

# INVOICE APPROVAL VOUCHER

City of Lorain

Check #	Date 12/5/2025	Dept. I.T. Department
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<b>VENDOR # 33120</b>	<b>VENDOR SuiteOne Media Inc.</b>
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Original PO Date	Invoice #	Invoice Date	Invoice Description	PO#	PO Complete	Invoice Gross Amount
11/25/2025	2686	11/24/25	Annual Maintennace / Service	2025-1783	Yes	4995.00 ✓
<b>Contract #:</b>						<b>Account #:</b>
<b>TOTAL \$4,995.00</b>						

Department Head	Date 12/5/2025
Auditor Approval	Date

**Do not mail check. Please return it to me. Thanks!**

SuiteOne Media, Inc.  
9941 E. Mission Lane  
Scottsdale, AZ 85258  
+16023324443

SUITEONE

**BILL TO**

City of Holladay  
4580 S 2300 E  
Salt Lake City, UT 84117  
United States

**INVOICE 2686**

**DATE 11/24/2025**

**DUE DATE 12/01/2025**

**SALES REP**

SRS

ACTIVITY	QTY	RATE	AMOUNT
<b>SuiteView</b> On Demand Video Web Casting (\$299/month X 12 months = \$3588/year)	1	3,795.00	3,795.00
<b>SuiteCast</b> Live Streaming - Video (\$100/month X 12 months = \$1200)	1	1,200.00	1,200.00
<b>Services</b> SuiteOne MinutesAI (No charge for 2026)	1	0.00	0.00

Managed Renewal Dates:  
Begins: 1/01/2026 ~  
Expires: 12/31/2026

Please send your payment to:

SuiteOne Media, Inc.  
9941 E Mission Lane  
Scottsdale, AZ 85258  
Payment Reminder: - City of Holladay, UT - S1M Renewal  
Invoice

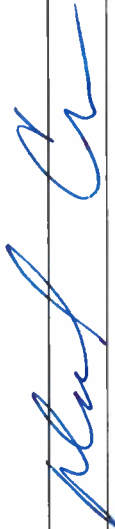
SUBTOTAL 4,995.00  
TAX 0.00  
TOTAL 4,995.00

**TOTAL DUE \$4,995.00**

Contacts: Stephanie Carlson

City of Lorain Auditor's Office  
 Ronald L. Mantini, Auditor  
**THEN & NOW CERTIFICATE**

**1.** Please complete Sections 1. & 2.  
 Attach it to the payment voucher and send it to the Auditor's Office for processing.

Individual/s Responsible for Purchasing Item/s without a purchase order: David Comer	
Explanation of Purchase without a PO: Error by me, thought this would not be billed until 2025	
Purchaser's Signature 	Date: <u>12/5/2025</u>
Department Head Signature	Date:

**2. THEN & NOW CERTIFICATION**

I hereby certify that sufficient funds, in the sum of \$ 4,995.00, were available at the time the attached invoice, contract or obligation was made (THEN) and that sufficient funds are NOW currently available to pay the attached invoice, contract or obligation.

G/L ACCOUNT #: 1010.E350.6300.1200

Amount Available THEN: \$ 4,384.65 Amount Available NOW: \$ 12,039.76

Certified by:  Date: 12-26-25  
 City Auditor/Deputy Auditor

NOTE: If the purchase is over \$3,000 or if funds were not available THEN, this voucher will need to be approved by Lorain City Council. You will need to notify the vendor explaining to them that this will not be paid in a timely manner due to the purchasing oversight.

In case of an EMERGENCY PURCHASE, please remember to call the S/S office for approval, enter the requisition and then call the Auditor's Office for the PO#. This procedure is to be used for true emergency items or procedures, i.e. roof repair, broken window...



# Budget Performance Report

Date Range 01/01/25 - 11/24/25  
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
<b>Fund 1010 - General Fund</b>									
<b>EXPENSE</b>									
Division E350 - Information Technology									
6300	Maintenance Agreements	762,250.00	.00	762,250.00	28,671.67	141,402.67	616,462.68	4,384.65	99%
<b>6300 - Totals</b>		<b>\$762,250.00</b>	<b>\$0.00</b>	<b>\$762,250.00</b>	<b>\$28,671.67</b>	<b>\$141,402.67</b>	<b>\$616,462.68</b>	<b>\$4,384.65</b>	<b>99%</b>
Division E350 - Information Technology									
<b>EXPENSE TOTALS</b>		<b>\$762,250.00</b>	<b>\$0.00</b>	<b>\$762,250.00</b>	<b>\$28,671.67</b>	<b>\$141,402.67</b>	<b>\$616,462.68</b>	<b>\$4,384.65</b>	<b>99%</b>
Fund 1010 - General Fund Totals									
<b>REVENUE TOTALS</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>+++</b>
<b>EXPENSE TOTALS</b>		<b>762,250.00</b>	<b>.00</b>	<b>762,250.00</b>	<b>28,671.67</b>	<b>141,402.67</b>	<b>616,462.68</b>	<b>4,384.65</b>	<b>99%</b>
<b>Fund 1010 - General Fund Totals</b>		<b>(\$762,250.00)</b>	<b>\$0.00</b>	<b>(\$762,250.00)</b>	<b>(\$28,671.67)</b>	<b>(\$141,402.67)</b>	<b>(\$616,462.68)</b>	<b>(\$4,384.65)</b>	
Grand Totals									
<b>REVENUE TOTALS</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>+++</b>
<b>EXPENSE TOTALS</b>		<b>762,250.00</b>	<b>.00</b>	<b>762,250.00</b>	<b>28,671.67</b>	<b>141,402.67</b>	<b>616,462.68</b>	<b>4,384.65</b>	<b>99%</b>
<b>Grand Totals</b>		<b>(\$762,250.00)</b>	<b>\$0.00</b>	<b>(\$762,250.00)</b>	<b>(\$28,671.67)</b>	<b>(\$141,402.67)</b>	<b>(\$616,462.68)</b>	<b>(\$4,384.65)</b>	