



ALPENA COUNTY SHERIFF'S OFFICE

Sheriff Erik W. Smith Undersheriff Cash J. Kroll

4900 M32 W, Alpena, Michigan 49707

Phone (989) 354-9830 · Fax (989) 340-1008 · www.alpenasheriff.com

MEMO

June 16, 2023

To: Alpena County Finance Committee

From: Erik Smith, Sheriff

Ref: \$1000.00 Refund-Transfer Request

The Sheriff's Office received a refund of \$1000.00 for a class Sgt. Ritter was unable to attend. The refund was deposited into the 101-301-677.000 Reimbursements and Refunds line item. We are requesting that the \$1000.00 from that line item are returned back into 101-301-803.001 Deputy Training.

-Reduce 101-301-677.000 Reimbursements and Refunds \$1000.00

-Increase 101-301-803.001 Deputy Training \$1000.00

Respectfully,

Erik Smith, Sheriff

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/08/2023	CR	KIRTLAND COMMUNITY COLLEGE	Receipt #: 22299		
CR Trx #: 29624		SHERIFF-REIMBURSE & REFUNDS	101-000-001.000	1,000.00	1,000.00
		SHERIFF-REIMBURSE & REFUNDS	101-301-677.000		
				1,000.00	1,000.00

Vendor Name: KIRTLAND COMMUNITY COLLEGE

Check #: 101875

Check Date: 02/28/2023

Check Amount: \$3,000.00

Voucher Date	Vendor's Ref. #	Description
02/25/23	12435	DEPUTY TRAINING
02/25/23	12435	DEPUTY TRAINING

Account #	\$ Amount
101-301-803.001	\$2,000.00
264-362-801.001	\$1,000.00

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02/28/2023 \$3,000.00

Three Thousand and NO/100 Dollars**

KIRTLAND COMMUNITY COLLEGE
ACCOUNTS RECEIVABLE DEPT
4800 W FOUR MILE RD
GRAYLING, MI 49738



INVOICE

DATE JANUARY 25, 2023
INVOICE NO. 12435
BALANCE DUE FEBRUARY 24, 2023

SHERIFF'S OFFICE OF ALPENA COUNTY
ATTN: KAT TOMASZEWSKI

tomaszewskik@alpenacounty.org

REMIT TO

KIRTLAND COMMUNITY COLLEGE
ACCOUNTS RECEIVABLE DEPT
4800 W FOUR MILE RD
GRAYLING, MI 49738
(989) 275-5000 EXT. 326

DATE	DESCRIPTION	TOTAL
May	Basic Firearms Instructor: (May15-19, 2023) Brandon Patterson JP Ritter Aaron Jurey Joshua Lafevre Basic Patrol Rifle Instructor: (May22-26, 2023) Brandon Patterson JP Ritter	 \$500.00 \$500.00 \$500.00 \$500.00 \$500.00 \$500.00
TAX ID#: 36-1655318		
TOTAL		\$ 3,000.00

FOR OFFICE USE ONLY	
VENDOR #	169490
ACCOUNT #	LAW
DATE PAID (DPT)	

Thank you for choosing Kirtland!
www.kirtland.edu

\$2000
101-301-803.001
Deputy training
Kat Tomaszewski

\$1,000
204-362-801.001
Professional CO training