

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: Tooele County Reimbursement of CARES Act Funds

Dear Mr. Evans:

Attached is a reimbursement request from Tenille Tingey, Tooele Chief Deputy Clerk/Auditor, to cover the county's coronavirus-related expenses for the 2020 General Election. Please reimburse Tooele County **\$10,824.12** 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: Tooele County 23
2. Name and title of individual filling out this application: Tenille Tingey Chief Deputy
3. Contact Phone #: 4358433115 Contact Email: tingey@tooeleco.org

## Reimbursement Information

4. Identify the election(s) for which these funds were used: 2020
5. Total amount approved by the state: \$ 22,000
6. Total amount of reimbursement: \$ 10824.12
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:

II 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.

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

Tenille Tingey  
County Clerk's Signature

12/15/2020  
Date

STATE OF UTAH  
OFFICE OF THE LIEUTENANT GOVERNOR



SPENCER J. COX  
LIEUTENANT GOVERNOR

October 13, 2020

Marilyn Gillette  
Tooele County Clerk / Auditor  
47 S. Main #318  
Tooele, UT 84074

Dear Ms. Gillette:

The State of Utah is awarding Tooele County \$22,000.00 in CARES Act funds to help the county prevent, prepare for, and respond to coronavirus for the November 3, 2020 Regular General Election.

The funds will be provided primarily on a reimbursement basis. To obtain the funds, the county must submit a disbursement request form (attached) and provide supporting documentation for each expenditure no later than December 15, 2020. An invoice, receipt, or quote is acceptable documentation for most expenditures. If the county will use the funds to cover normal expenses that have increased due to the coronavirus (e.g., increased postage due because of a higher volume of mail ballots), the county must identify the increase by comparing the cost in 2020 to the cost in previous regular election years. If the county will use funds to cover regular staffing costs, the county must provide detailed timesheets that identify the staff hours that were allocated to prevent, prepare for, and respond to the coronavirus.

Please note that disbursement will be denied in whole or in part if:

- The county uses the funds to supplant its budget;
- The county fails to provide the appropriate documentation for an expense;
- The county uses the funds for purposes other than preventing, preparing for, and responding to coronavirus for the 2020 election cycle; or
- The county submits the disbursement request form after December 15, 2020.

If the county needs additional funding for the General Election, you may submit an additional funding request form. If you have any questions related to these funds, please feel free to contact me at [dbrenchley@utah.gov](mailto:dbrenchley@utah.gov) or 801-538-1746.

Sincerely,

Derek Brenchley  
Deputy Director of Elections  
Office of the Utah Lieutenant Governor

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.	
Inv # 30867			✓
Additional Ballot Box	2105	yes	
Inv. # 12135			✓
COVID Ballot Inert IVS	3240	yes	
Inv # 2318			✓
" Same plus extra mailings	2512.18	yes	
Oct 26 Postage	95.00	Screenshot	✓
Oct 27 Postage	22.03	of Mail	✓
Remainings from office		Machine report	✓
Hazard Pay - Pollworkers	1449.11	yes	✓
Cushioned mats for COVID Poll location	\$31.50	yes	✓
Order # 5592078-116062		walmart	
Heaters for poll workers outside	\$50.22	yes	✓
Order # 5502096-787354		walmart	

snacks, food, drinks for pollworkers, cleaner outside order # <sup>5382011-121279</sup> & towels COVID	116.92	yes Walmart
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.
2 tents for outside pollworkers for outside poll order # <sup>5392039-924971</sup> walkaway pens	119.98	yes Walmart ✓
walkaway pens	59.24	yes ✓
antibacterial cleaner	16.86	yes ✓



6321 Bury Drive Suite 19  
Eden Prairie, MN 55346  
accountingasc@ascabr.com

# Invoice

#30867  
9/29/2020

**Bill To**

Marilyn Gillette  
Tooele County  
47 S Main  
Suite #318  
Tooele UT 84074  
United States

**Ship To**

Marilyn Gillette  
Tooele County  
47 S Main  
Suite #318  
Tooele UT 84074  
United States

**TOTAL**

## \$2,105.00

Due Date: 9/29/2020

Terms	Due Date	PO #	Sales Rep	Shipping Method	Partner
	9/29/2020		Kevin Johnson		

Quantity	Item	Rate	Amount
1	<b>BAL-710-SS-OHC-PCT-C Ballot 710 SS Exterior on Casters</b> American Ballot Drop Model 710 Stainless Steel One-Hand-Chute On Caster with a Plastic Collection Tote.		
1	<b>BAL-710-SS-OHC-C Kiosk Model 710 SS One-Hand-Chute Kiosk on Casters</b> American Security Cabinets Model 710 Stainless Steel One-Hand-Chute On Casters.	\$1,877.00	\$1,877.00
1	<b>M710-SC-PCT M710 Plastic Collection Tote</b> Plastic Collection Tote	\$50.00	\$50.00
1	<b>BAL-S-710-F-Patriot Ballot 710 Full Patriot Theme</b> Set of Patriot Themed Custom Printed Matte Graphics with "Your County" as specified.  TOOELE COUNTY	\$0.00	\$0.00
1	<b>Freight W/Lift-Gate</b> Freight with Lift-Gate Service	\$178.00	\$178.00
			\$2,105.00

**Shipping**

**Tax Total** \$0.00

**Subtotal** \$2,105.00

**Amount Paid** \$2,105.00

**Balance Due** \$0.00



30867



496 S Uruapan Way  
Dinuba, CA 93618  
(559) 498-0281  
Fax (559) 498-6585

# Invoice

Date	Invoice #
11/9/2020	12135

Bill To
Tooele County Marilyn Gillette County Clerk 47 South Main Street #318 Tooele UT 84074-2148

Ship To
Tooele County Marilyn Gillette County Clerk 47 South Main Street #318 Tooele, UT 84074-2148

P.O. Number	Terms
	Due on receipt

Quantity	Description	Price Each	Amount
	Database Setup Ballots	500.00	500.00
35,017	Ballot Printing 17" ballots	0.34	11,905.78
918	Ballot Printing 17" ballots supp.	0.34	312.12
64	Test Decks	0.38	24.32
	Database Setup for Integravote	500.00	500.00
35,017	Ballot Inserting and Mailing	0.29	10,154.93
36,000	Printed Inserts with I voted sticker	0.20	7,200.00
60	Printed Inserts voting Instructions ID	0.09	5.40
36,000	Printed Inserts Booklet 2018-15	0.30	10,800.00
36,000	Printed Inserts Booklet 2018-13	0.30	10,800.00
36,000	Printed Inserts Covid	0.09	3,240.00
2,500	Printed Inserts Map	0.09	225.00
918	Ballot Inserting and Mailing Supp.	0.29	266.22
	Postage	4,259.56	4,259.56
	Postage Credit From Invoice #12449	-1,920.00	-1,920.00
	Shipping	206.98	206.98

REQ. # 141216910  
P.O. # \_\_\_\_\_  
VENUE # 159410

2020 General Election	Subtotal	\$58,480.31
	Sales Tax (0.0%)	\$0.00
	Total	\$58,480.31
	Payments/Credits	\$0.00
	Balance Due	\$58,480.31

10-4170-310



496 S Uruapan Way  
Dinuba, CA 93618  
(559) 498-0281  
Fax (559) 498-6585

# Invoice

Date	Invoice #
11/1/2020	12318

<b>Bill To</b>
Tooele County Marilyn Gillette County Clerk 47 South Main Street #318 Tooele UT 84074-2148

<b>Ship To</b>
Tooele County Marilyn Gillette County Clerk 47 South Main Street #318 Tooele, UT 84074-2148

P.O. Number	Terms
	Due on receipt

Quantity	Description	Price Each	Amount
2	Add On Setup Charge	250.00	500.00
888	Ballot Printing 17" ballots supp.	0.34	301.92
636	Ballot Printing 17" ballots supp.	0.34	216.24
2,000	Printed Inserts with I voted sticker	0.20	400.00
2,000	Printed Inserts Booklet 2018-15	0.30	600.00
2,000	Printed Inserts Booklet 2018-13	0.30	600.00
2,000	Printed Inserts Covid	0.09	180.00
1,524	Ballot Inserting and Mailing Supp.	0.29	441.96
	Postage	272.06	272.06

2020 General Election	<b>Subtotal</b>	\$3,512.18
	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$3,512.18
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$3,512.18

10-4170-310





# View and Edit Transactions

Transactions filtered by 3 criteria:

Filter(s)

Column(s)

Period ▲	Account ▲	Job ID 1
<input type="radio"/> Oct 23 2020 7:01 AM	Elections	\$ 4.00
<input type="radio"/> Oct 23 2020 12:55 PM	Elections	\$ 5.50
<input type="radio"/> Oct 23 2020 1:01 PM	Elections	\$ 2.50
<input type="radio"/> Oct 23 2020 1:25 PM	Elections	\$ 0.50
<input type="radio"/> Oct 26 2020 9:22 AM	Elections	\$ 95.00
<input type="radio"/> Oct 27 2020 9:40 AM	Elections	\$ 22.05
<input type="radio"/> Oct 28 2020 8:36 AM	Elections	\$ 7.00
<input type="radio"/> Oct 28 2020 9:34 AM	Elections	\$ 30.55

✓  
✓  
3  
Screenshot  
of mail  
mature report

Summary Sheet

Total Pay

Total @ 12      \$ 8,862.60

Total @ 10      \$ 7,413.43

Difference      \$ 1,449.17 → Hazard Pay ✓  
for Poll Workers.



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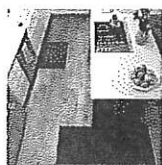


0

## < Order Details

### Delivered Wed, Oct 21 (Package 1 of 6)

Return or replacement eligible until Tue, Jan 19



Mainstays Cushioned Kitchen Mat, Rich Black, 18" x 30"

**\$6.25**

★ [Write a review](#)

Return

### Delivered Wed, Oct 21 (Package 2 of 6)

Return or replacement eligible until Tue, Jan 19



Mainstays Cushioned Kitchen Mat, Rich Black, 18" x 30"

**\$6.25**

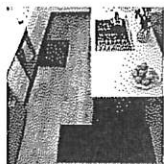
★ [Write a review](#)

Return

Feedback

**Delivered Wed, Oct 21 (Package 3 of 6)**

Return or replacement eligible until Tue, Jan 19

**Mainstays Cushioned Kitchen Mat, Rich Black, 18" x 30"****\$6.25**★ [Write a review](#)[Return](#)**Delivered Wed, Oct 21 (Package 4 of 6)**

Return or replacement eligible until Tue, Jan 19

**Mainstays Cushioned Kitchen Mat, Rich Black, 18" x 30"****\$6.25**★ [Write a review](#)[Return](#)**Delivered Wed, Oct 21 (Package 5 of 6)**

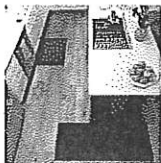
Return or replacement eligible until Tue, Jan 19

**Mainstays Cushioned Kitchen Mat, Rich Black, 18" x 30"****\$6.25**★ [Write a review](#)

Return

Delivered Wed, Oct 21 (Package 6 of 6)

Return or replacement eligible until Tue, Jan 19



Mainstays Cushioned Kitchen Mat, Rich Black, 18" x 30"

\$6.25

★ [Write a review](#)

Return

Order summary

Subtotal (6 items)	\$37.50
Shipping	Free
Tax ⓘ	\$0.00
Total	\$37.50 ✓

Payment method

Visa ending in 7046

Billing address

Feedback

Michelle Pruden  
47 S Main Street  
Tooele, UT 84074

## Delivery address

Michelle Pruden  
47 South Main Street #318  
Tooele, UT 84074

Order #5592078-176062



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## < Order Details

**Delivered Thu, Oct 8 (Package 1 of 1)**

Return window expired Sat, Nov 7

**Dyna-Glo 15000 BTU/hr. 15 sq. ft. Radiant Tank Top Heater**

Sold by UnbeatableSale

**\$38.63**★ [Write a review](#)[Reorder](#)[Contact  
seller](#)

## Order summary

Subtotal (1 item)	\$38.63
Shipping	\$11.59
Tax	\$0.00
<b>Total</b>	<b>\$50.22</b>

Feedback



## Payment method

Visa ending in 7046

## Billing address

Michelle Pruden  
47 S Main Street  
Tooele, UT 84074

## Delivery address

Michelle Pruden  
47 South Main Street #318  
Tooele, UT 84074

Order #5502096-787354



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## < Order Details

Delivered Mon, Sep 28 (Package 1 of 5)

Return or replacement eligible until Sun, Dec 27



(18 Count) Gatorade Thirst Quencher Sports Drink,  
Variety Pack, 12 fl oz

**\$8.96**

★ [Write a review](#)

Reorder

Return



Nabisco Savory Cracker Variety Pack, RITZ, Cheese  
Nips, Wheat Thins & RITZ Toasted Chips Sour Cream  
and Onion, 20 Snack Packs

**\$6.98**

★ [Write a review](#)

Reorder

Return

Feedback



Nabisco Sweet Treats Cookie Variety Pack OREO,  
OREO Golden & CHIPS AHOY!, 30 Snack Packs

**\$6.98**

★ [Write a review](#)

Reorder

Return



Planters Nut 24 Count-Variety Pack, Salted Peanuts,  
Honey Roasted Peanuts & Salted Cashews Ready-to-Go  
Sleeves, 40.5 oz Multi-Pack Box

**\$9.98**

★ [Write a review](#)

Return



Pledge Multisurface Cleaner Aerosol, Fresh Citrus, 9.7  
OZ

**\$4.48**

★ [Write a review](#)

Reorder

Return

Feedback

**Delivered Fri, Sep 25 (Package 2 of 5)**

Return or replacement eligible until Thu, Dec 24



## Scott Paper Towels Choose-A-Sheet, 15 Mega Rolls, White

**\$13.98**

★ [Write a review](#)

[Return](#)

**Delivered Wed, Sep 30 (Package 3 of 5)**

Return window expired Fri, Oct 30



## ProCom Tank-Top Propane Heater - Single Burner, 15,000 BTU, Model# PCTT15

Sold by Factory Buys Direct.com

**\$38.99**

★ [Write a review](#)

[Contact  
seller](#)

**Return complete (Package 4 of 5)**

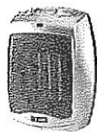
Refund issued on Thu, Oct 1 ?



## Lasko 9" Electric 1500-Watt Ceramic Heater with Adjustable Thermostat, Model 754200, Silver

**\$26.57**

★ [Write a review](#)

[Reorder](#)**Return complete (Package 5 of 5)**Refund issued on Thu, Oct 1 [?](#)

Lasko 9" Electric 1500-Watt Ceramic Heater with  
Adjustable Thermostat, Model 754200, Silver

Qty: 5

**\$132.85** \$26.57 / ea[★ Write a review](#)[Reorder](#)**Order summary**

Subtotal (13 items)	\$249.77
Shipping	Free
Tax <a href="#">?</a>	\$0.00
<b>Total</b>	<b>\$249.77</b>

**Payment method**

Visa ending in 7046

**Billing address**

Michelle Pruden

- 132.85  
return =  
116.92 ✓

[Feedback](#)

47 S Main Street  
Tooele, UT 84074

## Delivery address

Michelle Pruden  
47 South Main Street #318  
Tooele, UT 84074

Order #5382017-121279



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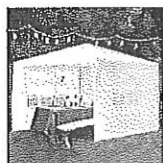


0

## < Order Details

### Delivered Mon, Sep 28 (Package 1 of 2)

Return window expired Wed, Oct 28



Backyard Canopy Tentse, 10' x 10' Outdoor Party Tent  
w/ 3 Removable Sidewalls, Waterproof Outdoor  
Wedding Canopy Tent Gazebo Tent, Easy Set-Up  
Sunshade Shelter for Camping BBQ, L6013

Sold by CoCLUB

**\$59.99**★ [Write a review](#)

[Contact](#)  
[seller](#)

### Delivered Mon, Sep 28 (Package 2 of 2)

Return window expired Wed, Oct 28



Backyard Canopy Tentse, 10' x 10' Outdoor Party Tent  
w/ 3 Removable Sidewalls, Waterproof Outdoor  
Wedding Canopy Tent Gazebo Tent, Easy Set-Up

Feedback

Sunshade Shelter for Camping BBQ, L6013

Sold by CoCLUB

**\$59.99**[Write a review](#)

[Contact](#)  
[seller](#)

## Order summary

Subtotal (2 items)	\$119.98
Shipping	Free
Tax	\$0.00
<b>Total</b>	<b>\$119.98</b>



## Payment method

Visa ending in 7046

## Billing address

Michelle Pruden  
47 S Main Street  
Tooele, UT 84074

## Delivery address

Michelle Pruden

11/18/2020 11:18 AM PST

MICHELLE FUGER

47 South Main Street #318

Tooele, UT 84074


Order #5392039-924971



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**Order# 130271168-001** **Orders** **Order By Item** **Shopping Lists** **Subscriptions****Summary****PO Number:****Last Updated:**

10/14/2020

**Updated By:**

4358433140

**Order Date:**

10/13/2020

**Delivery Date:**

10/14/2020

**Comments:****Shipping****Address:**

TOOELE COUNTY

CLERK

47 S MAIN ST

MICHELLE L PRUDEN

TOOELE, UT

84074-2194

USA

**Ship to id:**

CLERKS

**Billing****Account#:** 28342971**Contact:** MICHELLE

PRUDEN

1 (435) 843-3141

**Payment Method:**

Debit/Credit Card

**ORDER NUMBER**

130271168-001 - Parent Order

**STATUS**

Delivered

**TOTAL****\$318.43****\$14.81** / pack

QUANTITY

4

BACK  
ORDER

0

SHIPPED

4

TOTAL

**\$59.24** ✓

BIC® Round Stic® Xtra  
Life Ballpoint Pens,  
Medium Point, 1.0 mm,  
Translucent Barrel, Black  
Ink, Box Of 240 Pens

**COMMENTS:**

Item #8172663

☒ **Delivery only** **Contract Items**

Order# 130274918-001

0 Orders

Order By Item

Shopping Lists

Subscriptions

Summary

**PO Number:**  
**Last Updated:**  
10/16/2020  
**Updated By:**  
4358433140  
**Order Date:**  
10/13/2020  
**Delivery Date:**  
10/15/2020  
**Comments:**

Shipping

**Address:**  
TOOELE COUNTY  
CLERK  
47 S MAIN ST  
MICHELLE L PRUDEN  
TOOELE, UT  
84074-2194  
USA  
**Ship to id:**  
CLERKS

Billing

**Account#:** 28342971  
**Contact:** MICHELLE  
PRUDEN  
1 (435) 843-3141  
**Payment Method:**  
Debit/Credit Card

ORDER NUMBER	STATUS	TOTAL
130274918-001 - Child Order	Delivered	\$16.86



\$5.62 / each

QUANTITY	BACK ORDER	SHIPPED	TOTAL
3	0	3	\$16.86

Pledge® Multi-Surface  
Antibacterial II Cleaner,  
9.7 Oz Bottle  
Item #557012



Contract Items

COMMENTS:

Subtotal: \$16.86