State of Utah
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF WATER RIGHTS

Norman H. Bangerter
Governor
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Executive Director
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State Engineer

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July 14, 1992

RONALD ROBERTS
110 NORTH 500 EAST
PO 605
BEAVER UT 84713

RE: PAYMENT REQUEST VOUCHERS

Dear Ron:

One of the major objectives of the Division's accounting staff is to keep track of the distribution system expenses for each river commissioner so that we and the commissioner can justify the expenses to the water users.

We are noticing a problem in this area that we need your help with. We sometimes receive invoices directly from companies for equipment, supplies, or services ordered by the River Commissioner. When these are mailed directly to our division, JoAnn Padley often needs further information to allow her to accurately account for the expense. We are also concerned that without a signed payment request voucher from the commissioner, we may be paying for something which has not been authorized by the commissioner, or we may be paying an invoice which has already been paid.

Therefore, beginning immediately, no invoices will be paid without a properly completed payment request voucher which has been signed by the commissioner. If it is necessary to have the invoice sent to this office, you should send a completed request voucher to JoAnn as soon as the order for goods or services is placed. Please attach a note to the voucher indicating that an invoice will be coming in the mail. This will alert her to watch for the invoice and will help her to properly account for the expense.

Your efforts in this area will help us to keep a better accounting of each system's expenses.

If you have any questions, please contact me.

Sincerely,

Lee Sim
Assistant State Engineer
Adjudication/Distribution

cc: JoAnn Padley
Regional Engineers

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