



ALPENA COUNTY SHERIFF'S OFFICE

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April 10, 2026

To: Alpena County Finance Committee

From: Erik Smith, Sheriff

Ref: Animal Control Credit Card Request

On April 9, 2026, administration from the Alpena County Sheriff's Office met with Sunrise Veterinarian Clinic to address a few ongoing issues. Sunrise has had an increase in accounting or increased work load associated with our account since taking over as vet of record earlier this year.

It was proposed that the Sheriff's Office use a credit card to pay for all services up front, to align with their current practice of payment at the time of service. This would eliminate work on their end and streamline the process. Due to the complexity of our account, reconciliation would be completed by Sheriff's Office staff. The Sheriff's Office is requesting an Animal Control credit card with a limit of no more than \$5000.00.

Respectfully,

Erik Smith, Sheriff