



DCJS Financial Services, rr <dcjsfinancialservices@dcjs.virginia.gov>

Re: IAT-MRT Books & Training

1 message

Fitzpatrick, Thomas <thomas.fitzpatrick@dcjs.virginia.gov>

Mon, Dec 28, 2020 at 9:27 AM

To: "DCJS Financial Services, rr" <dcjsfinancialservices@dcjs.virginia.gov>

Cc: Aja Pappas <aja.pappas@dcjs.virginia.gov>, Candace Miles <candace.miles@dcjs.virginia.gov>, "Fisher, Constance" <constance.fisher@dcjs.virginia.gov>, Jennifer Macarthur <jennifer.macarthur@dcjs.virginia.gov>, Leslie Egen <leslie.egen@dcjs.virginia.gov>

I approve.

On Mon, Dec 28, 2020 at 8:50 AM DCJS Financial Services, rr <dcjsfinancialservices@dcjs.virginia.gov> wrote:

Good Afternoon,

Attached is an invoice for your review and approval from DBHDS-Central Office. Please provide the MOU and accounting distribution coding.

- Certify that the merchandise or service included on the attached invoice was received in good condition and in accordance with the related contract, MOU/MOA or purchase order and that DCJS owes the amount on the invoice.
- In your review of the attached invoice and available supporting documentation, please ensure the accuracy of the invoice (P.O#, amount, etc).
- If the coding on the attached requisition/purchase order is not correct, please provide the new coding and the reason for the change.

Thank you,

----- Forwarded message -----

From: **DCJS Financial Services, rr** <dcjsfinancialservices@dcjs.virginia.gov>

Date: Tue, Dec 15, 2020 at 12:16 PM

Subject: Fwd: IAT-MRT Books & Training

To: Leslie Egen <leslie.egen@dcjs.virginia.gov>, Aja Pappas <aja.ferguson@dcjs.virginia.gov>, Candace Miles <candace.miles@dcjs.virginia.gov>, Thomas Fitzpatrick <thomas.fitzpatrick@dcjs.virginia.gov>

Good Afternoon,

Attached is an invoice for your review and approval from DBHDS-Central Office. Please provide the MOU and accounting distribution coding.

- Certify that the merchandise or service included on the attached invoice was received in good condition and in accordance with the related contract, MOU/MOA or purchase order and that DCJS owes the amount on the invoice.

- In your review of the attached invoice and available supporting documentation, please ensure the accuracy of the invoice (P.O#, amount, etc).
- If the coding on the attached requisition/purchase order is not correct, please provide the new coding and the reason for the change.

Thank you,

----- Forwarded message -----

From: **Pappas, Aja** <aja.pappas@dcjs.virginia.gov>

Date: Wed, Dec 9, 2020 at 10:19 AM

Subject: Fwd: IAT-MRT Books & Training

To: rr DCJS Financial Services <dcjsfinancialservices@dcjs.virginia.gov>

Cc: Karen Sullivan <karen.sullivan@dcjs.virginia.gov>, Jennifer Macarthur <jennifer.macarthur@dcjs.virginia.gov>

Please see attached invoice.

V/R
Aja

Aja C. Pappas
Justice Programs Training Coordinator/RSAT Grant Monitor
Division of Programs and Services/ Adult Correctional Services
Virginia Department of Criminal Justice Services
1100 Bank Street
Richmond, VA 23219
Phone: 804. 225. 4127
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----- Forwarded message -----

From: **Egen, Leslie** <leslie.egen@dcjs.virginia.gov>

Date: Wed, Dec 9, 2020 at 10:07 AM

Subject: Fwd: IAT-MRT Books & Training

To: Jennifer Macarthur <jennifer.macarthur@dcjs.virginia.gov>, Aja Pappas <aja.ferguson@dcjs.virginia.gov>

Does this need to go straight to Karen Sullivan from DBHDS, or can I just forward this to her?

This is the invoice for the MRT books that will be paid with COAP money.

----- Forwarded message -----

From: **Washington, Gabriel** <gabriel.washington@dbhds.virginia.gov>

Date: Tue, Dec 8, 2020 at 7:22 PM

Subject: IAT-MRT Books & Training

To: Leslie Egen <leslie.egen@dcjs.virginia.gov>

Cc: Schein, Christine <christine.schein@dbhds.virginia.gov>

Hi Leslie,

Hope you are doing well. Attached is an IAT reimbursement request for MRT books and training. Thank you for assisting Christine and I. If you need anything else, let us know.

Take care,

GW :)

From the desk of...

Mr. Gabriel D. Washington, VCA | Procurement Officer II.

Virginia Department of Behavioral Health & Development Services | Procurement & Administrative Services

1220 Bank Street, Richmond, VA 23219 | Central Office

Gabriel.Washington@dbhds.virginia.gov | (804) 930-4710-Wireless

DBHDS Vision: A life of possibilities for all Virginians

(Telework Schedule: Mon. - Fri. 7:30am-4:00pm, until further notice)

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Leslie A. Egen
Criminal Justice Program Coordinator and Policy Analyst
Adult Services, Division of Programs and Services
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Thomas Okuda Fitzpatrick
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