From:	Steel, Chris
To:	Larm, Doug; Allen, Erik
Subject:	RE: PO1.5 Payment ERROR
Date:	Tuesday, March 17, 2015 3:11:42 PM

I'll need to see what happened. The easiest thing to do would be credit his next invoice by the difference in over payment. I'll confirm.

Chris

Chris Steel
Seattle Police Department
610 Fifth Ave
Seattle, WA 98124

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e: chris.steel@seattle.gov

From: Larm, Doug
Sent: Tuesday, March 17, 2015 11:01 AM
To: Steel, Chris; Allen, Erik
Subject: PO1.5 Payment ERROR

Chris, I think there is an error in payment for recent trip done by Chuck Ross.
Estimate that I attached for the trip was $607.00. However, when Chuck actually attended the conference the ACTUAL cost was lower….$527.53.
He submitted an invoice and I signed the invoice indicating my approval on ACTUAL expenses.
However, Chuck received a payment for $607.00 which is not correct.
How should we proceed? Should Chuck return the payment check? Does he need to resubmit invoice?
Thanks in advance
Doug

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