



Pittman-smith, Nina &lt;nina.pittman-smith@dcjs.virginia.gov&gt;

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**Re: IAT-MRT Books & Training**

1 message

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**Fisher, Constance** <constance.fisher@dcjs.virginia.gov>  
To: "Pittman-smith, Nina" <nina.pittman-smith@dcjs.virginia.gov>  
Cc: Keshana Pierce <keshana.pierce@dcjs.virginia.gov>

Mon, Feb 1, 2021 at 1:27 PM

They should all be 10340 (Adult Services).

Thanks!  
Connie

On Mon, Feb 1, 2021 at 11:25 AM Pittman-smith, Nina <nina.pittman-smith@dcjs.virginia.gov> wrote:

Hi Connie,

Do you have the department codes for the coding below? I am getting ready to process the DBHDS invoice.

Thank you,

Nina Pittman-Smith  
Division of Finance and Administration  
Virginia Department of Criminal Justice Services  
[1100 Bank Street, Richmond, VA 23219](http://www.dcjs.virginia.gov)  
Phone: 804.786-2648:  
<http://www.dcjs.virginia.gov>

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

From: **Fisher, Constance** <constance.fisher@dcjs.virginia.gov>  
Date: Wed, Jan 20, 2021 at 10:33 AM  
Subject: Fwd: IAT-MRT Books & Training  
To: Nina Pittman-smith <nina.pittman-smith@dcjs.virginia.gov>  
Cc: Keshana Pierce <keshana.pierce@dcjs.virginia.gov>

Adding in Keshana

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

From: **Fisher, Constance** <[constance.fisher@dcjs.virginia.gov](mailto:constance.fisher@dcjs.virginia.gov)>

Date: Wed, Jan 20, 2021 at 10:33 AM

Subject: Re: IAT-MRT Books & Training

To: Pittman-smith, Nina <[nina.pittman-smith@dcjs.virginia.gov](mailto:nina.pittman-smith@dcjs.virginia.gov)>

Good question... Actually, we do need to hold off on paying until we hear that the Federal Government has released the grant funds.

Please check this coding against the invoices, especially for account codes and total to be charged to Grant:

\$ 2,000 - 02140-390004-CJS70058-5012240 CONFERENCE REGISTRATIONS THAT WILL BE REIMBURSED  
\$ 600 - 01000-390004-CJS70058-5012240 CONFERENCE REGISTRATIONS  
\$ 523.42 - 10000-390002-CJS46801-5012190 SHIPPING  
\$ 4,400 - 10000-390002-CJS46801-5012240 CONFERENCE REGISTRATIONS  
\$ 5,400 - 10000-390002-CJS46801-BOOKS

On Wed, Jan 20, 2021 at 7:45 AM Pittman-smith, Nina <[nina.pittman-smith@dcjs.virginia.gov](mailto:nina.pittman-smith@dcjs.virginia.gov)> wrote:

Good morning Connie,

Is it okay to pay the \$12,923.42 invoice now? Also, I will be using the following coding for this invoice:

\$2,000.00-02140-390004-70058-Account Code-5012240

\$10,923.42-10000-390002-CJS46801  
523.42-Shipping-Account Code-5012190  
\$10,400.00-Account Code-5022240

Thank you,

Nina Pittman-Smith  
Division of Finance and Administration  
Virginia Department of Criminal Justice Services  
[1100 Bank Street, Richmond, VA 23219](http://www.dcjs.virginia.gov)  
Phone: 804.786-2648:  
<http://www.dcjs.virginia.gov>

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On Tue, Jan 19, 2021 at 1:13 PM Fisher, Constance <[constance.fisher@dcjs.virginia.gov](mailto:constance.fisher@dcjs.virginia.gov)> wrote:

The \$12,923.42 is to be split as follows, according to Jen. We'd just like \$2,000 of it to go to Fund 02140 since we are getting reimbursed for some registrations.

Thanks!  
Connie

On Tue, Jan 19, 2021 at 11:52 AM Fisher, Constance <[constance.fisher@dcjs.virginia.gov](mailto:constance.fisher@dcjs.virginia.gov)> wrote:

Hi Keshana and Nina,

When you pay the \$2,600, please use **Fund 02140**, Program 390004, Project 70058 for \$2,000 of it (the amount that will be reimbursed to us by the four PAPIS participants). I know this isn't on the COA, but we will use this since it should net to zero once all reimbursements are processed.

Thank you!  
Connie

On Mon, Jan 4, 2021 at 5:42 PM Macarthur, Jennifer <[jennifer.macarthur@dcjs.virginia.gov](mailto:jennifer.macarthur@dcjs.virginia.gov)> wrote:

Hi All,

Please charge \$10,323.42 to CARA/COAP (10000 390002 CJS46801) and \$2,600 to CCCA/PSA (01000 390004 CJS70058).

When we receive the reimbursements from the PAPIS sites, they should go back into the CCCA/PSA fund.

Thanks,  
Jen

On Mon, Jan 4, 2021 at 2:58 PM DCJS Financial Services, rr <[dcjsfinancialservices@dcjs.virginia.gov](mailto:dcjsfinancialservices@dcjs.virginia.gov)> wrote:

Good Afternoon,

Please provide the coding for the DBHDS invoice.

Thank you,

On Mon, Jan 4, 2021 at 12:02 PM Fitzpatrick, Thomas <[thomas.fitzpatrick@dcjs.virginia.gov](mailto:thomas.fitzpatrick@dcjs.virginia.gov)> wrote:

I apologize for the delay in getting Shannon to sign the addendum MOU. She just approved it this morning. I have attached a copy with signatures from both DBHDS and Shannon.

On Mon, Dec 28, 2020 at 3:28 PM Fisher, Constance <[constance.fisher@dcjs.virginia.gov](mailto:constance.fisher@dcjs.virginia.gov)> wrote:

Hello everyone!

I need to catch up on this topic after being out last week.

First, did Shannon sign the addendum to the MOU that authorized this payment?

Secondly, is it just one invoice that we need to pay? I'm thinking that the Creative Counseling Invoices are just the support for the DBHDS Invoice. Is that correct?

Thanks!  
Connie

On Mon, Dec 28, 2020 at 9:34 AM Fitzpatrick, Thomas <[thomas.fitzpatrick@dcjs.virginia.gov](mailto:thomas.fitzpatrick@dcjs.virginia.gov)> wrote:  
I also approve this if this is two different ones.

On Mon, Dec 28, 2020 at 8:44 AM DCJS Financial Services, rr <[dcjsfinancialservices@dcjs.virginia.gov](mailto:dcjsfinancialservices@dcjs.virginia.gov)> wrote:  
Good Morning,

Attached are invoices for your review and approval from Correctional Counseling. Please provide the accounting distribution coding and:

- 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](mailto:dcjsfinancialservices@dcjs.virginia.gov)>

Date: Mon, Dec 21, 2020 at 11:01 AM

Subject: Fwd: IAT-MRT Books & Training

To: Leslie Egen <[leslie.egen@dcjs.virginia.gov](mailto:leslie.egen@dcjs.virginia.gov)>, Aja Pappas <[aja.ferguson@dcjs.virginia.gov](mailto:aja.ferguson@dcjs.virginia.gov)>, Candace Miles <[candace.miles@dcjs.virginia.gov](mailto:candace.miles@dcjs.virginia.gov)>, Jennifer Macarthur <[jennifer.macarthur@dcjs.virginia.gov](mailto:jennifer.macarthur@dcjs.virginia.gov)>, Thomas Fitzpatrick <[thomas.fitzpatrick@dcjs.virginia.gov](mailto:thomas.fitzpatrick@dcjs.virginia.gov)>

Good Morning,

Attached are invoices for your review and approval from Correctional Counseling. Please provide the accounting distribution coding and:

- 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: **Egen, Leslie** <[leslie.egen@dcjs.virginia.gov](mailto:leslie.egen@dcjs.virginia.gov)>

Date: Thu, Dec 17, 2020 at 5:14 PM

Subject: Re: IAT-MRT Books & Training

To: Sullivan, Karen <[karen.sullivan@dcjs.virginia.gov](mailto:karen.sullivan@dcjs.virginia.gov)>

Cc: DCJS Financial Services, rr <[dcjsfinancialservices@dcjs.virginia.gov](mailto:dcjsfinancialservices@dcjs.virginia.gov)>, Constance Fisher <[constance.fisher@dcjs.virginia.gov](mailto:constance.fisher@dcjs.virginia.gov)>, Darden, Monica <[monica.darden@dcjs.virginia.gov](mailto:monica.darden@dcjs.virginia.gov)>, Aja Pappas <[aja.ferguson@dcjs.virginia.gov](mailto:aja.ferguson@dcjs.virginia.gov)>, Jennifer Macarthur <[jennifer.macarthur@dcjs.virginia.gov](mailto:jennifer.macarthur@dcjs.virginia.gov)>, Elizabeth Gindhart <[elizabeth.gindhart@dcjs.virginia.gov](mailto:elizabeth.gindhart@dcjs.virginia.gov)>

Hi everyone!

I have attached the original MOU, the two invoices for the MRT training from DBHDS, and an addendum to the original MOU received today from DBHDS (that needs to be signed) due to COVID changing the original plans for the training. I also attached the original agreement for comparison.

Who needs to sign the addendum? What else do I need to do to help?

Leslie

On Wed, Dec 16, 2020 at 2:02 PM Sullivan, Karen <[karen.sullivan@dcjs.virginia.gov](mailto:karen.sullivan@dcjs.virginia.gov)> wrote:

Connie - Per our conversation earlier, I checked the MOU/MOA log and saw that there is one in place for **DHDBS (COAP/CARA) - Comprehensive Opioid Abuse Program/Comprehensive Addiction Recovery Act) - FY21-007 Period October 2020 - September 2021**

**\$1,599,541.00**  
**Project CJS46801**

Leslie Egen is the contact.

**Leslie** - Please provide a copy of the MOU/MOA document.

**Finance** - Please also note Aja's note below that states 'no MOU is in place for the PAPIS participants as it was last minute to fill in the seats and we are to just invoice them' .

Please let me know if anything further is needed from me on this.

Karen

Karen Sullivan, VCO, CGMP

Administrative Planning Specialist, Division of Finance and Administration

Virginia Department of Criminal Justice Services

[1100 Bank Street, Richmond, VA 23219](#)

Phone: 804-786-9047 FAX: 804-786-0053

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On Mon, Dec 14, 2020 at 4:31 PM DCJS Financial Services, rr <[dcjsfinancialservices@dcjs.virginia.gov](mailto:dcjsfinancialservices@dcjs.virginia.gov)> wrote:

Hi Connie,

I do not have a copy of the MOU.

Thank you.

On Mon, Dec 14, 2020 at 4:25 PM Fisher, Constance <[constance.fisher@dcjs.virginia.gov](mailto:constance.fisher@dcjs.virginia.gov)> wrote:

Did we get an MOU from Leslie for the COAP participants?

We may have, but I don't remember seeing it.

On Mon, Dec 14, 2020 at 3:01 PM DCJS Financial Services, rr <[dcjsfinancialservices@dcjs.virginia.gov](mailto:dcjsfinancialservices@dcjs.virginia.gov)> wrote:

Hi Karen,

Did you create a purchase order for this invoice?

Thank you,

On Mon, Dec 14, 2020 at 2:46 PM Sullivan, Karen <[karen.sullivan@dcjs.virginia.gov](mailto:karen.sullivan@dcjs.virginia.gov)> wrote:

Good afternoon, ladies - Please let me know if you need anything from me on this?

Karen

Karen Sullivan, VCO, CGMP

Administrative Planning Specialist, Division of Finance and Administration

Virginia Department of Criminal Justice Services

1100 Bank Street, Richmond, VA 23219

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On Wed, Dec 9, 2020 at 2:16 PM Pappas, Aja <[aja.pappas@dcjs.virginia.gov](mailto:aja.pappas@dcjs.virginia.gov)> wrote:  
Keshana,

A P.O. was done for Me to attend. Leslie will send you the MOU for the COAP participants. No MOU is in place for the PAPIS participants as it was last minute to fill in the seats and we are to just invoice them .

Hope this helps  
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**  
**Cell: 804. 314. 2482**  
**Fax: 804.786.3414**

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On Wed, Dec 9, 2020 at 1:58 PM DCJS Financial Services, rr <[dcjsfinancialservices@dcjs.virginia.gov](mailto:dcjsfinancialservices@dcjs.virginia.gov)> wrote:  
Hi Aja and Leslie

Can you provide the coding for the invoice? Also, was a MOU or PO issued for this?

Thanks.

On Wed, Dec 9, 2020 at 10:19 AM Pappas, Aja <[aja.pappas@dcjs.virginia.gov](mailto:aja.pappas@dcjs.virginia.gov)> wrote:

**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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From: **Egen, Leslie** <[leslie.egen@dcjs.virginia.gov](mailto: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](mailto:jennifer.macarthur@dcjs.virginia.gov)>, Aja Pappas <[aja.ferguson@dcjs.virginia.gov](mailto: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](mailto: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](mailto:leslie.egen@dcjs.virginia.gov)>

Cc: Schein, Christine <[christine.schein@dbhds.virginia.gov](mailto: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)***

--

Leslie A. Egen  
Criminal Justice Program Coordinator and Policy Analyst  
Adult Services, Division of Programs and Services  
Virginia Department of Criminal Justice Services  
[1100 Bank Street, Richmond, VA 23219](#)  
Cell: 804.314.6461 Phone: 804.371.0531

FAX: 804.786.3414 <http://www.dcjs.virginia.gov>

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--

Thomas Okuda Fitzpatrick  
Division Director, Programs and Services  
Virginia Department of Criminal Justice Services  
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Phone: 804.225.0005  
<http://www.dcjs.virginia.gov>  
[Thomas.Fitzpatrick@dcjs.virginia.gov](mailto:Thomas.Fitzpatrick@dcjs.virginia.gov)

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--

*Connie Fisher*  
*Financial Analyst*  
*Virginia Department of Criminal Justice Services*  
[1100 Bank Street Richmond, Virginia 23219](#)  
☎ 804.205.3413 ✉ [constance.fisher@dcjs.virginia.gov](mailto:constance.fisher@dcjs.virginia.gov)  
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Thomas Okuda Fitzpatrick  
Division Director, Programs and Services  
Virginia Department of Criminal Justice Services  
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Phone: 804.225.0005  
<http://www.dcjs.virginia.gov>  
[Thomas.Fitzpatrick@dcjs.virginia.gov](mailto:Thomas.Fitzpatrick@dcjs.virginia.gov)

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--

Jennifer MacArthur

Manager, Division of Programs and Services / Adult Justice Programs

[1100 Bank Street](http://www.dcjs.virginia.gov), Richmond, VA 23219  
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--

*Connie Fisher*  
*Financial Analyst*  
*Virginia Department of Criminal Justice Services*  
1100 Bank Street Richmond, Virginia 23219  
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*Connie Fisher*  
*Financial Analyst*  
*Virginia Department of Criminal Justice Services*  
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