

CITY OF LYNDEN

FINANCE DEPARTMENT
360-354-2829



Memo

To: Anthony Burrows cc: Linde Schreifels

From: Linda Handy 

Date: September 7, 2021

Re: VOID Claims Check #21004

-
- **TO BE VOIDED & NOT REISSUED (Council review required)**
-

Please void **check #21004** payable to Enviro-Care Co. (V# 4532) dated 12/23/2020 in the amount of \$2,079.18. This check was returned to us by the vendor. Payment of invoice 20-52787 for Enviro-Clean was paid on this check in error.

Please authorize the check void and cancellation of the AP invoice transactions.

Correcting payments have already been sent to Enviro-Clean and Enviro-Care for the corresponding invoices.

Thank you,

LH

CHECK FILE COPY
City of Lynden

21004

12/23/2020

****2,079.18****

TWO THOUSAND SEVENTY-NINE AND 18/100 DOLLARS

ENVIRO-CARE CO.

1570 ST. PAUL AVE.
GURNEE IL 60031

Not Negotiable

COPY

VENDOR: 4532 ENVIRO-CARE CO.
ACCT NUMBE

12/23/2020

Check No: 21004

<u>INVOICE #</u>
20-52787
PART202191SV-PL1

<u>INV DATE</u>
11/02/2020
11/05/2020

<u>INV AMOUNT</u>
868.07
1,211.11

TOTAL AMOUNT	<u>2,079.18</u>
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CITY OF LYNDEN

FINANCE DEPARTMENT
360-354-2829



Memo

To: Anthony Burrows cc: Linde Schreifels

From: Linda Handy 

Date: September 7, 2021

Re: VOID Claims Check #21478

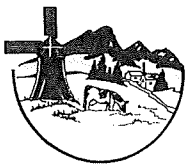
-
- **TO BE VOIDED & NOT REISSUED (Council review required)**
-

Please void **check #21478** payable to Evergreen Rural Water of WA (V# 2255) dated 2/17/2021 in the amount of \$700.00. This check was returned to us by the vendor. Payment was also made via credit card by Mike Kim on 1/27/21.

Please authorize the check void and cancellation of the AP invoice transaction.

Thank you,

LH



CITY OF LYNDEN

P.O. Box 650
Lynden, Washington 98264
(360) 354-2829

PEOPLES BANK
LYNDEN, WASHINGTON

98-442
1251

C

21478

21478

DATE
2/17/2021

AMOUNT
700.00

PAY: ***SEVEN HUNDRED AND 00/100 DOLLARS***

TO THE
ORDER
OF:

EVERGREEN RURAL WATER OF WA.
PO BOX 2300
SHELTON WA 98584

VOID

Anthony B. ...

AUTHORIZED SIGNATURE

⑈021478⑈ ⑆125104425⑆5017⑈730036⑈

CITY OF LYNDEN • LYNDEN, WASHINGTON 98264

VENDOR: 2255 EVERGREEN RURAL WATER OF WA.

ACCT NUMBE

2/17/2021

Check No: 21478

C

21478

INVOICE #

1220-418

INV DATE

1/02/2021

INV AMOUNT

700.00

TOTAL AMOUNT

700.00



Memo

To: Anthony Burrows cc: Linde Schreifels

From: Linda Handy 

Date: September 7, 2021

Re: VOID Claims Check #21681

-
- **TO BE VOIDED & NOT REISSUED (Council review required)**
-

Please void **check #21681** payable to Mark Billmire (V# 4914) dated 3/16/2021 in the amount of \$100.00. This check is being held in the Finance Dept safe. The expense form was mistakenly processed as an employee reimbursement, when it should have been entered as a City VISA card expense to V# 2546.

Please authorize the check void and cancellation of the AP invoice transaction.

Correcting payment was already sent to Peoples Bank VISA (V#2546)

Thank you,

LH

CHECK FILE COPY
City of Lynden

21681

3/16/2021

100.00

ONE HUNDRED AND 00/100 DOLLARS

MARK BILLMIRE
7366 ALMA COURT
FERNDALE WA 98248

Not Negotiable

VOID

VENDOR: 4914 MARK BILLMIRE
ACCT NUMBE

3/16/2021 Check No: 21681

INVOICE #
BILLMIRE-BRINK GIFT CAR

INV DATE
2/11/2021

INV AMOUNT
100.00

COPY

TOTAL AMOUNT 100.00



Memo

To: Anthony Burrows cc: Linde Schreifels

From: Linda Handy 

Date: September 7, 2021

Re: VOID Claims Check #21876

-
- **TO BE VOIDED & NOT REISSUED (Council review required)**
-

Please void **check #21876** payable to Ken's Tree Service LLC (V# 4973) dated 4/21/2021 in the amount of \$15,054.95. This check was returned to Steve Banham by the vendor. It is now being held in the Finance dept safe.

Per Steve, the invoice that was processed, approved & paid to Ken's Tree Service was actually a QUOTE that the vendor submitted for a tree removal job. PW did not select his quote, and so this should not have been submitted to AP for processing.

Please authorize the check void and cancellation of the AP invoice transaction.

Thank you,

LH

CHECK FILE COPY
City of Lynden

21876

4/21/2021

15,054.95

FIFTEEN THOUSAND FIFTY-FOUR AND 95/100 DOLLARS

KEN'S TREE SERVICE LLC
PO BOX 5
EVERSON WA 98247

Not Negotiable

VENDOR: 4973 KEN'S TREE SERVICE LLC
ACCT NUMBE

4/21/2021 Check No: 21876

INVOICE #
20357

INV DATE
3/26/2021

INV AMOUNT
15,054.95

COPY

TOTAL AMOUNT 15,054.95