

#### District of Columbia Government Advisory Neighborhood Commission 6A Box 75115 Washington, DC 20013



November 21, 2007

Office of the District of Columbia 717 14<sup>th</sup> Street, NW Suite 900 Washington, DC 20005

Re: Letter Report: Audit of Advisory Neighborhood Commission 6A for Fiscal Years 2005 through 2007, as of March 31, 2007

#### Ms. Deborah Nichols:

Thank you for your thorough and detailed audit report of our Commission's financial accounts. We have carefully reviewed the report and while we concur with the overall positive assessment of our financial record keeping, we have serious reservations about the accuracy of two specific findings.

First, we dispute the first statement of findings that 'disbursements totaling \$7,995.98 or 15.2% of total disbursements were not supported by adequate documentation'. We believe that this finding is not supported by the D. C. Code 1-309.13(j)(1). Additionally, the conclusion contradicts a subsequent finding in the report which states that 'All disbursements were supported by adequate documentation'.

This unsupported disbursement finding appears to be based on the fact that our Commission failed to submit the grantee's statement of use for 9 grants.<sup>3</sup> While we accept that grantees must provide the Commission a statement of the use of funds as required by D. C. Code 1-309.1(m) and while we will honor your request to provide copies of the missing statements, we dispute that those statements are <u>required</u> to adequately document disbursements for grants.

The DC Code 1-309.13(j)(1) specifies in detail which documents must be included in the quarterly reports to support ANC disbursements. These are 'canceled checks, bank statements, grant request letters and grant disbursements, invoices and receipts, executed contracts, requires'. This is an exhaustive list of the required documents, so it is clear by its absence from the list, that the grantee's statement of use is not required nor is it acceptable as documentation that funds were appropriately disbursed. This is understandable since those statements, without receipts, are of little value as evidence that the funds were used appropriately.

Our quarterly reports include receipts for all grant expenditures, copies of the grant application and the minutes of the meetings at which the grants were approved. As the audit report

<sup>&</sup>lt;sup>1</sup> Audit Report Page 4, <u>ANC 6A Substantially Complied with D.C. Code, Section 1-309.13 (j) (1) by Maintaining adequate Documentation to support a Majority of Disbursements.</u>

<sup>&</sup>lt;sup>2</sup> Audit Report Page 10, <u>Internal Controls were Adequate to Produce Reliable Financial Information and Ensure that</u>
Assets were Properly Safeguarded

Audit Report Page 7, ANC 6A Grant Disbursement Did Not Comply Fully with the ANC Act



#### District of Columbia Government Advisory Neighborhood Commission 6A Box 75115 Washington, DC 20013



confirms,<sup>4</sup> those receipts document that all grant disbursements have been used for purposes consistent with the stated purpose of the grant. For these reasons we believe that all of our disbursements are supported by adequate documentation, including all grant disbursements.

Second, the report also finds that receipts for a grant to the PTSA Maury Elementary School are missing from our records. <sup>5</sup> We believe that those receipts were included in the audit materials and perhaps were inadvertently over looked. Nonetheless, we have attached copies of those receipts along with the grant application.

We ask that you amend the audit report to reflect the inaccuracies we have noted or, if you disagree with our conclusions, provide an explanation as to why you believe the findings in question are accurate. We would greatly appreciate a response indicating your intent within 60 days of receipt of this letter.

The report finds that our Commission did not fully comply with the D.C. Code because we lacked copies of the grantee's 'statement of use' for nine grants. We have attached copies of letters from those nine grant recipients confirming the use of the grant funds.

The report finds that our Commission submitted four of the quarterly financial reports more than 20 days late. This was caused by deficiencies in our procedures for compiling the necessary documents (receipts, bank statements, etc) and delays in getting the required officer signatures due to the unavailability of Commission officers. Beginning in 2007, we made substantial improvements to our procedures and have ensured that the reports are submitted timely.

We look forward to your response to the issues we have raised.

On Behalf of the Commission,

Joseph Fengler

Chair, Advisory Neighborhood Commission 6A

<sup>&</sup>lt;sup>4</sup> Audit Report Page 7, '...the receipts were consistent with the purpose of grants...'

<sup>&</sup>lt;sup>5</sup> Audit Report Page 8, Table IV

<sup>&</sup>lt;sup>6</sup> Audit Report Page 7, ANC 6A Grant Disbursements did not Comply with the ANC Act

September 24, 2007

Mr. Joseph Fengler Chair, Advisory Neighborhood Commission 6A P.O. Box 75115 Washington, DC 20013

Chairman Fengler,

Thank you for the grant to Friends of Lovejoy Park. Pleased be advised that, as outlined in our grant application, we paid Livengood Construction \$2,500 for work to prepare the grounds for initial work to mitigate dangerous conditions on the grounds of what is now Lovejoy Park. After this work was done – which involved removing torn chain link fencing that was obstructing the adjacent alley and sidewalks, as well as non-functional basketball hoops and non-working fountains and related garbage — the D.C. Department of Parks and Recreation proceeded, some months later, to undertake full construction of the park.

On behalf of Friends of Lovejoy Park, I thank you very much.

Anne Montgomery

President, Friends of Lovejoy Park

(202) 543-6845

November 1, 2007

Mr. Joseph Fengler Chair, Advisory Neighborhood Commission 6A P.O. Box 75115 Washington, DC 20013

Chairman Fengler,

Thank you for the two grants to Gibbs Elementary School Parent Teachers and Student Association. Pleased be advised that, as outlined in our grant application, \$529.97 was spent to purchase safety stunt mats and \$174.00 was spent to purchase 20 sets of pompoms for the school's cheerleading squad.

On behalf of Gibbs ES PTSA,

Deurs Leuf Henre Perry September 24, 2007

Mr. Joseph Fengler Chair, Advisory Neighborhood Commission 6A P.O. Box 75115 Washington, DC 20013

Chairman Fengler,

Thank you for the grant to the Maury Elementary School Parent Teachers and Student Association to fund the purchase of materials to support the schools Working-on-Wellness program. Pleased be advised that, as outlined in our grant application, we spent \$634.00 to purchase various piece of sporting goods equipment, as reflected in the receipts we've provided.

On behalf of Maury ES PTSA,

Addrence Scott

October 12, 2007

Mr. Joseph Fengler Chair, Advisory Neighborhood Commission 6A P.O. Box 75115 Washington, DC 20013

Chairman Fengler,

Thank you for your December, 20004 grant to the Miner Elementary School Parent Teachers and Student Association. Pleased be advised that, as outlined in our grant application, we spent \$763.64 to purchase an 8 panel floor exhibit display bulletin board.

On behalf of Miner ES PTSA.

Brenda F. Artis

# CK#1226 × 1250

November 1, 2007

Mr. Joseph Fengler Chair, Advisory Neighborhood Commission 6A P.O. Box 75115 Washington, DC 20013

Chairman Fengler,

Thank you for the two grants to Gibbs Elementary School Parent Teachers and Student Association. Pleased be advised that, as outlined in our grant application, \$529.97 was spent to purchase safety stunt mats and \$174.00 was spent to purchase 20 sets of pompoms for the school's cheerleading squad.

On behalf of Gibbs ES PTSA,

Bonce Pers

# PTSA

# everychild.onevoice JOEL ELIAS SPINGARN SENIOR HIGH SCHOOL

Reginald Burke, Principal 2500 Benning Rd, NE Washington, DC 20002 Phone: 202-724-4525 Fax: 202-724-8746 Email: President

rosalind\_lyle a Hotmail.com

November 6, 2007

Mr. Joseph Fengler Chair Advisory Neighborhood Commission 6A P.O. Box 75115 Washington, DC 20013

Dear Chairman Fengler:

The Parent Teacher Student Association (PTSA) at Spingarn Senior High School would like to take this time to say thank you for the grant that was awarded to us in July of 2005. The grant that was awarded to us afforded us the opportunity to purchase pom-poms for the Cheerleaders.

Please be advised that as outlined in the grant application, we spent exactly \$502.00 to purchase 40 pom-poms. Again, we say thank you again and again.

Sincerely yours,

Rosalind Lyle PTSA President September 24, 2007

Mr. Joseph Fengler Chair, Advisory Neighborhood Commission 6A P.O. Box 75115 Washington, DC 20013

Chairman Fengler,

Thank you for the September, 2005 grant to the Maury Elementary School Parent Teachers and Student Association to fund the purchase of materials to support the plant and wild life exhibits that will be resident in our classrooms. Pleased be advised that, as outlined in our grant application, we spent \$995.80 to purchase various piece of equipment as reflected in the Delta Education receipts we've provided.

On behalf of Maury ES PTSA,

Archerence Scott

October 12, 2007

Mr. Joseph Fengler Chair, Advisory Neighborhood Commission 6A P.O. Box 75115 Washington, DC 20013

Chairman Fengler,

Thank you for your September, 20005 grant to the Ludlow Taylor Elementary School Parent Teachers and Student Association to support the student project of renovating the courtyard garden for our school community. Pleased be advised that, as outlined in our grant application, we spent \$1,298.36 on supplies for this project.

On behalf of Kudlow Taylor ES PTSA,

Donald Presswood, Ph.D. Principal, Ludlow-Taylor ES

CK# 1294 START Grant

April 13, 2007

Mr. Joseph Fengler Chair, Advisory Neighborhood Commission 6A P.O. Box 75115 Washington, DC 20013

Chairman Fengler,

Regarding the ANC 6A grant to SummerTime and Reading Together (START). Please be advised that we spent \$498.21 at Politics and Prose for books as outlined in our grant application submitted in July, 2005. As you may recall, the funds were dispersed directly to the store by ANC 6A treasurer, Nicholas Alberti. These environmental science books will be used by the children in the Lincoln Park Book Club during their Reading Partner sessions.

On Behalf of START,

(and with many thanks!)

- Traces Weisle Suffles START Board member

# CK# 1229 Grant# 02 - FY05 Advisory Neighborhood Commission (ANC) 6A Peeroved 12/9/04 Grant Request Application Form

I. DATE OF APPLICATION		2. Date of Project or Activity				
11/15/04	Begins as	s soon as funding is available, January 2005				
3. Applicant Organizatio	N Name and Address					
PTSA at Maury Eleme	ntary School					
1250 Constitution Ave	NE Washington DC 2000	2				
4. CONTACT NAME		5. TITLE				
		Teacher and PTSA member				
VanNessa Duckett		Teacher and PTSA member				
VanNessa Duckett  6. Address (if different fi	ROM ABOVE)	1 eacher and PTSA member  8. Fax				

#### 10. Brief Description of Proposed Project/Activity

The Working on Wellness (W.O.W.) program, at the end of the regular school day, will provide supervised physical activity and teach good eating habits. Children will learn how to prepare healthy snacks that require little/no adult supervision and simple exercises/activities that can be done at home/school, individually/small groups. Funding for exercise equipment, fitness/food related reading materials and cooking utensils/equipment is sought.

11, Projected Total Cost	12. Amount Requested
\$1,300.00	\$634.00

#### 13. OTHER SOURCES OF FUNDING (BE SPECIFIC, PROVIDE NAMES)

A Capital Hill Community Foundation grant is being written to request funding for the food items and T-shirts

#### 14. STATEMENT OF BENEFIT (DETAILED DESCRIPTION OF PROJECT OR ACTIVITY, WHO WILL BENEFIT AND IN WHAT WAY)

Maury ES is a DC public school in ANC 6A. The health problems resulting from inactivity and poor eating habits are well documented. Many children at Maury are already overweight, or are a proper weight but are still unhealthy, and are failing to acquire a taste for healthy food and physical activity that could bring health benefits throughout their lives. The children in this program, who would otherwise be inactive at the end of the school day, will engage in safe but vigorous physical activities such as jumping rope, kickball, bowling, soccer, double-dutch and playing basketball. This will not only burn calories and improve strength and cardio-vascular fitness, it will instill a life-long preference for such activities. Teaching the children about nutritional content and then how to cook healthy foods will encourage them to try foods that they might not otherwise and will give them the skills to make good food choices now and in the future. There are currently about 165 children enrolled in the after-care program we expect that at least 20-25 of them will participate in W.O.W (Working on Wellness).

#### <u>Budget</u>

Sporting equipment and reading materials Cooking utensils	\$ 444.00 \$ 125.00	
Serving equipment (incl. paper products)	\$ 75.00	
Food	\$ 600.00*	
T-shirts	\$ 66.00*	
Total	\$1300.00	\$634.00 (Amt. requested)

<sup>\*</sup>Funding for food and T-shirts is being sought from the Capitol Hill Community Foundation and other sources as ANC 6A is prohibited from funding food or clothing purchases

ORIGINAL INVOICE

Page 1 of 2

Date	Account Number	Terms	Invoice Number
02/11/2005	20201622	NET 30 DAYS	4843599

Our purpose is to improve the social

fabric by helping people play.

SHIP TO:

MAURY ELEMENTARY SCHOOL VANESSA DUCKETT 1250 CONSTITUTION AVE NE WASHINGTON, DC 20002-6412

COLCHESTER, CT 06415-0516

Worldwide

PHONE: 800-937-3482 FED. I.D. 06-0520020 WWW.SSWW.COM

P.O. BOX 516

SOLD TO:

MAURY ELEMENTARY SCHOOL 1250 CONSTITUTION AVE NE WASHINGTON, DC 20002-6469 

SCOOTER PADDLE

FOOTBALL INTER.

BLUE

SPECTRUM BASKETBALL INT. BLUE

Order Number	Type	Ship Via		Ordered	By		Purchase O	rder 💮 🛒		
7043342-001	PHONE UPS COMMERCIAL			VANESSA DUCKETT			СС			
Item Number		Description	U/M	Qty. Ord.	Shipped	Qty. B.O.	Unit Price	Total Sales		
W5045001 EMFW5046		ST/7 11X14 ASST	EA EA	1 2	1 2	0	11.880	11.88 3.96		
EMFW5002002 EMFW4821003 EMFW4822		CH ROPES 30FT PR CK 36IN PK/6 BL K PK/6	EA EA	1 1	1	0	7.880 30.880 7.480	15.76 30.88 7.48		
EMFW5178008 EMFW5896003	ECONOMY STO WHISTLE BL		EA EA	1 2	1 2	0	7.880 0.680	7.88 1.36		
EMFW5897006 EMFW8158 EMFW6309		LL PURPOSE GOAL DOPS 24" PK/12	EA EA EA	1 1	1	0	0.580 29.880 33.880	1.16 29.88 33.88		
EMFW6919 EMFW4998001	LEMON TWIST	IS PK/6 JMP ROPE 7FT PK/6	EA EA	1 2	1 2	0	23.880	23.88 15.76		
W7559 EMFW8164 EMFW4544		KS BOOK ARGET CHALLENGE DOOR TENNIS SET	EA EA	1	1	0	21.880 44.880 32.880	21.88 44.88 32.88		
EMFW4809001 EMFW4809002	09001 ULTRA GLIDE SCOOTERS RE 09002 ULTRA GLIDE SCOOTERS YE		EA EA	1	1	0	9.880	9.88 9.88		
EMFW4809004 EMFW4809003		E SCOOTERS GR E SCOOTERS BL	EA	1	1	0	9.880	9.88 9.88		

WE REGRET THAT WE MUST ADD A SMALL UNEXPECTED HIGH DELIVERY COSTS. OF FOR YOUR UNDERSTANDING. LL SURCHARGE TO YOUR INVOICE IN ORDER TO HELP DEFRAY OUR LOW PRODUCT PRICING REMAINS UNCHANGED. THANK Y

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2

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Total Sales	Freight	Sales Tax	Other	Invoice Total
\$497.06	\$74.56	\$0.00	\$2.90	\$574.52

2

Amount Received:

7.880

5.880

5.880

\$574.52

Credit Applied:

\$0.00

5.88

5.88

15.76

All claims must be made within 5 days after receipt of goods.

PLEASE PAY THIS AMOUNT:

0

0

0

\$0.00

PLEASE DETACH AND MAIL BOTTOM PORTION WITH YOUR CHECK

Worldwide

SOLD TO:

EMFW6173003

EMFW7547

W6179003

**Account Number** Invoice Number **Amount Due** Please reference 20201622 4843599 \$0.00

MAURY ELEMENTARY SCHOOL 1250 CONSTITUTION AVE NE

WASHINGTON, DC 20002-6469

REMIT TO:

S & S WORLDWIDE, INC. ACCOUNTS RECEIVABLE

PO BOX 516

COLCHESTER, CT 06415-0516



PHONE: 800-937-3482 FED. I.D. 06-0520020 WWW.SSWW.COM

SOLD TO:

MAURY ELEMENTARY SCHOOL 1250 CONSTITUTION AVE NE WASHINGTON, DC 20002-6469

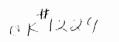
Date	Account Number	Terms	Invoice Number
02/11/2005	20201622	NET 30 DAYS	4843599

Our purpose is to improve the social fabric by helping people play.

SHIP TO:

MAURY ELEMENTARY SCHOOL VANESSA DUCKETT 1250 CONSTITUTION AVE NE WASHINGTON, DC 20002-6412

Item Number	Description	U/M	Qty. Ord.	Shipped	Qty. B.O.	Unit Price	Total Sales
EMFW6177003 EMFW7423 EMFGA2039 EMFW5377001 W5072 EMFW4909 EMFW3610 W7678 SL4232	SPECTRUM SOCCER BALL SZ5 BLUE PK/6 SPECTRUM TOSS BALLS 4IN SUPERCATCH/MITTS AND BALL FOAM HANDS BL/YE JUGGLING BALLS 3/PK FOAM SKIN COATED DISC PK/8 GREEN KIDS STEP 4IN SM FIRST AID KIT 16IN BEACH BALL PK12	EA EA EA EA EA EA EA	1 4 1 3 1 2 1	1 1 4 1 3 1 2 1	000000000000000000000000000000000000000	5.480 6.880 4.980 14.880 4.880 25.880 9.980 4.200	6.8 19.9 14.8 14.6 18.8 51.7 9.9
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# Worldwide

)LCHESTER, CT 06415-0516

IONE: 800-937-3482

VISIT US ON THE WEB @ WWW.SSWW.COM

"Our Purpose is to improve the socia fabric by helping people play"

ORDER DATE	ORDERE	D BY	ACCOUNT #	PURCHASE ORDER #					
02/07/2005	VANESSA	DUCKETT	20201622	CC					
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ORDER #	PICK#	CONTAINER #	SHIP VIA:						
7043342-001	1907180	04123549	UPS COMMERC	CIAL					

BIN LOCATION	PART CODE	DESCRIPTION	U/M	QTY.	INITIAL
 090225B4	W8164	FOOTBALL TARGET CHALLENGE	EΑ	Z 17	)12_
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SPECIAL MESSAGES

THIS IS NOT AN INVOICE Carton Value 44. Order Value 575 Carton Weight 9 80 1 Order Weight

THANK YOU FOR YOUR ORDER

7043342-001 ORDER #

## **S&S Worldwide**

ATTENTION: RETURNS 75 MILL ST COLCHESTER, CT 06415



11



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DLCHESTER, CT 06415-0516

IONE: 800-937-3482

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ORDER DATE	ORDERE	D BY	ACCOUNT #	PURCHASE ORDER #					
02/07/2005	VANESSA	DUCKETT	20201622	CC					
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ORDER #	PICK #	CONTAINER #	SHIP VIA:						
7043342-001	1907180	04123551	UPS COMMER	CIAL					
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BIN LOCAT	TION	PART CODE			DESCRIPTION		U/M	QTY.	INITIAL
0910	10B2	W7547	SCOOTER I	PADDLE			EA	(2)	ML
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**SPECIAL MESSAGES** 

THIS IS NOT AN INVOICE				
Carton Value	15.			
Order Value	575			
Carton Weight	1			
Order Weight	80			

THANK YOU FOR YOUR ORDER

ORDER# 7043342-001

# **S&S Worldwide**

ATTENTION: RETURNS 75 MILL ST COLCHESTER, CT 06415





#### CARTON

#### **PACKING SLIP**

# Worldwide

LCHESTER, CT 06415-0516

ONE: 800-937-3482

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ORDER DATE	ORDERE	D BY	ACCOUNT #	PURCHASE ORDER #				
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R-060704B1 060713C1 L-060802C3 060802D1 060806C3 060807A2 4-066003F2 6-067104E2	W6173003 W4809002 W4809003 W7423 W6179003 W5377001 W5897006 W4822	SPECTRUM BASKETBALL INT. BLUE ULTRA GLIDE SCOOTERS YE ULTRA GLIDE SCOOTERS BL PK/6 SPECTRUM TOSS BALLS 4IN FOOTBALL INTER. BLUE FOAM HANDS BL/YE LANYARD WT HOCKEY PUCK PK/6		EA EA EA EA EA EA	DCS THE COLON
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PECIAL MESSAGES	S		THIS IS NO	ΓAÑΙ	NVOICE

THANK YOU FOR YOUR ORDER

7043342-001 ORDER #

**S&S Worldwide** 

ATTENTION: RETURNS 75 MILL ST



Carton Value

Order Value

Carton Weight

Order Weight

97.

575

13

08

### PACKING SLIP

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COLCHESTER, CT 06415-0516 PHONE: 800-937-3482

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ORDER DATE	ORDERE	D BY	ACCOUNT #	PURCHASE ORDER #			
02/07/2005	VANESSA	DUCKETT	20201622	CC			
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R-060410A L-060912D3 060905C2 R-060710C1 L-060803C1 060808B1 5-062922C1 4-065415C1 068501A7	W6177003 W6919 W4909 W4809004 W4998001 W5045001 SL4232 W5072 CAS200002	SPECTRUM SOCCER BALL SZ5 BLUE LEMON TWISTS PK/6 FOAM SKIN COATED DISC PK/8 ULTRA GLIDE SCOOTERS GR SPECTRUM JUMP ROPE 7FT PK/6 2-IN-1 CONES 9IN PK/6 16IN BEACH BALL PK12 JUGGLING BALLS 3/PK 4 2005 SALLY ST PATS/EASTER (FREE)	EA EA EA EA EA EA EA	Carlo Solver

THIS IS NOT AN INVOICE PECIAL MESSAGES Carton Value 104.6 Order Value 575 15. Carton Weight 80.

THANK YOU FOR YOUR ORDER

7043342-001 ORDER #

#### **S&S Worldwide**

ATTENTION: RETURNS 75 MILL ST COLCHESTER, CT 06415



Order Weight

# PACKING SLIP

CARTON

# Worldwide

LCHESTER, CT 06415-0516 ONE: 800-937-3482

VISIT US ON THE WEB @ WWW.SSWW.COM

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ORDER DATE	ORDERE	D BY	ACCOUNT #	PURCHASE ORDER #			
02/07/2005	VANESSA	DUCKETT	20201622	CC			
DLDTO			SHIP TO		FOR INTERNAL USE ONLY		
MAURY ELEMENTARY SCHOOL			MAURY ELEM	ENTARY SCHOOL	PRINT DATE		
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WASHINGTON, DC 20002-6412			1250 CONSTITUTION AVE NE WASHINGTON, DC 20002-6412		PRINT TIME		
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PECIAL INSTRUCTIONS / ORDER NOTES							

DESCRIPTION	U/M	QTY. INITIAL
SUPERCATCH/MITTS AND BALL	EA EA	4

#### MARSHALLS OF FORESTVILLE MD # 733

CASH TENDER . 43 OF STANKE . 01

REFUNDS WITHIN 30 DAYS, WITH RECEIPT

Recept Tr.