

El Paso County Auditor's Office Manual Voucher Form

Vendor No.: V004275 04
 Voucher Total: \$178.00
 No. of Lines: 2
 T/C Hash : 400

Single Check (Y/N): _____
 Date Entered: 05/08/2008
 Entered by: AN

Preparer's Initials: AN
 Amount Spelled: ONE HUNDRED SEVENTY EIGHT DOLLARS AND NO CENTS

Vendor Name: PARK UNIVERSITY ENTERPRISES, INC.

Street: P.O BOX 219468

City, State, Zip: KANSAS CITY, MO 64121

Subject: REG VALERIE S. OLIVAS ELP, TX 6/6/08 MS EXCEL 2007

Line	Trans.	Amount	Index	Sub-Obj	G/L	Subsidiary	Bank #	Treasury #
01	200	99.00	ASSOCFAMCRT1	6705				
	Desc: REG VALERIE S. OLIVAS ELP, TX 6/6/08 MS EXCEL 2007							
02	200	79.00	ASSOCFAMCRT1	6705				
	Desc: REG GUILLERMO MALDONADO ELP, TX 6/6/08 MS EXCEL 20							
03								
	Desc:							
04								
	Desc:							
05								
	Desc:							
06								
	Desc:							
07								
	Desc:							
08								
	Desc:							
09								
	Desc:							
10								
	Desc:							

Prepared by: AUDITORS - JORGE LOPEZ TCAUD20 Date: 05/08/2008

Approved by: _____ Date: _____



RECEIVED
MAY 05 2008
EL PASO
COUNTY AUDITOR

10

PLEASE NOTE: IF MORE THAN ONE PERSON ATTENDING, LIST UP TO 10 NAMES ON THE BOTTOM

**County of El Paso
Travel Request Form**

Travel

Type: **REGISTRATION**

Fred Pryor Career Track

Company Name:	Associate Family Court 1	Department:	
Date of Trip: Departure	06/06/08	Arrival Date:	
* Purpose of Trip:	Microsoft Excel 2007		
Destination:		El Paso, Texas	

* Use of **GADMINGF** Funds requires legislative impact explanation

Department Index: assocfamcrt1	Sub-Object: 6705
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Section 1: Guidelines for Determining Meal Rates Allowance MOVE ARROW

Please Check One (Departure meal rate)

<input type="checkbox"/> on Date of Departure by	After 12:00 P.M.	Half Rate \$ 17.50
<input type="checkbox"/> on Date of Departure by	Before 12:00 P.M.	Full Rate \$ 35.00

Please Check One (Return meal rate)

<input type="checkbox"/> on Date of Return by	Before 5:00 P.M.	Half Rate \$ 17.50
<input type="checkbox"/> on Date of Return by	After 5:00 P.M.	Full Rate \$ 35.00

* \$35.00 per diem no receipts required

* (Note: Please use the items checked above to fill out section 2 below)

Section 2: Travel Estimated Breakdown

* CC CREDIT CARD EXPENSE BREAKDOWN

	* CC	
Airfare	_____	_____
Auto Rental	_____	_____
Mileage (.40 /mile)	_____	_____
Gas	_____	_____
Meal rate on Departure date	_____	_____
Meal per diem (\$35.00)	_____	_____
Meal rate on Return date	_____	_____
Lodging	_____	_____
Other - Registration	178.00	_____
Other - Parking/Tolls	_____	_____
Other - Taxi	_____	_____
Other -	_____	_____
Other -	_____	_____
TOTAL	<u>\$178.00</u>	<u>\$0.00</u>

FOR AUDITOR'S USE ONLY

Trans. Code:	_____
Index:	_____
Sub-Object:	_____
Vendor:	<i>V004275-04</i>
Subsidiary:	_____
Amount:	_____

EMPLOYEE WILL REIMBURSED FROM OTHER SOURCE Y/N

Section 3: Signature and List of Names:

REGISTRATION AMOUNT:

CC
\$178.00 \$0.00

- * Valerie S. Olivas Name: _____
- * Guillermo Maldonado Name: _____
- Name: _____
- Name: _____
- Name: _____

NOTATION: TRAVEL REQUEST FORM MUST BE SUBMITTED TO COUNTY AUDITORS- ACCOUNTS PAYABLE DIVISION BEFORE TUESDAY 12:00 PM

SIGNATURE *Valerie S. Olivas*
Guillermo Maldonado
DATE: 5-May-08

C.C.O. DATE _____

THIS IS YOUR ORIGINAL INVOICE

(Forward to Your Accounts Payable Dept.)

Attendee Name: MR. GUILLERMO MALDONADO
Customer #: 29643736
Your PO#: 1-006633086
Invoice Date: 04/14/2008
Invoice #: 10263466
Order #: 1-006633086
Federal ID#: 42-1830400

Program: X7/MICROSOFT EXCEL 2007

Seminar Date: Friday June 6, 2008
Seminar Location: Currey Adkins
200 South Alto Mesa
El Paso, TX 79912

Payment is due upon receipt of this invoice.

Tuition:	99.00	Amount Paid:	.00
Tax:	.00	Total Amount Due:	99.00

FRED PRIOR SEMINARS

division of BUNK University Enterprises, Inc.

CAREERTRACK

REMITTANCE STUB

(Payment is due upon receipt of this invoice. Please return this remittance stub with your payment.)

Invoice #:	10263466	Tuition:	99.00
Customer #:	29643736	Tax:	.00
Event #:	71632	Amount Paid:	.00
4620113	06/06/2008	Total Amount Due:	99.00

Method of Payment:

- Check # _____
- Visa MC
- AMEX Discover

Please submit payment to:

Exp. Date: _____
PO Box 219468
Kansas City, MO 64121-9468

Card # _____

Cardholder Signature _____

Tax Exempt #: _____

(Please attach a copy of your Tax Exempt Certificate for payment processing if applicable.)

THIS IS YOUR ORIGINAL INVOICE

(Forward to Your Accounts Payable Dept.)

Attendee Name: MS VALERIE S OLIVAS
Customer #: 29643550
Your PO#: 29643550
Invoice Date: 04/15/2008
Invoice #: 10263224
Product #: 0-000554523
Federal ID#: 43-1839400

Program: X7/MICROSOFT EXCEL 2007

Seminar Date: Friday June 6, 2008
Seminar Location: Currey Adkins
200 South Alto Mesa
El Paso, TX 79912

Payment is due upon receipt of this invoice.

Tuition:	79.00	Amount Paid:	.00
Tax:	.00	Total Amount Due:	79.00

FRIED PRIOR SEMINARS

Division of ALLIC University Enterprises, Inc.

CAREERTRACK

REMITTANCE STUB

(Payment is due upon receipt of this invoice. Please return this remittance stub with your payment.)

Invoice #:	10263224	Tuition:	79.00
Customer #:	29643550	Tax:	.00
Event #:	71632	Amount Paid:	.00
4620113	06/06/2008	Total Amount Due:	79.00

Method of Payment:

- Check # _____
 Visa MC
 AMEX Discover

**Please submit
payment to:**

Exp. Date: _____
PO Box 219468
Kansas City, MO 64121-9468

Card # _____

Cardholder Signature _____

Tax Exempt #: _____

(Please attach a copy of your Tax Exempt Certificate for payment processing if applicable.)

El Paso County Travel Justification Form

Name: Guillermo Maldonado Signature: [Signature] Date: 5-5-08

Dept: Assoc. Family Court 1 Job Title: Judge

Travel Funding Source: X County Grant Other

Will any funds be reimbursed by another entity? N/A

Travel Account No.: 6705 Balance Remaining for FY:

Purpose: (check one)

Statutorily Required Training to Hold Elective Office

Statute Reference:
My elective office requires number of training hours per months. I
have already fulfilled of these hours for this time period.
Estimated hours to be obtained from this course? .

Professional or Technical Training to Maintain License/Certification
(peace officers, attorneys, CPAs, technical certifications, etc.)

Additional Professional or Technical Training NOT Required to Maintain License/Certification

Travel for Lobbying/Advocating Before Federal/State Legislature, Federal/State Agency, or Other Regulatory Body, Including Grant Application Advocacy

Entity Name:
Purpose of Visit:

Travel for Program Revenue Enhancement/Sales Opportunity

Explain:

Program Development Training

Explain:

Travel to Professional, County, or Elected Officials' Organization Meeting/Convention

(County Clerk's Association, TAC, Conference of Urban Counties, TBIC, etc.)
Organization Name:

Human Resources/Management/Personal Development Training

("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)

Other:

El Paso County Travel Justification Form

Name: Valerie Davis Signature: Valerie Davis Date: 5/5/08

Dept: Assoc. Family Court 2 Job Title: Court Coordinator

Travel Funding Source: County Grant Other

Will any funds be reimbursed by another entity? N/A

Travel Account No.: 6705 Balance Remaining for FY: _____

Purpose: (check one)

Statutorily Required Training to Hold Elective Office

Statute Reference: _____

My elective office requires ___ number of training hours per ___ months. I

have already fulfilled ___ of these hours for this time period.

Estimated hours to be obtained from this course? ____.

Professional or Technical Training to Maintain License/Certification

(peace officers, attorneys, CPAs, technical certifications, etc.)

Additional Professional or Technical Training NOT Required to Maintain License/Certification

Travel for Lobbying/Advocating Before Federal/State Legislature, Federal/State Agency, or Other Regulatory Body, Including Grant Application Advocacy

Entity Name: _____

Purpose of Visit: _____

Travel for Program Revenue Enhancement/Sales Opportunity

Explain: _____

Program Development Training

Explain: _____

Travel to Professional, County, or Elected Officials' Organization Meeting/Convention

(County Clerk's Association, TAC, Conference of Urban Counties, TBIC, etc.)

Organization Name: _____

Human Resources/Management/Personal Development Training

("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)

Other: _____

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Savannah.....June 23

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AlbuquerqueJune 3

TEXAS

El PasoJune 6

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Start with a quick overview of Excel basics

- The most efficient way to access commands for any task
- Help for Help! How to find what you need in Help — without the endless searching and scrolling
- 2 methods for selecting cells or ranges of cells
- Excel Workbooks — the backbone of efficient file management
- How to find a single file or a particular workbook in record time

Move on to Worksheets 101

- What to consider before you create a worksheet
- Guidelines for building a worksheet framework that will accomplish your objectives
- Tips for entering text and numbers — including a superquick way to cancel or confirm your entry
- How to copy and move data without anxiety
- The view you need — how to “zoom in” and “zoom out” of the worksheet
- A “freezing” solution to the annoying problem of titles and labels that move out of view when you move around your worksheet
- How to juggle multiple worksheets at once

Speed through calculations and formulas

- Helpful hints that take the mystery out of Formula and Function basics
- Mathematical formulas made easy: how to subtract, multiply, or divide data
- Expert tips on Basic Excel functions for calculating averages, percentages, and much more using “built-in” predefined formulas

Build visual power into your worksheets

- 5 formatting secrets that make any worksheet more attractive and readable
- How to control alignment, decimals, dollar signs, and more — in one easy operation
- Fonts, shading, and borders for more effective, eye-pleasing worksheets

Produce good-looking, hard-working documents

- Print Options: a look at the many ways Excel lets you customize your printing
- Tips for adding headers, footers, and page numbers to a worksheet
- How to end strange page breaks and ensure that your titles and labels print on every page