

Gibbs, Leslie

From: Evans, Kyle
Sent: Tuesday, October 07, 2014 9:36 AM
To: Gibbs, Leslie
Subject: JR Helicopter invoice #3046 and 3057

10-6-2014

To: Leslie Gibbs

Finance Dept.

From: Kyle Evans

Air Support Unit

Re: JR Helicopter invoice #3046 and #3057

Dear Ms. Gibbs:

It has come to my attention that proper protocol was not followed in the case of the recent work done on Sheriff's Helicopters number 71-20727 and 73-21889. I believed at the time that I had followed all of the required procedures. However, due to my inexperience with the county system failed to ascertain that the estimate had been received and the purchase order issued.

I will redouble my efforts to make certain the purchase order has been issued before requesting any work to begin.

Respectfully yours,

Kyle Evans, Deputy/Pilot

Air Support Unit

832/278-7023