

Arlington Public Schools
“Providing the means to accomplish dreams”

Supportive Information Sheet

Subject: **VOUCHER/WARRANT ADJUSTMENTS**

Action

Page(s): Six (6), including cover

Submitted by: Ms. Deborah Borgens, Executive Director of Financial Services

Date: April 27, 2009

Administrative Consideration:

Enclosed please find the current voucher / warrant adjustments.

Superintendent’s Recommendation:

That the Board approves the attached warrant adjustments.

ARLINGTON SCHOOL DISTRICT NO. 16
315 N. French Ave.
Arlington, Wa 98223
360-618-6239, Fax 360-618-6221

Warrants Issued Adjustment Form

To: Snohomish County Treasurer's Office
Jacqueline Albracht
 Fax : 425-388-3089

Date: **March 19, 2009**
 Approved by: Nancy Berger

WARRANTS VOIDED CANCELLED

Fund	Warr.#	Date	Vendor	Micro #	Amount
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MANUAL WARRANTS ISSUED:

Fund	Warr.#	Date	Vendor	Micro #	Amount
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DUPLICATE WARRANTS - CHANGED:

FROM:

Fund	Warr.#	Date	Vendor	Micro #	Amount	
General-AP	45213	2/13/09	Central Welding	494864	\$ 1,399.38	Incorrect Address--never received in mail.

TO:

Fund	Warr.#	Date	Vendor	Micro #	Amount	
General-AP	45213	2/13/09	Central Welding	492049	\$ 1,399.38	Replace lost check

Contact Person: Nancy Berger
 Phone: 360-618-6239

- Fax to County Treasurer
- Copy to Board Secretary for Board Agenda
- Journal Voucher
- Cancelled Warrant File

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Arlington, Wa 98223
360-618-6239, Fax 360-618-6221

Warrants Issued Adjustment Form

To: Snohomish County Treasurer's Office
Jacqueline Albracht
 Fax : 425-388-3089

Date: **March 23, 2009**
 Approved by: Nancy Berger

WARRANTS VOIDED CANCELLED

Fund	Warr.#	Date	Vendor	Micro #	Amount	
Gen - PAY AP	700001238	1/30/09	ING USA ANNUITY & LIFE INS CO.	494787	\$ 100.00	No Account
Gen - PAY AP	700000755	6/16/08	Labor & Industries	491021	50.04	Garnishment Withdrawn

MANUAL WARRANTS ISSUED:

Fund	Warr.#	Date	Vendor	Micro #	Amount
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DUPLICATE WARRANTS - CHANGED:

FROM:

Fund	Warr.#	Date	Vendor	Micro #	Amount
------	--------	------	--------	---------	--------

TO:

Fund	Warr.#	Date	Vendor	Micro #	Amount
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Contact Person: Nancy Berger
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Date: **March 23, 2009**
 Approved by: Nancy Berger

WARRANTS **VOIDED** **CANCELLED**

Fund	Warr.#	Date	Vendor	Micro #	Amount	
Gen - AP	45622	3/31/09	LYLA ANDERSON	495481	\$ 32.53	Paid on District Credit Card

MANUAL WARRANTS ISSUED:

Fund	Warr.#	Date	Vendor	Micro #	Amount
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DUPLICATE WARRANTS - CHANGED:

FROM:

Fund	Warr.#	Date	Vendor	Micro #	Amount
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TO:

Fund	Warr.#	Date	Vendor	Micro #	Amount
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Arlington, Wa 98223
360-618-6239, Fax 360-618-6221

Warrants Issued Adjustment Form

To: Snohomish County Treasurer's Office
Jacqueline Albracht
 Fax : 425-388-3089

Date: **March 30, 2009**
 Approved by: Nancy Berger

WARRANTS VOIDED CANCELLED

Fund	Warr.#	Date	Vendor	Micro #	Amount	
MANUAL WARRANTS ISSUED:						
Fund	Warr.#	Date	Vendor	Micro #	Amount	
DUPLICATE WARRANTS - CHANGED:						
FROM:						
Fund	Warr.#	Date	Vendor	Micro #	Amount	
General-AP	45205	2/13/09	Brojlio Emergency Response Training	494856	\$ 250.00	No business account
General-AP	45500	3/13/09	Brojlio Emergency Response Training	495353	\$ 250.00	No business account
TO:						
Fund	Warr.#	Date	Vendor	Micro #	Amount	
General-AP	45205	2/13/09	Jade Brojlio	492050	\$ 250.00	Make checks payable to personal name
General-AP	45500	3/13/09	Jade Brojlio	492051	\$ 250.00	Make checks payable to personal name

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360-618-6239, Fax 360-618-6221

Warrants Issued Adjustment Form

To: Snohomish County Treasurer's Office
Jacqueline Albracht
 Fax : 425-388-3089

Date: **March 31, 2009**
 Approved by: Nancy Berger

WARRANTS VOIDED CANCELLED

Fund	Warr.#	Date	Vendor	Micro #	Amount
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MANUAL WARRANTS ISSUED:

Fund	Warr.#	Date	Vendor	Micro #	Amount	
General-Payroll	7000002533	3/31/09	Jennifer A. Cockrell	492052	\$ 1,453.65	Check deposited to wrong bank account

DUPLICATE WARRANTS - CHANGED:

FROM:

Fund	Warr.#	Date	Vendor	Micro #	Amount
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TO:

Fund	Warr.#	Date	Vendor	Micro #	Amount
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Contact Person: Nancy Berger
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