

JAN 31 2014
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Memorandum

To: Martha Salazar
From: Yvonne Ramon *YR*
Date: 01/30/14
Re: M.1 "Non-Travel Meals, Refreshments, and related Expenses Claim"

Every year before the elections are going to be held we have multiple training/meeting with entities, poll works, judges, department heads, party chairs, County Commissioners, Ballot Board and there staff. Within the year we order coffee, stirrers, sugar, cream, water bottles, coffee filters and sometimes sweet bread. We are not able to give an exact amount that we will need within the year since we do not know how many elections we will be running or if there will be a run off. Please be aware that it's very hard for us to follow the M.1 "Non-Travel Meals, Refreshments, and Related Expenses Claim" due to unknown amount of people that will be attending at any of the meetings/trainings that we provide. On many occasions these meeting run from 5-8 hours. At this point we do not provide any other meals, saving the county funds.

Thank you