



REQUEST FOR PAYMENT

Date : 1/22/2018

BOARD MEMBER REIMBURSEMENT

Ron Ziff

██████████
 ██████████
 Phone

Date	Description	Column1	Receipt Total
	Reimbursement for copies of keys for new CD4/SONC offices at 14930 Ventura Blvd		
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>

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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

Tom-

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 \$48.35
 - Tax\$0.00

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



3579

Payment ID: Y2C3Z30VK04NE Cashier: yochi

Show Details



46891

CUSTOMER'S ORDER NO.		DATE	
		01-18-18	
NAME			
ADDRESS			
EXPO LOCKSMITH			
CITY, STATE, ZIP			
14445 Moorpark st 818-747-5678			
SOLD BY	CASH/COD/DEBIT	MDSE	PAID OUT
Sherman Oaks, CA 91423		RETD	
QUAN.	DESCRIPTION	AMOUNT	
1			
2	3 DND copies	21.00	
3	SINC office		
4	KEYS		
5			
6			
7			
8			
9			
10			
11			
12		35	
		21.35	
RECEIVED BY			

KEEP THIS SLIP FOR REFERENCE
IC3705

*paid
by
VISA*