

From: [Michalyn Rains](#)
To: [Marie Chacon](#)
Cc: [Linda Riggs](#); [Steven Asher](#)
Subject: Re: Boarding Invoice
Date: Thursday, February 07, 2019 5:54:09 PM
Attachments: [image001.png](#)

Not that I am aware.

Michalyn Rains, CPPO, CPPB
Collin County Purchasing Agent
Phone 214-326-6441

On Feb 7, 2019, at 5:04 PM, Marie Chacon <mchacon@co.collin.tx.us> wrote:

Michalyn,

I understand. Is there another payment option available?

Thank you
Marie

From: Michalyn Rains
Sent: Thursday, February 07, 2019 4:36 PM
To: Marie Chacon; Linda Riggs
Cc: Steven Asher
Subject: RE: Boarding Invoice

Marie,

I believe there has been a request for check and a requisition that were rejected. I cannot issue a purchase order at this point, and I believe the check request was rejected because the request for service did not come through Purchasing. You may not use a p-card at this point because it is after the fact.

From: Marie Chacon <mchacon@co.collin.tx.us>
Sent: Thursday, February 7, 2019 3:18 PM
To: Michalyn Rains <mrains@co.collin.tx.us>; Linda Riggs <lriggs@co.collin.tx.us>
Cc: Steven Asher <sasher@co.collin.tx.us>
Subject: Boarding Invoice

Hello ladies,

I finally got settled into my new work/home.

My welcoming gift is this invoice. ☺

From what I understand, the K9 was boarded before payment was made. One of my

priorities in this position is to create internal process manuals in order to prevent situations like this. I did have a conversation with Captain Jenks regarding this invoice and explained to him that if a canine needs boarded, a PO must be in place **before** services are rendered. I also wanted to let you both know that Chief Asher and I will be meeting with staff to discuss the proper internal purchasing/payment processes ASAP.

Meanwhile, I have been given this invoice that needs to be paid and not sure which direction to go on it. Can you please let me know if it should be paid for with a Req., Request for Check or PCard Transaction.

Once again, I am working on getting everyone on the right track here so please be patient with me. If you have any concerns or questions, please call me anytime. As always, you both know just how much I appreciate you.

Thank you

<image001.png>

Marie Chacon
Budget Technician
Administration Section
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