



Alachua County Visitors and Convention Bureau

Jessica Hurov, Tourist Development Manager

Kathy Munden, Grants Coordinator

November 18, 2019

M E M O R A N D U M

To: Todd Hutchison, Director of Finance and Accounting

Via Michele Lieberman, County Manager

Via Gina Peebles, Assistant County Manager

From: Jessica Hurov, Tourist Development Manager

Subject: Special Payment Request: Section 6.2 of the Alachua County Purchasing Manual

Attached are reimbursement requests totaling \$7,157.32 from the University of Florida College of Journalism. The College of Journalism was awarded Tourist Product Development FY19 funding for the Changeville 2019 Conference. All of the activities as outlined in their grant application were completed satisfactorily, and their requests for reimbursement meet the grant guidelines for allowable expenditures.

Historically, all grantees receive a contract for their award amount. In this case, the contract was never executed because it required a signature authority from the University of Florida Board of Trustees and they were unable to obtain this signature authority until after the September 30, 2019 deadline.

We request your approval for payment of \$7,157.32 for their reimbursement requests.

Thank you for your consideration.

UF College of Journalism Reimbursement Request Documentation