

KETCHIKAN CHARTER COMMISSION

AGENDA STATEMENT

NO F

MEETING OF June 25, 2004

ITEM TITLE Approval of the submitted vouchers SUBMITTED BY Glen Thompson

SUMMARY STATEMENT

A total of \$ 734.62 in vouchers are presented for approval by the Commission for authorization of payment by the Greater Ketchikan Chamber of Commerce.

Those vouchers consist of:

Salary for Ms. Otte, 6/15-6/30/04 **	\$ 640.00
Reimbursement for Ms. Otte for video & audio tapes	17.84
TBC for 2 cases paper & clips	76.78
TOTAL	\$ 734.62

** Ms. Otte's timesheet contains estimated work hours for the period of June 23-30 and is submitted on this agenda for approval due to the fact that the State's fiscal year ends on June 30th and the report of all financial obligations intended to be covered by the State grant must be submitted by the Chamber in a timely fashion. Should the timesheet not be submitted at this meeting, it would wait until the meeting scheduled for July 7 and those minutes would not be approved until July 16, putting a time crunch on the Chamber staff to submit their grant report to the State.

RECOMMENDED ACTION:

"I move to authorize the payment of vouchers, as submitted, for a total of \$ 734.62."