



VSE

FORM  
FIN1510-01  
For Accounts Payable Use Only

# CHECK REQUEST FORM

<b>Vendor Number</b>

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						
<b>Vendor or Employee Name</b>	<b>Date</b>	10/23/2023				
Aumentum Technologies		Tax Commissioner				
a division of Manatron, Inc.		If payment is to a Vendor, is a W-9 on file in the Purchasing Office?				
<b>Mailing Address</b>		If No, a completed W-9 MUST be attached. Email Sharice Feagins-Bailey in our Purchasing Division.				
P.O. Box 74008484						
Chicago, IL 60674-8484						
<b>Email Address</b>		Sharice Feagins-Bailey <Sharice.Feagins-Bailey@RockdaleCountyGA.gov>				
Rfuller@Harriscomputer.com						
Renee.Fuller@AumentumTech.com						
EXPENSE/ACCOUNT DETAILS						
Description (for individuals, Services, Expense Reimbursements)	Date of Service or Invoice	General Ledger Account				Amount
		Fund	Function	Account	Dept.	
Annual Escrow Fee Maintenance and	10.21.24	100	1535	522200	05	\$1,216.00
VCS Tax Support for Tax Comm.	10.21.24	100	1535	522200	05	\$32,870.00
Manatron, Aumentum Tech.						
<b>Total Check Amount</b>						<b>\$34,086.00</b>
DESCRIBE FULLY THE NATURE OF THE PAYMENT						
Invoice# MANMN005016						
SIGNATURES/APPROVALS						
<b>Dept. Designee</b>	<b>Date</b>	<b>Director of Finance</b>	<b>Date</b>			
Mary Ann	10/24/24					
<b>Staff Accountant</b>	<b>Date</b>	<b>Purchasing</b>	<b>Date</b>			
C. Brown	11/13/2024	Julia Malone	11/13/24			
CHECK HANDLING INSTRUCTIONS						
<b>5. Mail</b>	<b>6. Pick Up-Approval by Finance Director</b>		<b>7. Send Inter-Department Mail</b>			
(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			

by 11/26/2024  
 11/24/2024  
 WVF 11.14.24

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

2024-618

**Invoice No.** MANMN006016  
**Date** 10/21/2024  
**Due Date** 1/1/2025  
**Customer No.** 1000840  
**Page** 1 of 1



**Bill To**

ROCKDALE COUNTY TAX COMMISSION  
 ASHLEY SPRAGGINS, NATALIE DONACIEN  
 1329 PORTMAN DRIVE, A  
 CONYERS, GA 30094  
 United States

**Ship To**

ROCKDALE COUNTY TAX COMMISSION  
 1329 PORTMAN DRIVE, A  
 CONYERS, GA 30094  
 United States

Contract/Project Number	Purchase Order	Payment Terms	Currency
	JAN-DEC25	Start of Maint Period	HARRIS-US\$

Item No	Description	Quantity	Unit Price	Amount
ESCROW-S	Annual Escrow Fee: January 2025 to December 2025	1.00	1,216.00	1,216.00
VCSTAX-S	VCS Tax Support: January 2025 to December 2025	1.00	32,870.00	32,870.00
VCSTAX-BARCODE-S	VCSTax Barcode Module Support *INCLUDED*: January 2025 to December 2025	1.00	0.00	0.00

Subtotal	34,086.00
Misc	0.00
Taxes	0.00
Freight	0.00
Total	34,086.00

**Remit To:**  
 Manatron, Inc.  
 ("Aumentum Technologies")  
 PO Box 74008484  
 Chicago, IL 60674-8484

Invoice Questions? Please call or email Renee Fuller at 866-471-2900 ext.277737 or  
[renee.fuller@augmentumtech.com](mailto:renee.fuller@augmentumtech.com).



**Thank you for your business!**