




office memorandum

DATE: March 12, 2024
TO: Clint Mercer, Chief Accountant
FROM: Sarah Encinias, Legal Admin Tech 
SUBJECT: City of Norman Debt Recovery – Damage to Fleet Vehicle

The City of Norman has contracted with Alternative Claims Management (ACM) to provide damage recovery services for the City when a loss is caused by an at-fault party. At-fault parties are automobile drivers who are involved in a collision with a City vehicle and is found to be the cause, or at-fault, of the collision. ACM pursues payment from the at-fault party's insurance company and sends payment to the City.

Attached is check #26291 from ACM in the total amount of \$9,882.77. This payment represents damage reimbursement from an insurance company for the incident described below.

Please advise if you need additional information regarding this payment.

Vehicle Unit	Date of Incident	Insured	Insurance	Payment Amount
171218	10/29/2023	M. Dalton	Bristol West	\$ 9,882.77

Attachment

cc: Kevin Foster, Chief of Police
Chad Vincent, Major, Community & Staff Services Bureau
Lisa Tullius, Admin Tech III
Mike White, Fleet Program Manager
Mark Delgado, Light Repair Supervisor
Jennell James, Fleet Service Writer
Barbara Andros, Revenue Collection Supervisor

Alternative Claims Management
16404 San Pedro Ave
San Antonio, Texas 78232

THE FROST NATIONAL BANK
SAN ANTONIO, TEXAS
30-9/1140

26291

03/04/2024

PAY TO THE
ORDER OF Norman Police Department

\$ **9,882.77

Nine thousand eight hundred eighty-two and 77/100***** DOLLARS

PROTECTED AGAINST FRAUD

Norman Police Department



MEMO

Details on Back Intuit® CheckLock™ Secure Check

Alternative Claims Management

26291

03/04/2024

Norman Police Department

Date	Type	Reference	Original Amount	Balance Due	Payment
02/27/2024	Bill	C-20560	9,882.77	9,882.77	9,882.77
			Check Amount		9,882.77

Trust:Frost Client Tr

9,882.77

Alternative Claims Management

26291

03/04/2024

Norman Police Department

Date	Type	Reference	Original Amount	Balance Due	Payment
02/27/2024	Bill	C-20560	9,882.77	9,882.77	9,882.77
			Check Amount		9,882.77

PAYMENT
RECORD

Trust:Frost Client Tr

9,882.77