

## P-CARD PURCHASE REQUISITION FORM

### I. REQUISITION

TODAY'S DATE	DATE NEEDED	MANAGER NAME	FY	DEPT.	DIVISION	DIVISION #
7/8/2020		Gary Bonkowski	20	D210	Logist & Warehouse	2180

### II. PROCUREMENT

VENDOR NAME	ITEM OR SERVICE REQUESTED
Contemporary Services Corp. (CSC)	Phoenix Convention Center Logistical Support

	FUND	AGENCY	UNIT	ACTIVITY	APPROP	OBJECT CODE	TOTAL (\$)
LINE1	100	D210	2180	ELEC	1000		\$ 3,909.08
LINE2							
LINE3							
8120							\$ 3,909.08

#### P-CARD (NC)

NV	
LQ	
BidSync #	
SS	
CL	

PROCURER SIGNATURE	DATE	RECONCILED SIGNATURE	DATE
<i>Joseph Rodenback</i>	7/15/2020		

### III. BUDGET

BUDGET SIGNATURE	DATE

## Joseph Rodenback - RISCX

---

**From:** Steven Hawkins <shawkins@csc-usa.com>  
**Sent:** Wednesday, July 15, 2020 11:06 AM  
**To:** Brittany Shaldjian; Joseph Rodenback - RISCX  
**Cc:** Kayla Stewart - RISC  
**Subject:** Re: Maricopa County Elections at Phoenix Convention Center

Good morning Joey,

We're all set on our end! Receipt for payment attached below - just in case it wasn't already emailed to you.

CONTEMPORARY SERVICES CC  
17101 SUPERIOR STR  
NORTHRIDGE, CA 91  
818-885-5150

CONTEMPORARY SERVIC

Date: 07/08/2020 05

CREDIT CARD SAL

VISA

CARD NUMBER: \*\*\*\*\*7203

TRAN AMOUNT: \$3,909.08

APPROVAL CD: 030003

RECORD #: 000

CLERK TO: 701300

Steven Hawkins | Assistant Branch Manager

Contemporary Services Corporation  
601 East Washington Street, Phoenix, Arizona 85004  
p. 602.340.0046 | f. 602.340.0128

[www.csc-usa.com](http://www.csc-usa.com)

---

**From:** Joseph Rodenback - RISCX <jrodenback@risc.maricopa.gov>  
**Sent:** Wednesday, July 15, 2020 10:17:01 AM  
**To:** Steven Hawkins <shawkins@csc-usa.com>; Brittany Shaldjian <bshaldjian@csc-usa.com>

**Cc:** Kayla Stewart - RISC <kstewart@risc.maricopa.gov>

**Subject:** RE: Maricopa County Elections at Phoenix Convention Center

**WARNING: [EXTERNAL]**

Good Morning all,

I just wanted to confirm everything is all set on the billing/payment side of things.

Thanks,

Joey Rodenback  
Maricopa County Recorder/Elections  
jrodenback@risc.maricopa.gov

---

**From:** Joseph Rodenback - RISCX  
**Sent:** Wednesday, July 8, 2020 4:15 PM  
**To:** 'Steven Hawkins' <shawkins@csc-usa.com>; Brittany Shaldjian <bshaldjian@csc-usa.com>  
**Cc:** Kayla Stewart - RISC <kstewart@risc.maricopa.gov>  
**Subject:** RE: Maricopa County Elections at Phoenix Convention Center

Thank you, Steven! I have sent the completed Credit Card Authorization Form to Brittany per the instructions on the form. Please let us know if you need anything else in terms of billing/payment.

Thanks,

Joey Rodenback  
Maricopa County Recorder/Elections  
[jrodenback@risc.maricopa.gov](mailto:jrodenback@risc.maricopa.gov)

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**Subject:** Re: Maricopa County Elections at Phoenix Convention Center

Good Morning Joey,

Yes, this is the final version of coverage for your upcoming event

Thank you!



**Steven Hawkins**  
*Assistant Branch Manager*  
**Contemporary Services Corporation**  
PO Box 21351, Phoenix, AZ 85036-1351  
P: (602) 340-0046 F: (602) 340-0128  
w: [www.csc-usa.com](http://www.csc-usa.com) e: [shawkins@csc-usa.com](mailto:shawkins@csc-usa.com)

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Hi Brittany & Steven,

Based on our communication below. I just wanted to verify if the attached estimate which was sent over on Thursday was the finalized estimate which we should be making payment on?

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**Subject:** RE: Maricopa County Elections at Phoenix Convention Center

Thank you, Brittany! We'll be on the lookout for it.

Take Care,

Joey Rodenback  
Maricopa County Recorder/Elections  
[jrodenback@risc.maricopa.gov](mailto:jrodenback@risc.maricopa.gov)

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Payment is due prior to your event moving into the building. We will send both you and Kayla over the CCA form and estimate once it's finalized and ready to be paid.

Thank you!

Brittany Shaldjian |Branch Manager

Contemporary Services Corporation  
601 East Washington Street, Phoenix, Arizona 85004

<https://smex12-5-en-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=www.csc%2dusa.com&umid=3f8bc01c-d899-43a4-9aac-814272faaefb&auth=39b217327f114a49c1348f2b49648029c25ee8ea-6297dca2cc2aac5eadeaf2a6f8e2655076293f49>

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Brittany,

All invoices/receipts can come to me and Kayla Stewart, who I have CC'd on this e-mail. We are able to make the payments. Would it be fine then to send the CC Authorization form over once I receive the invoice?

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Thank you,

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<https://smex12-5-en-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=www.csc%2dusa.com&umid=960f8683-0267-4b9c-b76b-6f58655a269b&auth=2c0f2d219744f7df8c4f7fbf72abe6fb0f42d3f2-5e6d872d0834fb748811a71202ce42bcf1b766a3>

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**Subject:** RE: Maricopa County Elections at Phoenix Convention Center

**WARNING: [EXTERNAL]**

Hi Brittany,

Did you provide an estimate to our staff by chance? I am trying to fill out the CC Authorization form for you, but I do not know an amount to authorize.

Thanks,

Joey Rodenback  
Maricopa County Recorder/Elections  
[jrodenback@risc.maricopa.gov](mailto:jrodenback@risc.maricopa.gov)

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**From:** Brittney Johnson - RISCX <[bjohnson@risc.maricopa.gov](mailto:bjohnson@risc.maricopa.gov)>  
**Sent:** Tuesday, June 30, 2020 8:03 AM  
**To:** Joseph Rodenback - RISCX <[jrodenback@risc.maricopa.gov](mailto:jrodenback@risc.maricopa.gov)>; Scott Jarrett - RISCX <[sjarrett@risc.maricopa.gov](mailto:sjarrett@risc.maricopa.gov)>  
**Cc:** Gary Bonkowski - RISCX <[gbonkowski@risc.maricopa.gov](mailto:gbonkowski@risc.maricopa.gov)>  
**Subject:** RE: Maricopa County Elections at Phoenix Convention Center

I will defer to Scott ☺

**Brittney Johnson** | **Maricopa County Elections** | **Facility Acquisition Manager**  
P (602) 506-8280 | F (602) 506-5112 | A 510 South 3rd Avenue, Phoenix, Arizona, 85003

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**From:** Joseph Rodenback - RISCX <[jrodenback@risc.maricopa.gov](mailto:jrodenback@risc.maricopa.gov)>  
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**To:** Brittney Johnson - RISCX <[bjohnson@risc.maricopa.gov](mailto:bjohnson@risc.maricopa.gov)>; Scott Jarrett - RISCX <[sjarrett@risc.maricopa.gov](mailto:sjarrett@risc.maricopa.gov)>  
**Cc:** Gary Bonkowski - RISCX <[gbonkowski@risc.maricopa.gov](mailto:gbonkowski@risc.maricopa.gov)>  
**Subject:** RE: Maricopa County Elections at Phoenix Convention Center

Good Morning,

Do we know how much this is expected to cost?

Thanks,

Joey Rodenback  
[jrodenback@risc.maricopa.gov](mailto:jrodenback@risc.maricopa.gov)

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**From:** Brittney Johnson - RISCX <[bjohnson@risc.maricopa.gov](mailto:bjohnson@risc.maricopa.gov)>  
**Sent:** Monday, June 29, 2020 11:26 AM  
**To:** Scott Jarrett - RISCX <[sjarrett@risc.maricopa.gov](mailto:sjarrett@risc.maricopa.gov)>  
**Cc:** Joseph Rodenback - RISCX <[jrodenback@risc.maricopa.gov](mailto:jrodenback@risc.maricopa.gov)>; Gary Bonkowski - RISCX <[gbonkowski@risc.maricopa.gov](mailto:gbonkowski@risc.maricopa.gov)>  
**Subject:** FW: Maricopa County Elections at Phoenix Convention Center

I believe this needs to go to Joey?

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**From:** Gary Bonkowski - RISCX <[gbonkowski@risc.maricopa.gov](mailto:gbonkowski@risc.maricopa.gov)>  
**Sent:** Monday, June 29, 2020 10:49 AM  
**To:** Brittney Johnson - RISCX <[bjohnson@risc.maricopa.gov](mailto:bjohnson@risc.maricopa.gov)>  
**Subject:** FW: Maricopa County Elections at Phoenix Convention Center

Brittney,

I'm not sure what this is for

---

**From:** Brittany Shaldjian <[bshaldjian@csc-usa.com](mailto:bshaldjian@csc-usa.com)>  
**Sent:** Monday, June 29, 2020 10:48 AM  
**To:** Gary Bonkowski - RISCX <[gbonkowski@risc.maricopa.gov](mailto:gbonkowski@risc.maricopa.gov)>  
**Subject:** RE: Maricopa County Elections at Phoenix Convention Center

My apologies, I forgot to also attach the CCA form.

---

**From:** Gary Bonkowski - RISCX <[gbonkowski@risc.maricopa.gov](mailto:gbonkowski@risc.maricopa.gov)>  
**Sent:** Friday, June 26, 2020 8:35 AM  
**To:** Brittany Shaldjian <[bshaldjian@csc-usa.com](mailto:bshaldjian@csc-usa.com)>  
**Cc:** Farrel Davidson - RISCX <[w davidson@risc.maricopa.gov](mailto:w davidson@risc.maricopa.gov)>; John Bolinger - RISCX <[jbolinger@risc.maricopa.gov](mailto:jbolinger@risc.maricopa.gov)>  
**Subject:** Maricopa County Elections at Phoenix Convention Center

**WARNING: [EXTERNAL]**

Brittany,

Hello, I would like to introduce myself, John and Farrel, we are with the Maricopa County Elections department and we will be your contacts for the delivery and set-up scheduled at the Phoenix Convention Center meeting rooms 160-167 on 7/20.

We are asking for this delivery and set up to be as early as possible, 8:00 am if possible.

Feel free to reach out anytime if you have questions or concerns or to discuss this set-up.

Farrel will be your lead for the set-up.

**Gary Bonkowski**  
Assistant Director, Logistics and Warehouse Management  
Maricopa County Elections Department  
510 South 3<sup>rd</sup> Avenue, Phoenix, Arizona 85003  
Office: (602) 506-6447  
Mobile: (602) 568-9034  
[Follow us! @MaricopaVote on Facebook and Twitter](#)

## Joseph Rodenback - RISCX

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**Sent:** Wednesday, July 8, 2020 10:52 AM  
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**Subject:** Re: Maricopa County Elections at Phoenix Convention Center

Good Morning Joey,

Yes, this is the final version of coverage for your upcoming event

Thank you!



**Steven Hawkins**

*Assistant Branch Manager*

**Contemporary Services Corporation**

PO Box 21351, Phoenix, AZ 85036-1351

P: (602) 340-0046 F: (602) 340-0128

w: [www.csc-usa.com](http://www.csc-usa.com) e: [shawkins@csc-usa.com](mailto:shawkins@csc-usa.com)

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**Sent:** Friday, June 26, 2020 8:35 AM  
**To:** Brittany Shaldjian <[bshaldjian@csc-usa.com](mailto:bshaldjian@csc-usa.com)>  
**Cc:** Farrel Davidson - RISCX <[wdavidson@risc.maricopa.gov](mailto:w davidson@risc.maricopa.gov)>; John Bolinger - RISCX <[jbolinger@risc.maricopa.gov](mailto:jbolinger@risc.maricopa.gov)>  
**Subject:** Maricopa County Elections at Phoenix Convention Center

Brittany,

Hello, I would like to introduce myself, John and Farrel, we are with the Maricopa County Elections department and we will be your contacts for the delivery and set-up scheduled at the Phoenix Convention Center meeting rooms 160-167 on 7/20.

We are asking for this delivery and set up to be as early as possible, 8:00 am if possible.

Feel free to reach out anytime if you have questions or concerns or to discuss this set-up.

Farrel will be your lead for the set-up.

**Gary Bonkowski**

Assistant Director, Logistics and Warehouse Management

Maricopa County Elections Department

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