



MEMORANDUM

To: Mayor and Members of the City Council

From: Montique McClary, Interim City Manager
Alicia Steward, Finance Director
Brian Lewis, Assistant Finance Director

Date: September 8, 2022

Subj: Consideration - Approval of Invoices

BACKGROUND:

The Finance Department is respectfully asking for consideration for several outstanding invoices. Upon our observations, a pre-audit process was not performed although services were rendered; therefore, this is a void contract.

ANALYSIS:

The Finance Department cannot authorize payments that do not go through the pre-audit process.

GS 159-128(a2)(C) Allows the governing board to approve bills, invoices or claims that are not pre-audited assuming the payments meets the requirements of that section. Excerpt from GS 159-128(a2)(C)

(c) Governing Board Approval of Bills, Invoices, or Claims. – The governing board may, as permitted by this subsection, approve a bill, invoice, or other claim against the local government or public authority that has been disapproved by the finance officer. The governing board may not approve a claim for which no appropriation appears in the budget ordinance or in a project ordinance, or for which the appropriation contains no encumbrance and the unencumbered balance is less than the amount to be paid. The governing board shall approve payment by formal resolution stating the board's reasons for allowing the bill, invoice, or other claim. The resolution shall be entered in the minutes together with the names of those voting in the affirmative. The chairman of the board, or some other member designated for this purpose, shall sign the certificate on the check or draft given in payment of the bill, invoice, or other claim. If payment results in a violation of law, each member of the board voting to allow payment is jointly and severally liable for the full amount of the check or draft given in payment.

STAFF RECOMMENDATION:

For direction by the Council.



RaShirley Santiago <rsantiago@elizabethcitync.gov>

Fwd: Ballpark invoices

1 message

Jeffery Simpson <jdsimpson@elizabethcitync.gov>
To: RaShirley Santiago <rsantiago@elizabethcitync.gov>

Mon, Aug 15, 2022 at 12:50 PM

----- Forwarded message -----

From: **greg alexopoulos** <thegreekpizza@yahoo.com>
Date: Mon, Aug 15, 2022, 9:23 AM
Subject: Ballpark invoices
To: Jeffery Simpson <jdsimpson@cityofec.com>

Hey Jeff

This is Greg from Big Daddys Pizza. The other day I found some invoices on my desk that I had forgotten to turn in. I slipped them under your office door. Just making sure you got them.. thanks

Sent from my iPhone

Big Daddy's Pizza, Inc.

208 Lynette Dr.
Elizabeth City, NC
27909

Invoice

Date	Invoice #
5/21/2022	70

Bill To
Elizabeth City Parks and Recreation 110 Capital Trace Elizabeth City North Carolina 27909

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
40	Cheeschburgers	3.80	152.00
	sales tax	10.64	10.64
Total			\$162.64

Big Daddy's Pizza, Inc.

208 Lynette Dr.
Elizabeth City, NC
27909

Invoice

Date	Invoice #
5/21/2022	69

Bill To
Elizabeth City Parks and Recreation 110 Capital Trace Elizabeth City North Carolina 27909

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
60	Hot Dogs	2.40	144.00
		10.08	10.08
Total			\$154.08

Big Daddy's Pizza, Inc.

208 Lynette Dr.
Elizabeth City, NC
27909

Invoice

Date	Invoice #
5/21/2022	71

Bill To
Elizabeth City Parks and Recreation 110 Capital Trace Elizabeth City North Carolina 27909

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
35	Chicken sandwiches	4.50	157.50
	sales tax	11.03	11.03
Total			\$168.53

July 29,2022

Director Steward,

The attached Purchase Requisition was returned due to items being ordered before a Purchase Order was pre-audited and approved. In the past Parks and Recreation ordered concession items and created Blankets/Purchase Orders after the items were received and previous Finance Directors signed off on the purchase orders. However, it is understood that a Purchase Order needs to be completed, pre audited and approved before the items are ordered and purchased. We have had several conversations with staff regarding what the process needs to be and how we will address these situations from this point forward.

In conversations with you it is agreed that we will create a "bulk" purchase order for a specified amount based off previous year's spending with specific vendors and we will complete partial receiving reports to draw down the amount of the purchase order as items are received.

Thank you for taking the time in helping us find a solution as well as guiding us in this matter.

Thank you,

RaShirley Santiago



1902 NORTH ROAD STREET, ELIZABETH CITY NC 27909
252-338-3153

PO#22-01075

cwilliams@cityofec.com

BILL TO
CITY OF ELIZABETH CITY 1066
SOUTH PARK
1010 CAPITOL TRACE
ELIZABETH CITY, NC 27909
CONNIE WILLIAMS 335-2897

Invoice

INVOICE # 86394

117045

DATE: 05/26/2022

ROUTE: 999

PAGE: 1

RECEIVED

JUN 09 2022

jdsimpson@cityofec.com

DELIVER TO
SOUTH PARK (SPORTS COMPLEX) 10400
1010 CAPITOL TRACE
ELIZABETH CITY, NC 27909
JEFF SIMPSON 339-3027 - 335-1424

FINANCE DEPARTMENT

-- SALES --

ITEM #	DESCRIPTION	UPC	CASES\$	U/C	SOLD CASE	EXT	PROMO	TOTAL
3795	KING SANDWICH VANILLA 6OZ	7255411093	27.50	24	4	110.00	0.00	110.00
7603	SUPREME CONE TRIP CHOC 1/12	7255421890	26.50	12	2	53.00	0.00	53.00
7606	SUPREME CONE VANILLA 1/12	7255421860	26.50	12	2	53.00	0.00	53.00
** SUBTOTALS - SINGLES NESTLE **					8	216.00	0.00	216.00
302	King Strawberry Shortcake	7064000249	38.00	24	4	152.00	0.00	152.00
** SUBTOTALS - BLUE BUNNY					4	152.00	0.00	152.00
334	Bubble Gum Snowcone	7064001440	15.44	12	10	154.40	0.00	154.40
** SUBTOTALS - BLUE BUNNY					10	154.40	0.00	154.40
340	Original RWB Bomb Pop	7064000816	12.44	12	6	74.64	0.00	74.64
352	Jolly Rancher Bomb Pop	7064000818	12.44	12	6	74.64	0.00	74.64
** SUBTOTALS - BLUE BUNNY BOMB					12	149.28	0.00	149.28
** SALES TOTALS **					34	671.68	0.00	671.68
** INVOICE TOTAL **					34	671.68	0.00	671.68

FROM INV LOAD #86394 - 10400-SOUTH PARK (SPORTS COMPLEX)

TOTAL AMOUNT DUE

671.68

CHARGE

Printed: 05/26/2022 13:30:59

SALES PERSON SIGNATURE

PAID ON ACCOUNT CASH/CHECK#

CUSTOMER SIGNATURE

NOTES

Alicia

ACCRUED

RECEIVED

AUG 17 2022

CITY OF ELIZABETH CITY

FINANCE DEPARTMENT

CHECK REQUEST

DATE 08/15/2022

DUE DATE 08/19/2022

VENDOR NO TOPSIDE

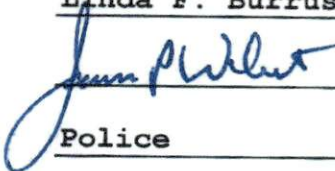
PAYABLE TO Topside Catering & Deli

ADDRESS Camden Square
133 W. Hwy 158, Suite D
Camden, N.C. 27921

AMOUNT \$6732.70

EXPLANATION Catering Cost to Provide Meals for Outside Agencies
Giving Mutual Aid During Civil Unrest of Andrew Brown
Case. Invoices received on August 12, 2022 from Vendor.

REQUESTED BY Linda F. Burrus

APPROVED BY 

DEPARTMENT Police

ACCOUNT NO. 10-5100-3300 ^{6307.00} ^{425.70} Camden TAX

INSTRUCTIONS Please mail check to the address above

COMMENTS Catering Cost



WEDDINGS • PARTIES
REUNIONS

Earl Ward
252-562-2807

Norma
252-562-3215

Restaurant
252-338-0255

Camden Square
133 W Hwy 158, Suite D
Camden, NC 27921

4/26/21 Eliz. City Police Dept.

Quantity	Description	Price Per Plate	Amount
175	Pork Chop Dinners	5.95	1,041.25

GRATUITY ACCEPTED BUT
NOT REQUIRED.

TAX	70.28
TOTAL	1,111.53



WEDDINGS • PARTIES
REUNIONS

Earl Ward
252-562-2807

Norma
252-562-3215

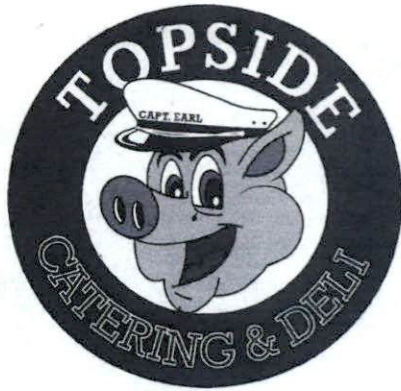
Restaurant
252-338-0255

Camden Square
133 W Hwy 158, Suite D
Camden, NC 27921

Eliz. City Police
(Mike)

Quantity	Description	Price Per Plate	Amount
90	Fish Plates	5.95	535.50 ✓
60	Chic. Plates (PS/BB/R)	5.95	357.00 ✓
			892.50 ✓
		TAX	60.24 ✓
		TOTAL	952.74 ✓

GRATUITY ACCEPTED BUT NOT REQUIRED.



WEDDINGS • PARTIES
REUNIONS

Earl Ward
252-562-2807

Norma
252-562-3215

Restaurant
252-338-0255

Camden Square
133 W Hwy 158, Suite D
Camden, NC 27921

5/3/21 Eliz. City Police

Quantity	Description	Price Per Plate	Amount
120	Fish Dinners (Bik Bags)	5.95	714.00 -
5/1	90 P Chops/RS/BB	5.95	535.50 -
			1249.50 -
GRATUITY ACCEPTED BUT NOT REQUIRED.			TAX 84.34 -
			TOTAL 1,333.84 -



WEDDINGS • PARTIES
REUNIONS

Eliz. City Police Dept.
(Mikes)
339-9115

Earl Ward
252-562-2807

Norma
252-562-3215

Restaurant
252-338-0255

Camden Square
133 W Hwy 158, Suite D
Camden, NC 27921

Quantity	Description	Price Per Plate	Amount
90	CHIC DINNERS (put in bags)	5.95	535.50 ✓
80	" "	5.95	476.00 ✓
			5011.50 ✓
		TAX	68.27 ✓
		TOTAL	1,079.77 ✓

GRATUITY ACCEPTED BUT
NOT REQUIRED.



Elizabeth City Police Department

RESPECT PROFESSIONALISM HONESTY INTEGRITY FAIRNESS RESPONSIBILITY

To : Linda Burrus
From : Mike Boone *MB*
Date : August 22, 2022
Subject: Topside Catering Receipts

During the Andrew Brown protests, I was assigned the task of providing food, drinks, snacks and supplies to the officers working the protests. At that time Chief Buffaloe wanted meals provided for every officer working and every officer assisting from outside agencies. Given the amount of people working at various times and assignments I was averaging having to provide at least 200-400 meals per day, (7) days a week.

Most places that provided meals such as Little Caesar's, Bojangles, Jersey Mike's, Itza Boutza Pizza, Big Daddy's Pizza, Firehouse Subs, Big Boss Burritos, Chick Fil-A, etc. were paid with a purchase card at the time of pickup. Montero's Restaurant did not require payment at the time of food pickup due to the sheer volume of food being picked up and the time constraints of making sure the food was hot when I got to the respective locations to drop off to the officers. Andy Montero would bill us about every two weeks and I would turn that in to be processed.

Topside catering was used numerous times to provide both lunches and dinner meals for the officers. The first couple times I picked up food I requested a bill and paid with

**Police Department
City of Elizabeth City, P. O. Box 347, Elizabeth City, NC 27907-0347
Phone: (252) 335-4321 – Fax (252) 338-0128**
