



# office memorandum

**DATE:** October 12, 2023  
**TO:** Clint Mercer, Chief Accountant  
**FROM:** Sarah Encinias, Legal Admin Tech *SE*  
**SUBJECT:** City of Norman Debt Recovery  
PD Report 2022-1885

On January 12, 2022, damage was sustained to a City Police Department vehicle (Unit 1189) when it was struck by another vehicle at 800 N. Robinson St. The driver was identified as D. Reed and the responsible party was identified as J. Davis.

Attached is a check from State Farm Insurance in the total amount of \$1,760.70 to cover damage costs.

Please advise if you need additional information regarding this payment.

*Attachment*

cc: Kevin Foster, Chief of Police  
Brent Barbour, Major, Support Bureau  
Mike White, Fleet Program Manager  
Mark Delgado, Light Repair Supervisor  
Jennell James, Fleet Service Writer  
Barbara Andros, Revenue Collection Supervisor

24-2  
CLAIM NO 36-56L8-56C  
LOSS DATE 01-12-2022

SARAH CITY OF NORMAN  
201 W GRAY ST  
NORMAN OK 73069-7108

REMARKS CITY CLAIM NUMBER 22-1885

COVERAGE DESCRIPTION  
PROPERTY DAMAGE LIABILITY

ON BEHALF OF  
CITY OF NORMAN, SARAH

AMOUNT  
1,760.70

RETAIN STUB FOR RECORDS

State Farm

STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY

PROPERTY DAMAGE

PROP D OFFICE - PAGECNTQ.P74E

24-2

JPMORGAN CHASE BANK, NA 56-1544/441  
COLUMBUS OH

1 26 274657 J

CLAIM NO 36-56L8-56C  
LOSS DATE 01-12-2022

DATE 09-22-2023  
MM DD YYYY

\*\*\*\*\*EXACTLY ONE THOUSAND SEVEN HUNDRED SIXTY AND 70/100 DOLLARS

\$\*\*\*\*\*1,760.70

Pay to the  
Order of: SARAH CITY OF NORMAN

VOID IF GREEN COLORED BACKGROUND IS MISSING