CITY OF SNOQUALMIE

Purchase Authorization

Name of Person Completing Form: Ashley Orre

Payee Name:	**AHBL**	**Invoice #:**	**154428**
Address:	**2215 North 30th Street, Suite 300**	**Invoice Date:**	**8/31/25**
City State Zip:	**Tacoma, WA 98403-3350**	**PO #:**	

Form of Payment: **[X] Issue Check [ ] Credit Card [ ] Other** (Please describe): **Direct Disbursement**

Instructions: This is an electronic form and should be filled out by typing in the appropriate fields. Once completed, please send this cover sheet with all backup documentation behind cover sheet via DocuSign to all the appropriate signers ***(see bottom of form for signing requirements for various dollar thresholds)*** and include Accounts Payable Clerk as "Receives Copy."

BARS/GL Account Code	BARS/GL Account Description	Amount
001 - 14 - 031 - 55860 - 541000	Professional Services - General	$8,083.26

Purchase Description: On-call Planning Professional Services from July 26, 2025 to August 25, 2025

BARS/GL Account Code	BARS/GL Account Description	Amount
- - - -		

Purchase Description:

BARS/GL Account Code	BARS/GL Account Description	Amount
- - - -		$ -

Purchase Description:

BARS/GL Account Code	BARS/GL Account Description	Amount
- - - -		$ -

Purchase Description:

BARS/GL Account Code	BARS/GL Account Description	Amount
- - - -		$ -

Purchase Description:

BARS/GL Account Code	BARS/GL Account Description	Amount
- - - -		$ -

Purchase Description:

Authorizations

TOTAL

***Based on the total amount, please include all authorized signers as per City Financial Policy - Purchase Authority**

$8,083.26

$0 - $1,000	**Authorized Purchaser *(always signs)***	**Ashley Orre**	Ashley Orre Ashley Orre (Sep 29, 2025 08:13:08 PDT)	Sep 29, 2025
		Print Name	**Sign Name**	**Date**
$1,000 - $7,500	**Department Manager**			
		Print Name	**Sign Name**	**Date**
$7,500- $15,000	**Department Director**	**Mona Davis**		
		Print Name	**Sign Name**	**Date**
Over $15,000	**City Administrator**			
		Print Name	**Sign Name**	**Date**

Invoice

AHBL, Inc.
Civil/Structural Engineers, Land Planners
Landscape Architects, Land Surveyors
2215 North 30th Street, Suite 300
Tacoma, WA 98403-3350
Phone 253-383-2422 Fax 253-383-2572

August 31, 2025
Project No: 2250202.30
Invoice No: 154428

City of Snoqualmie
38624 SE River Street
Snoqualmie, WA 98065

Invoice Total $8,083.26

mdavis@snoqualmiewa.gov
CommunityDevelopmentinvoices@snoqualmiewa.gov
THolden@snoqualmiewa.gov

Snoqualmie Onsite On-Call Planning
Land Use Planning Services

Professional Services from July 26, 2025 to August 25, 2025

Professional Personnel

	Hours	Rate	Amount	
Planner 3	54.00	145.00	7,830.00	
Totals	54.00		7,830.00	
Total Labor				**7,830.00**

Reimbursable Expenses

Travel/Mileage				
7/28/2025	Love, Andrew	Mileage	42.21	
7/31/2025	Love, Andrew	Mileage	42.21	
8/7/2025	Love, Andrew	Mileage	42.21	
8/11/2025	Love, Andrew	Mileage	42.21	
8/14/2025	Love, Andrew	Mileage	42.21	
8/18/2025	Love, Andrew	Mileage	42.21	
	Total Reimbursables		**253.26**	**253.26**

Total this Invoice $8,083.26

Billings to Date

	Current	Prior	Total
Labor	7,830.00	45,265.00	53,095.00
Expense	253.26	1,477.35	1,730.61
Totals	**8,083.26**	**46,742.35**	**54,825.61**

Outstanding Invoices

Number	Date	Balance
152369	5/31/2025	8,537.97
153670	7/31/2025	11,792.68
Total		**20,330.65**

Invoice due 30 days after receipt. Interest charged at 1.5% per month on balances 30 Days Past Due. As of 9/01/2024 a 3% fee will be charged on credit card payments - Visa/MC/AmEx only. No fee for debit cards.