

## Dora Van Epps

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**From:** tiffany.ray@co.kittitas.wa.us  
**Sent:** Friday, February 12, 2016 3:34 PM  
**To:** \_Auditor's Accounting  
**Subject:** Warrant Issue Notice

### Warrant Issue Notice

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**To:** [auditorsaccounting@co.kittitas.wa.us](mailto:auditorsaccounting@co.kittitas.wa.us)  
**From:** [Tiffany Ray](#)

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**Funds approved:** Yes

**Hold warrant issue:** No

**Funds will be available:** 2/12/2016

**Available funds amount:** \$82,509.44

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### Original request

**To:** Treasurer's Accounting

**From:** Dora Van Epps

**Fund:** 636010 Fire District #2 Maintenance

**Action:** Void Warrant

**Warrant issue date:** 2/12/2016

**Unaudited amount:** (\$21.94)

**Approval needed by:** 2/12/2016 5:00:00 PM

**Notes:** To void warrant and cancel invoice for Fire 2 check 361297301 dated 1/4/16 for \$21.94  
Dora Van Epps, 2/12/2016 3:20:56 PM

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message id: 38eb45916c6dcdbdac24bb8719d004a14

**KITTITAS COUNTY FIRE DISTRICT #2**  
**Ellensburg, WA 98926**

**RESOLUTION 16-01**

**SUBJECT:** CANCEL OUTSTANDING WARRANT

**WHEREAS,** Kittitas County warrant #361297301 was issued out of the 636-010 GEN Fund for \$21.94 on January 4, 2016 to Jeremy Haberman, and

**WHEREAS,** The payment was for attendance at a Reserve drill as part of the Reserve Firefighter training program, and

**WHEREAS,** It was later determined that Jeremy Haberman has not met the minimum requirements to be a Reserve firefighter, and now

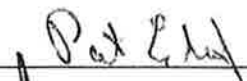
**THEREFORE,** BE IT RESOLVED, that the Board of Fire Commissioners, Kittitas County Fire District No. 2, by virtue of this resolution hereby declares Warrant #361297301 cancelled.

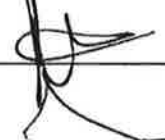
Adopted this 14<sup>th</sup> day of January 2016, at a regularly scheduled meeting of the Board of Commissioners.


Attest to:


  
District Secretary



  
Board Chair

  
Commissioner

  
Commissioner

  
Commissioner

636-010  
Vendor # 06583  
Invoice # 16 01 01026  
date: 01-04-16  
\$21.94

## Dora Van Epps

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**From:** Amber Simon <simona@kvfr.org>  
**Sent:** Thursday, February 11, 2016 10:28 AM  
**To:** \_Auditor's Accounting  
**Subject:** Check to Cancel  
**Attachments:** 3550\_001.pdf

Hi!

Please see the attached resolution that I forgot to send to you last month.

Thanks!

*Amber*

Amber Simon  
Financial Services Manager  
Kittitas County Fire District No. 2  
Dba: Kittitas Valley Fire & Rescue  
509-933-7232 (phone)  
509-933-7245 (fax)

**From:** [oce4522@kvfr.org](mailto:oce4522@kvfr.org) [<mailto:oce4522@kvfr.org>]  
**Sent:** Thursday, February 11, 2016 10:27 AM  
**To:** Amber Simon  
**Subject:** Attached Image

## Dora Van Epps

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**From:** Tiffany Ray  
**Sent:** Friday, February 12, 2016 10:33 AM  
**To:** Dora Van Epps; treasureraccounting  
**Subject:** RE: Check redemption verification please

Dora,  
Those warrants are all still outstanding. Please let me know if you need any additional information.  
Thanks!

*Tiffany Ray*  
**Fiscal Technician II**  
205 West 5<sup>th</sup> Ave, Suite 102  
Ellensburg, WA 98926  
(509) 962-7535

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**From:** Dora Van Epps  
**Sent:** Friday, February 12, 2016 10:18 AM  
**To:** treasureraccounting  
**Subject:** Check redemption verification please

Hello,

Can you please verify that the following check(s) are still outstanding?

Check# 361297301	Fund: 636-010	Date: 1/4/16	Amount: \$21.94
Check# 571293393	Fund: 657-010	Date: 9/16/15	Amount: \$650.00
Check# 810295115	Fund: 681-000	Date: 10/27/15	Amount: \$10,000.00

Thank you,

**Dora Van Epps**  
Fiscal Analyst  
Kittitas County Auditor's Office  
Accounting Department

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message id: 38eb45916c6dcdbdac24bb8719d004a14

AP414

INVOICE CANCELLATION ENTRY APPROVAL REGISTER

For the Fund / Sub Fund 636 010 FIRE DISTRICT #2

Signature: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Signature: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Batch 100531 GL Period 2 from 02/01/16 to 02/29/16 A.P. GL Code 636 1021340 Date 02/12/16

Sht	Supplier	Code and Name	PO	Invoice	Transaction Description	Typ	Dated	Due	Description/Comments	Local Amount	Amount
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1	06583 HABERMAN, JEREMY			160101026		I	021216	021216	JANUARY 2016 PAYROLL		21.94-
02-16-16 VOID WARRANT AND CANCEL INVOICE PER FIRE 2 RESOLUTI											
ON 16-01											

1 636 10500 EXPENDITURES JANUARY 2016 PAYROLL 21.94-

Batch Summary Local Amount

Total Invoices (including attached holdbacks) 21.94

Total Holdbacks (cancelled individually) 0.00

Net 21.94

Total Number of Invoices 1

AP414

\*\* Inter Fund GL Transactions for Batch 100531 \*\*

Fnd Sub Description	GL Code	Description	Debit	Credit
636 010 FIRE DISTRICT #2 MAINTENANCE	636 1021340	VOUCHERS PAYABLE CONTROL	21.94	
		Total	21.94	.00
		Grand Total	21.94	.00

AP411

Void Check      Approval Register  
 For the Fund      / Sub Fund      636 010 FIRE DISTRICT #2

Signature: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Batch 100530      GL Period 2 from 02/01/16 to 02/29/16      Bank GL Code 636 1011110      Date 02/12/16

Sheet Seq	Invoice GL Code	Type Description	Dated Description	Due	Description Transaction Description	PO	Inv. Amount Local Amount	Paid Amount
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Check	No. 361297301	010416	Supplier	06583 HABERMAN, JEREMY			21.94	
			Comments	2-12-16 VOID WARRANT AND CANCEL INVOICE PER FIRE 2 RESOLUTIO N 16-01				

1	160101026	I	010416	010416	JANUARY 2016 PAYROLL		21.94	21.94
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## Batch Summary

## Local Amount

Total Invoices Reinstated	21.94
Total Holdbacks Reinstated	0.00
Total Discounts	0.00
Net	21.94

Check	Count	1
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AP411                    \*\*    Inter Fund GL Transactions for Batch 100530    \*\*

Fnd	Sub	Description	GL Code	Description	Debit	Credit
636	010	FIRE DISTRICT #2 MAINTENANCE	636 1011110	CASH CONTROL	21.94	21.94
636	010	FIRE DISTRICT #2 MAINTENANCE	636 1021100	WARRANTS PAYABLE CONTROL	21.94	
636	010	FIRE DISTRICT #2 MAINTENANCE	636 1021340	VOUCHERS PAYABLE CONTROL		21.94
				Total	43.88	43.88
				Grand Total	43.88	43.88