



CITY OF EAGLE PASS, TEXAS
CHECK REQUEST FORM

VENDOR INFORMATION & VENDOR NUMBER
Just 1 Management, LLC
V# 6083

DEPARTMENT: FINANCE

PREPARED BY: Johana Vargas

DATE REQUESTED: 08/16/2023

MAIL CHECK
 HOLD FOR VENDOR
 ACH

OPEN P.O. RO. # _____

PURCHASING COOP: _____

CONTRACT # _____

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 on file

BUDGET ACCOUNT No.	DESCRIPTION AND USE	INVOICE No.	AMOUNT
10-1204-000-0	2024 Noches Mexloanas Talent Fee	2023-0801-1	✓ \$13,800.00
	Marketing Services Monthly Management Fee	1002	✓ \$4,400.00

TOTAL \$18,200.00

FOR FINANCE USE ONLY	
INVOICE / ACCURACY	<u>JZ</u>
SIGNED AS RECEIVED	<u>JZ</u>
COMPLIES WITH POLICY	<u>JZ</u>
NO SALES TAX	<u>JZ</u>
BUDGET AVAILABLE	<u>CO</u>

Jesse Rodriguez
DEPARTMENT HEAD PRINTED NAME

[Signature]
DEPARTMENT HEAD SIGNATURE

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 PROCESSING PLEASE HAND DELIVER QUICK CHECK REQUESTS TO PURCHASING AGENT OR PURCHASING DIVISION STAFF.

NEED CHECK BY _____

APPROVED BY: _____ Date [Signature]



CITY OF EAGLE PASS, TEXAS CHECK REQUEST FORM

VENDOR INFORMATION & VENDOR NUMBER Just 1 Management, LLC V# 6083
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DEPARTMENT <u>FINANCE</u>
PREPARED BY <u>Johana Vargas</u>
DATE REQUESTED <u>08/17/2023</u>
<input type="checkbox"/> MAIL CHECK <input type="checkbox"/> HOLD FOR VENDOR <input checked="" type="checkbox"/> ACH
<input type="checkbox"/> OPEN P.O. P.O. # _____
PURCHASING COOP _____
CONTRACT # _____
REQUIREMENTS FOR CHECK PROCESSING
<ul style="list-style-type: none"> • 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 on file

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

FOR FINANCE USE ONLY	
INVOICE / ACCURACY	<u> n </u>
SIGNED AS RECEIVED	<u> n </u>
COMPLIES WITH POLICY	<u> n </u>
NO SALES TAX	<u> n </u>
BUDGET AVAILABLE:	<u> n </u>

Jesse Rodriguez
 DEPARTMENT HEAD PRINTED NAME

DEPARTMENT HEAD SIGNATURE

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 PROCESSING PLEASE HAND DELIVER QUICK CHECK REQUESTS TO PURCHASING AGENT OR PURCHASING DIVISION STAFF

NEED CHECK BY _____

APPROVED BY: _____ Date: _____

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CITY OF EAGLE PASS, TEXAS
CHECK REQUEST FORM

VENDOR INFORMATION & VENDOR NUMBER Just 1 Management, LLC V# 6083
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DEPARTMENT: <u>Finance</u>
PREPARED BY: <u>Johana Vargas</u>
DATE REQUESTED: <u>07/14/2023</u>
<input type="checkbox"/> MAIL CHECK <input type="checkbox"/> HOLD FOR VENDOR <input checked="" type="checkbox"/> ACH
<input type="checkbox"/> OPEN P.O. P.O. # _____
PURCHASING COOP: _____
CONTRACT # _____
REQUIREMENTS FOR CHECK PROCESSING
<ul style="list-style-type: none"> • 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 on file

BUDGET ACCOUNT No.	DESCRIPTION AND USE	INVOICE No.	AMOUNT
10-1204-000-0	Sizzle Reel & Logo Production, Management Fee	2023-0713-1	\$1,650.00
10-1204-000-0	Talent Fee Deposits, Management Fee	2023-0712-1	\$248,655.00

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

TOTAL \$250,305.00


 DEPARTMENT HEAD PRINTED NAME


 DEPARTMENT HEAD SIGNATURE

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NEED CHECK BY _____

APPROVED BY: _____ Date: _____



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CHECK REQUEST FORM

VENDOR INFORMATION & VENDOR NUMBER Just 1 Management, LLC V# 6083
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DEPARTMENT <u>Finance</u>
PREPARED BY <u>Johana Vargas</u>
DATE REQUESTED <u>11/27/2023</u>
<input type="checkbox"/> MAIL CHECK <input type="checkbox"/> HOLD FOR VENDOR <input checked="" type="checkbox"/> ACH
<input type="checkbox"/> OPEN P.O. P.O. # _____
PURCHASING COOP. _____
CONTRACT # _____
REQUIREMENTS FOR CHECK PROCESSING
<ul style="list-style-type: none"> • 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 on file

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

TOTAL \$287,787.50

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

Jesse Rodriguez
 DEPARTMENT HEAD PRINTED NAME

DEPARTMENT HEAD SIGNATURE

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 PROCESSING PLEASE HAND DELIVER QUICK CHECK REQUESTS TO PURCHASING AGENT OR PURCHASING DIVISION STAFF.

NEED CHECK BY 11/27/2023

APPROVED BY _____ Date 11/27/2023
J.V. 11/27/2023