

To: Sgt D. Schultz

From: Det. M. Cardenas

CC: Capt J. Burger, Lt G. Norrell

On May 30, 2013, I drove my recently assigned county vehicle (2013 Ford Fusion, S-44, LP# BTR-2990) to American Auto Tint located at 21815 Katy Freeway, Suite C115 to get the windows tinted. As this was the location that installed the window tint on my last county vehicle, I believed it to be the same procedure. I had the owner Dave Minkel install the tint on the same day and it was completed around 1pm (Invoice #3620). After speaking with the finance department in attempts to get a purchase order for Mr. Minkel, I was advised that the purchase order should have been obtained prior to having the tint installed. As I was not aware of this, I apologized and notified my immediate supervisor Sgt Schultz of the information. Again, my apologies for any inconvenience this may have caused.

Regards,

A handwritten signature in black ink, appearing to read "Mark Cardenas". The signature is written in a cursive style with a large initial "M".

Det. M. Cardenas