

CHECK REQUEST FORM

VENDOR INFORMATION & VENDOR	NUMBER

Just 1 Management, LLC

V# 6083

1	DEPARTMENT. FINANCE
	PREPARED BY, Johana Vargas
	DATE REQUESTED 08/16/2023
١	MAIL CHECK HOLD FOR VENDOR V ACH
	OPEN RO, RO, II
	PURCHASING COOP
	CONTRACT II
	REQUIREMENTS FOR CHECK PROCESSING
	Clear Itemized Invoice must be attached If applicable, additional documents as required per policy must be attached Invoice must be signed to certify goods/services were received Vendor must have current IRS Form W-9 & New Vendor form or

	DESCRIPTION AND USE	INVOICE No.	AMOUNT
BUDGET ACCOUNT No. 10-1204-000-0	DESCRIPTION AND USE  2024 Noches Mexicanas Talent Fee  Marketing Services Monthly Management Fee	2023-0801-1	\$13,800.00 \$4,400.00

FOR FINANCE USE ONLY
INVOICE / ACCURACY
SIGNED AS RECEIVED
COMPLIES WITH POLICY
NO SALES TAX
BUDGET AVAILABLE

Jesse Rodriguez
DEPARTMENT HEAD PRINTED NAME

AND THE DECEMBER

\$18,200.00

IF REQUESTING A QUICK CHECK, PRE-APPROVAL FROM THE FINANCE DIRECTOR OR ASSISTANT FINANCE DIRECTOR IS REQUIRED, PLEASE SPECIFY DATE THE CHECK IS NEEDED. TO ENSURE TIMELY PROCESSESING PLEASE HAND DELIVER QUICK CHECK REQUESTS TO PURCHASING AGENT OR PURCHASING DIVISION STAFF.

NEED CHECK BY	
APPROVED BY:	Date



CHECK REQUEST FORM

VENDOR	INFORMATION	R	VENDOR NUMBER	
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Just 1 Management, LLC

V# 6083

DEPARTMENT FINANCE	
PREPARED BY Johana Vargas	
DATE REQUESTED 08/17/2023  MAIL CHECK HOLD FOR VENDOR	V ACH
PURCHASING COOP	
REQUIREMENTS FOR CHECK PROCES	SSING
Clear Itemized invoice must be attached If applicable, additional deciments as required probable attached Invoice must be signed to certify goods/services with the attached Vendor must have current IRS Form W-9 & New Vifile	vere received

BUDGET ACCOUNT No.	DESCRIPTION AND USE	INVOICE No.	AMOUNT
10-1204-000-0	Talent Fee Deposits, Management Fee	2023-08-17	\$385,000.00
		,	

FOR FINANCE USE ONLY
INVOICE / ACCURACY
SIGNED AS RECEIVED
COMPLIES WITH POLICY
NO SALES TAX
BUDGEY AVAILABLE
DEPART

JOSSO RODRIGUOZ
DEPARTMENT HEAD PRINTED NAME

DEPARTMENT HEAD SIGNATURE

\$385,000,00

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NEED CHECK BY .....

APPROVED BY:\_\_\_\_\_

Date\_\_\_\_\_





CHECK REQUEST FORM

VENDOR INFORMATION & VENDOR NUMBER

Just 1 Management, LLC

V# 6083

DEPARTMENT, FINANCO	
PREPARED BY Johana Vargas	
DATE REQUESTED 07/14/2023	
MAIL CHECK HOLD FOR VENDOR	✓ ACH
OPEN P.O. P.O. II	
PURCHASING COOP.	
CONTRACT II	
REQUIREMENTS FOR CHECK PROCE	SSING
Clear llomized invoice must be attached     If applicable, additional documents as required, be attached	per policy must
Invoice must be signed to certify goods/services     Vendormust have current Ins Form W-9 & New file	were received Jendor form on

\$250,305,00

BUDGET ACCOUNT No.	DESCRIPTION AND USE	INVOICE No.	THUOMA
10-1204-000-0	Sizzle Reel & Logo Production, Management Fee	2023-0713-1	\$1,650.00
10-1204-000-0	Talent Fee Deposits, Management Foe	2023-0712-1	\$248,655,00
	* .		
		1	

FOR FINANCE USE ONLY		TOTAL	00,00
INVOICE / ACCURACY 1			
SIGNED AS RECEIVED			
COMPLIES WITH POLICY	$I = \Omega_I$	01/1/2	
NO SALES TAX	legus och	1/1/4/	-
BUDGET AVAILABLE	DEPARTMENT HEAD PRINTED NAME	DEPARTMENT HEAD SIGNAT	TURE

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NEED CHECK BY	
APPROVED BY:	Date



CHECK REQUEST FORM

JENDAD INI	S MOITAM GO	VENDOR MUMBER

Just 1 Management, LLC

V# 6083

DEPARTMENT, FIN	ance	
PREPARED BY Joh	ana Vargas	
DATE REQUESTED		
	HOLD FOR VENDOR	V AC
OPEN RO, P	,0,11	
PURCHASING COOP	9,	
CONTINACT II	N/7/2 1-	
REQUIREM	ENTS FOR CHECK PROCES	SING
If applicable, addition to attached     Involce must be significant.	oice must be attached tional documents as required p gned to certify goods/services w	yare receiva
<ul> <li>Vendor must have</li> </ul>	current IRS Form W-9 & New Vo	maor form o

BUDGET ACCOUNT No.	DESCRIPTION AND USE	INVOICE No.	AMOUNT
10-1204	2nd Pymt- Talent Fee Deposits, Mgmt Fee	2023-11-23	\$287,787.50
			2.20

FOR FINANCE USE ONLY
INVOICE / ACCURACY
SIGNED AS RECEIVED
COMPLIES WITH POLICY
NO SALES TAX
BUDGET AVAILABLE

FOR FINANCE USE ONLY
\$287,787.50

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NEED CHECK BY 11/27/2023	• •
APPROVEO BY:	Date 11/27/2023
Williagro Dil.	W. 11/27/2023