

December 17, 2020

Governor's Office of Management and Budget
ATTN: Duncan Evans
350 North State Street, Suite 150
Salt Lake City, UT 84114

Re: Kane County Reimbursement of CARES Act Funds

Dear Mr. Evans:

Attached is a reimbursement request from Karla Johnson, Kane County Clerk/Auditor, to cover the county's coronavirus-related expenses for the 2020 General Election. Please reimburse Kane County **\$816.54** using the following fund: 2320/060/1640/2320/7115 function COVI. In addition, it is understood that the total may be split into two documents due to the prior and current fiscal year.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Justin Lee", with a stylized flourish at the end.

Justin Lee
Director of Elections
Office of the Utah Lieutenant Governor



CARES ACT FUNDING REIMBURSEMENT REQUEST

STATE OF UTAH

OFFICE OF THE UTAH LIEUTENANT GOVERNOR

Requester's Information

1. County: Kane
2. Name and title of individual filling out this application: Karla Johnson
3. Contact Phone #: 435 644-2458 Contact Email: clerkkj@kane.utah.gov

Reimbursement Information

4. Identify the election(s) for which these funds were used: General Election
5. Total amount approved by the state: \$ _____
6. Total amount of reimbursement: \$ 816.54
7. On the next page, provide a breakdown of expenses that are being reimbursed. You may attach a separate spreadsheet to this application if desired.
- Receipts, invoices, or other documentation of cost must be provided with this request. If the county cannot produce these items, it must provide a detailed explanation as to why.
 - Expenditures must serve the purpose to "prevent, prepare for, and respond to the coronavirus." Be as specific and detailed as possible in the descriptions of expenditures. Explanations that are vague may be rejected. For example, "COVID Notices" is unacceptable, but explanations such as, "Mailed a postcard notice to all residents in the county on May 25, 2020 informing them of the changes to election processes due to COVID" are desired.
 - Reimbursements for regular staff overtime or staff expenses must be submitted with timesheets or other satisfactory documentation.
 - Expenditures may not supplant the county's budget (i.e., funds may not cover costs that the county would normally incur).

County Clerk Declaration and Signature

Initial the statements and sign below:

☒ I affirm the expenditures listed in this request were used, or will be used, to prevent, prepare for, and respond to coronavirus for the 2020 Federal election cycle.

☒ I affirm the expenditures listed in this request did not, or will not, supplant the county's budget.

Karla Johnson
County Clerk's Signature

12/14/2020
Date

Description of expenditure. Be specific and detailed as possible.	Amount (\$)	Receipt, invoices, or other documentation provided (Yes/No). If 'NO,' please provide a detailed explanation as to why documentation is not available.
Peel + Seal added to envelopes - to Prevent Licking Envelopes	291.54	Part of Carr Printing Charge
Training for EJ who took Temperature	25.00	See P.D.
See Narrative why we used unique Election Workers this time -	500.00	See P.D.'s

Invoice

Carr Printing Company, Inc.

580 West 100 North - P.O. Box 888 - Bountiful, Utah 84011-0888
Tel. (801) 295-2321 Fed I.D. #87-0471974 Fax (801) 295-5489

E05850
KARLA JOHNSON
KANE COUNTY CLERK/AUDITOR
76 N MAIN
KANAB, UT 84741

DATE	INVOICE	DESCRIPTION	AMOUNT
12/05/2020	207097	2020 November General Ballots & Supplies (Cost information sheet enclosed)	\$9,218.60
		Postage & Freight	1,976.37
		Total Amount Due	\$11,194.97

\$291.54 ap
This was for
COVID.

Terms - Accounts with established credit are net 10th of month following statement. Accounts are considered past due if not paid in full within 10 days of the due date.

NO DISCOUNT IS ALLOWED UNLESS INDICATED BELOW

INTEREST ACCRUES AT 1.75% PER MONTH ON PAST DUE ACCOUNTS
THIS IS AN ANNUAL PERCENTAGE RATE OF 21%

If this invoice is forwarded for collection the Accumulated Interest and the Cost of Collection will also be added to this amount.

IMPORTANT: TO INSURE PROPER CREDIT, PLEASE RETURN ONE COPY OF THIS INVOICE WITH YOUR PAYMENT



PURCHASE ORDER # 20-65432

11/10/2020

SHIP TO:

Kane County
76 N Main
Kanab, UT 84741

ISSUED TO:

VEND #: 01-05677 REQ #20-66290
DRAKE, EARLENE
22 W. KANAB CREEK DR
KANAB, UT 84741

I HEREBY APPROVE THE ISSUANCE OF THIS
PURCHASE ORDER.

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE
HAS BEEN ENTERED AGAINST THE DESIGNATED APPROPRIATION
ACCOUNTS AND THAT THIS ENCUMBRANCE IS WITHIN THE
AUTHORIZED AVAILABLE BALANCE OF SAID APPROPRIATION.

Requested By: Heather Narramore
Approved By: Heather Narramore
DATED THIS 10TH DAY OF NOVEMBER , 2020

County Budget Officer

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	Election Poll Worker November 3 2020 General Election	110-4170-610-000	POLLWORKER STIPEND & TRAINING	0.00
				100.00

Karl Johnson

*** TOTAL *** 100.00

HEREBY CERTIFY THAT THE MERCHANDISE AND/OR SERVICES
DESCRIBED ABOVE HAVE BEEN SATISFACTORILY RECEIVED.

APPROVED FOR PURCHASE

Commission Chair / County Attorney / County Auditor

Commissioner

Commissioner

NOTE: _____

County Budget Officer

J. Livingston

THIS PURCHASE ORDER IS APPROVED FOR PAYMENT IN THE
AMOUNT INDICATED ABOVE.

DATE: _____

\$500 of this
for COVID.
\$25 of this
for COVID



PURCHASE ORDER # 20-65422

11/10/2020

SHIP TO:

Kane County
76 N Main
Kanab, UT 84741

ISSUED TO:

VEND #: 01-05509 REQ #20-66278
CHICKERING, BRIAN
4250 E. JUNIPER CLIFFS DR
KANAB, UT 84741

I HEREBY APPROVE THE ISSUANCE OF THIS
PURCHASE ORDER.

Requested By: Heather Narramore

Approved By: Heather Narramore

DATED THIS 10TH DAY OF NOVEMBER, 2020

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE
HAS BEEN ENTERED AGAINST THE DESIGNATED APPROPRIATION
ACCOUNTS AND THAT THIS ENCUMBRANCE IS WITHIN THE
AUTHORIZED AVAILABLE BALANCE OF SAID APPROPRIATION.

County Budget Officer

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	Election Poll Worker November 3 2020 General Election. Election day and Training.	110-4170-610-000	0.00	125.00
		ROLLWORKER STIPEND & TRAINING		

Karlafolusen

*** TOTAL ***

125.00

I HEREBY CERTIFY THAT THE MERCHANDISE AND/OR SERVICES
DESCRIBED ABOVE HAVE BEEN SATISFACTORILY RECEIVED.

APPROVED FOR PURCHASE

Commission Chair / County Attorney / County Auditor

Commissioner

Commissioner

DATE: _____

County Budget Officer

J. Livingston

THIS PURCHASE ORDER IS APPROVED FOR PAYMENT IN THE
AMOUNT INDICATED ABOVE.

DATE: _____



PURCHASE ORDER # 20-65434

11/10/2020

SHIP TO:

Kane County
76 N Main
Kanab, UT 84741

ISSUED TO:

VEND #: 01-05679 REQ #20-66293
WIND, ROSALIE
4970 E. GRANDE VERMILLION
KANAB, UT 84741

I HEREBY APPROVE THE ISSUANCE OF THIS
PURCHASE ORDER.

Requested By: Heather Narramore
Approved By: Heather Narramore
DATED THIS 10TH DAY OF NOVEMBER , 2020

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE
HAS BEEN ENTERED AGAINST THE DESIGNATED APPROPRIATION
ACCOUNTS AND THAT THIS ENCUMBRANCE IS WITHIN THE
AUTHORIZED AVAILABLE BALANCE OF SAID APPROPRIATION.

County Budget Officer

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	Election Poll Worker November 3 2020 General Election	110-4170-610-000	0.00	100.00
		POLLWORKER STIPEND & TRAINING		

Handwritten signature: Karla Platten

*** TOTAL *** 100.00

HEREBY CERTIFY THAT THE MERCHANDISE AND/OR SERVICES
DESCRIBED ABOVE HAVE BEEN SATISFACTORILY RECEIVED.

APPROVED FOR PURCHASE

Commissioner / County Attorney / County Auditor

Commissioner

Commissioner

TE: _____

County Budget Officer

Handwritten signature: J. Livingston

THIS PURCHASE ORDER IS APPROVED FOR PAYMENT IN THE
AMOUNT INDICATED ABOVE.

DATE: _____



PURCHASE ORDER # 20-65435

11/10/2020

SHIP TO:

Kane County
76 N Main
Kanab, UT 84741

ISSUED TO:

VEND #: 01-05680 REQ #20-66294
KNIGHTON, STEPHEN
501 S. 175 E., #2
KANAB, UT 84741

I HEREBY APPROVE THE ISSUANCE OF THIS
PURCHASE ORDER.

Requested By: Heather Narramore
Approved By: Heather Narramore
DATED THIS 10TH DAY OF NOVEMBER , 2020

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE
HAS BEEN ENTERED AGAINST THE DESIGNATED APPROPRIATION
ACCOUNTS AND THAT THIS ENCUMBRANCE IS WITHIN THE
AUTHORIZED AVAILABLE BALANCE OF SAID APPROPRIATION.

County Budget Officer

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	Election Poll Worker November 3 2020 General Election	110-4170-610-000	POLLWORKER STIPEND & TRAINING	0.00 100.00

*** TOTAL *** 100.00

I HEREBY CERTIFY THAT THE MERCHANDISE AND/OR SERVICES
DESCRIBED ABOVE HAVE BEEN SATISFACTORILY RECEIVED.

APPROVED FOR PURCHASE

Commission Chair / County Attorney / County Auditor

Commissioner

Commissioner

DATE: _____

County Budget Officer

THIS PURCHASE ORDER IS APPROVED FOR PAYMENT IN THE
AMOUNT INDICATED ABOVE.

DATE: _____



PURCHASE ORDER # 20-65433

11/10/2020

SHIP TO:

Kane County
76 N Main
Kanab, UT 84741

ISSUED TO:

VEND #: 01-05678 REQ #20-66291
BROWN, DANNY
288 W. CENTER ST
KANAB, UT 84741

I HEREBY APPROVE THE ISSUANCE OF THIS
PURCHASE ORDER.

Requested By: Heather Narramore

Approved By: Heather Narramore

DATED THIS 10TH DAY OF NOVEMBER, 2020

I HEREBY CERTIFY THAT THE AMOUNT OF THIS ENCUMBRANCE
HAS BEEN ENTERED AGAINST THE DESIGNATED APPROPRIATION
ACCOUNTS AND THAT THIS ENCUMBRANCE IS WITHIN THE
AUTHORIZED AVAILABLE BALANCE OF SAID APPROPRIATION.

County Budget Officer

UNITS	DESCRIPTION	G/L ACCOUNT	PRICE	AMOUNT
0.00	Election Poll Worker November 3 2020 General Election	110-4170-610-000	0.00	100.00
		FOLLOWER STIPEND & TRAINING		

*** TOTAL ***

100.00

I HEREBY CERTIFY THAT THE MERCHANDISE AND/OR SERVICES
DESCRIBED ABOVE HAVE BEEN SATISFACTORILY RECEIVED.

APPROVED FOR PURCHASE

Commission Chair / County Attorney / County Auditor

Commissioner

Commissioner

DATE: _____

County Budget Officer

THIS PURCHASE ORDER IS APPROVED FOR PAYMENT IN THE
AMOUNT INDICATED ABOVE.

DATE: _____

Kane County
2020 November General Election Costs

15 Ballot Formats	15.00	225.00	225.00
1 Test Ballots - Premarked	100.00	100.00	325.00
4,542 Mail File Prep, Sort, iMB codes, Ballot No.	0.04	181.68	506.68
4,542 Print 8.5x14 Official Ballots 2-sided	0.30	1,362.60	1,687.60
4,550 8-5 By Mail Outgoing Env (Peel & Seal)	0.20	910.00	2,597.60
4,550 8-15 Ballot Return Env (Peel & Seal)	0.65	2,957.50	5,555.10
4,550 Voter Instruction Sheet (8.5 x 11)	0.04	182.00	5,737.10
4,542 Addressing, folding, collating, mailing	0.43	1,953.06	7,690.16
505 Print 8.5x14 Official Ballots 2-sided	0.30	151.50	5,888.60
5,000 8-15 Ballot Return Env (Peel & Seal)	0.65	3,250.00	9,138.60
2 Constitutional Amendment Posters 3' x 2'	40.00	80.00	9,218.60
Shipping & Handling		162.23	
By-Mail Postage		1,814.14	1,976.37
Net Amount Due			11,194.97