

From: munismail@wichita.gov
To: [Hebert, Mandy](#)
Subject: Invoice approval complete notification
Date: Thursday, March 24, 2022 9:41:33 AM

User mhebert has entered the invoice 20220311SHELLMAN with document 354518 for vendor 811500 totaling 185.00 for department 15000, warrant , and a description of BZA2022-00004 CASE REFUND.

You are being notified that this invoice has completed the approval process.

To view additional information about this Munis item use this link:
[Additional Information](#)

This is a Munis system generated message. Please do not reply to this unmonitored mailbox.

PAYMENT REQUEST FORM

This form is to be completed in instances where a vendor invoice is traditionally not the basis for payment and will supplement an existing vendor document for payment by the City of Wichita

Due date for payment request: _____

Vendor number: _____

Vendor name/DBA: Larry Shellman

Address: 1648 Piatt

Address2: _____

City, State, Zip: Wichita, KS 67214

Total amount of payment: \$185.00

ORG _____ OBJECT _____ Line amount: _____

ORG _____ OBJECT _____ Line amount: _____

ORG _____ OBJECT _____ Line amount: _____

ORG _____ OBJECT _____ Line amount: _____

PA APPLIED

Project Account _____

Project Account _____

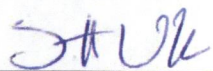
Project Account _____

Project Account _____

(Only use multiple lines if needed)

Description of goods purchased or services provided:	<u>Applicant applied for BZA2022-4 when it was not needed. We need to refund the fee of \$185.00.</u> _____ _____ _____
--	--

Originated by: Matthew Williams Date: 3/9/2022

Approved by:  Approved Date: 3/11/22

*Please attach documentation to support this request for payment.
If vendor is not currently receiving payments via EFT, please ask them to complete the paperwork to do so.*