

# LANCASTER COUNTY CLERK

County-City Building | 555 South 10th Street | Lincoln, NE 68508-2803

402-441-7484 | Fax 402-441-8728

DAN NOLTE

*Clerk*

February 2, 2018

Tracy Anderson  
County Extension Office

RE: Claim(s) to be reviewed by the Lancaster County Board of Commissioners

The Lancaster County Board of Commissioners will be reviewing the following claim(s) on Thursday, February 8, 2018, during the County Board Staff Meeting in Room 113, on the first floor of the County-City Building:

A. Voucher 599671 on batch 223685 to Tracy Anderson, dated January 26, 2018 in the total amount of \$200.36. The County Board has requested a review of all claims for employee reimbursement other than those related to travel for County business.

Any additional documentation to support your claim may be submitted to the County Clerk's Office or if you wish to appear and/or provide additional clarification regarding this claim(s) on February 8, 2018, please contact Kerry Eagan, Chief Administrative Officer, so he can schedule a specific time.

Sincerely,



Dan Nolte  
County Clerk's Office

email: Kerry Eagan, County Board Office  
David Derbin, County Attorney's Office  
Minette Genuchi, County Commissioner's Office  
Karen Wobig, Extension Office  
Jenny DeBuhr, Extension Office

Batch Report

Batch Number	Batch Date	G/L Date	Address Number	Alpha Name	Explanation - Remark	Amount
Document Number		Object Account	P.O. Number	Invoice Number		
223685	1/26/2018	1/26/2018	5879	<b>Anderson, Tracy</b>		
			5879	<b>4841 S 67th St</b>		
				<b>Lincoln</b>	<b>NE 68516-1917</b>	
599671		9106.63345	21737		Pillow Forms for 4-H Workshop	200.36
					<b>VENDOR TOTAL</b>	<u>200.36</u>

THE UNDERSIGNED HEREBY CERTIFIES THAT THE ABOVE MATERIAL, AND/OR SERVICE HAS BEEN RECEIVED AND/OR PERFORMED AND FUNDS HAVE BEEN APPROPRIATED FOR SAID PURPOSE.

By Karen Wobig

AGENCY AUTHORIZATION TO PURCHASE

NUMBER

21737

UNIVERSITY OF NEBRASKA - LINCOLN EXTENSION  
IN LANCASTER COUNTY  
444 CHERRY CREEK ROAD, SUITE A  
LINCOLN, NEBRASKA 68528-1507

PHONE: (402) 441-7180  
FAX: (402) 441-7148

TAX EXEMPT NUMBER: 5-12784

FEDERAL ID NUMBER: 47-0820307

DATE 01/10/18

VENDER NAME TRACY ANDERSON

VENDER ADDRESS

TO VENDER: PLACE AGENCY AUTHORIZATION TO PURCHASE NUMBER ON ALL STATEMENTS AND RECEIPTS RELATING TO THIS PURCHASE. OUR OFFICE WILL SUBMIT PAYMENT VOUCHER TO COUNTY CLERK FOR PAYMENT.

PLEASE FURNISH THE FOLLOWING:

QUANTITY	DESCRIPTION	ESTIMATED COST	OFFICE USE
	Reimbursement for pillow forms for 4H workshop	\$179.82 plus shipping & tax	Rev 9106
	Claver College Acct		

AUTHORIZATION NOT TO EXCEED \$ 200.36

Tracy Anderson  
REQUESTED BY

Karen Wobig  
APPROVED BY DEPARTMENT HEAD

(DO NOT EXCEED ONE VENDER PER PURCHASE ORDER)

UNIVERSITY OF NEBRASKA-LINCOLN, COOPERATING WITH COUNTIES AND THE U.S. DEPARTMENT OF AGRICULTURE

Thanks so much for your Joann.com Order 10028727539

Joann.com

Wed 1/3/2018 6:45 PM

To: Tracy Anderson <tracy.anderson@unl.edu>;

# JOANN

FABRIC

SEWING

YARN

CRAFTS

SALE

## we're *crafting* your order

We're sew happy you found something you love, Tracy. We've received your order and will begin processing it shortly. Once your order is on its way we'll send you an email with the shipping details. Orders with two or more items may arrive in separate boxes, with no additional shipping charge.


Questions? Visit our [help center](#) for answers to our frequently asked questions.

**ORDER DATE:** January 3, 2018

**ORDER NUMBER:** 10028727539


BILLING ADDRESS	PAYMENT METHOD	PAYMENT TOTAL



Tracy Anderson 4841 S. 67th St. Lincoln, NE 68516 United States tracy.anderson@unl.edu Phone: 4024417180	Credit Card Tracy Anderson  *****7595 Amount: \$200.36	Subtotal \$179.82 Order Discount - \$10.00 Shipping \$17.00 Sales Tax \$13.54 <b>Order Total: \$200.36</b>
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 **Ship to Home**

444 Cherrycreek Rd. STE A, Lincoln, NE 68528-1578 402-441-7180  
 Standard Delivery (Order arrives in 6-10 BUSINESS DAYS)

PRODUCT	QTY	PRICE	TOTAL PRICE
 2 Pack Value Pillow 16x16 Item #: 12747531	18	\$19.99 <b>\$9.99</b>	\$359.82 <b>\$179.82</b>

CUSTOMER SERVICE

WEEKLY DEALS

#handmadewithjoann

YOU MAY ALSO LIKE



LoRan Sure Grip Hoop 7"



Soft N Crafty Basic 18" x 18" Pillow



Premier® Yarns Sweet Roll Yarn



# JO-ANN

fabric and craft stores®

order summary

Sold To: LANCASTER CO. EXTENSION  
 444 CHERRYCREEK RD. STE A  
 LINCOLN, NE 685281578

PLEASE KEEP THIS FOR YOUR RECORDS

Order No.: 0132509266  
 Order Date: 01/04/18  
 Ship Date: 01/04/18

<u>QTY</u>	<u>ITEM NO</u>	<u>Description</u>
6.00	000000000012747531	2 pack 16x16 Value Pillow Pack

# JO-ANN

fabric and craft stores®  
 return form

Sold To: LANCASTER CO. EXTENSION  
 444 CHERRYCREEK RD. STE A  
 LINCOLN, NE 685281578

PLEASE INCLUDE THIS PORTION WITH RETURNS. SEE REVERSE FOR DETAILS.

Order No.: 0132509266  
 Order Date: 01/04/18  
 Ship Date: 01/04/18

<u>QTY</u>	<u>ITEM NO</u>	<u>Description</u>	<u>Reason Code</u>
	000000000012747531	2 pack 16x16 Value	

Jo-Ann Fabric and Craft Stores®.  
 Where sewers and crafters  
 shop, discover and save.

THANK YOU FOR YOU ORDER.

From: \_\_\_\_\_  
 To: \_\_\_\_\_

## Minette M. Genuchi

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**From:** Karen Wobig <kwobig2@unl.edu>  
**Sent:** Monday, February 05, 2018 4:03 PM  
**To:** Kerry P. Eagan  
**Cc:** Minette M. Genuchi  
**Subject:** Fw: Claim for Review  
**Attachments:** TracyAnderson.pdf

Hello Kerry,

I will be unable to attend the Board staff meeting on Thursday, as I will be attending a NACEB (Nebraska Association for County Extension Boards) event all day. Would you please share the following information with the Commissioner's regarding the claim for review:

Tracy purchased pillow forms to be used at the annual 4-H Pillow Making sewing workshop. We couldn't use craft contracts for the type of pillows needed, and they were much cheaper thanks to discounts provided, if Tracy ordered them. This helps us keep the cost of the workshops down as well.

Hopefully the Board will approve the claim. If any further clarifications are needed, please let me know.

Thank you!  
Karen



### Karen B Wobig

*Extension Educator Unit Leader*

University of Nebraska–Lincoln

Nebraska Extension in Lancaster County

Metro District

444 Cherrycreek Rd, Ste A, Lincoln, 68528-1507

[402 441 7180](tel:4024417180)

[kwobig2@unl.edu](mailto:kwobig2@unl.edu)

[lancaster.unl.edu](http://lancaster.unl.edu)

[extension.unl.edu](http://extension.unl.edu)

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**From:** Renee T. Runge <rrunge@lancaster.ne.gov>  
**Sent:** Friday, February 2, 2018 9:59 AM  
**To:** Kerry P. Eagan; David A. Derbin; Tracy Anderson  
**Cc:** Jennifer DeBuhr; Karen Wobig; Minette M. Genuchi  
**Subject:** Claim for Review

See attachment.