PO #	Sales Rep Rachel Gott	Shipping Method	Partner
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Quantity	Item	Rate	Amount
1	BAL-710-SS-OHC-PCT Ballot 710-SS Exterior W/ Plastic Collection Tote American Ballot Drop - Model 710 Stainless Steel One-Hand-Chute with a Plastic Collection Tote		\$1,831.00
1	EXPEDITED SERVICE-2 EXPEDITED SERVICE \$1500 - \$2999 Expedited Service	\$189.00	\$189.00
1	Freight W/Lift-Gate Freight with Lift-Gate Service	\$273.00	\$273.00

Shipping	
Tax Total (%)	\$0.00
Subtotal	\$2,293.00
Amount Paid	\$95.00
Balance Due	\$2,198.00



INV18359



American Security Cabinets
2605 5th Street North
Saint Cloud MN 56303
United States

Credit Memo

Date 6/30/2020
Credit # CM51
PO #
Project
Subsidiary American Security Cab...
VH Project

Bill To

Cynthia Willingham
Rockdale County Board of Elections
1261 Commercial Drive
Suite B SW
Conyers GA 30094
United States

Freight
W/Lift-Gate

1 EA

Freight with Lift-Gate Service

95.00

95.00

Total \$95.00

