

From: Douglas, Wendelin J. - Procurement Services
To: Mullery, Daniel P. - Procurement Services
Subject: RE: Outstanding Procurement Card Transactions -Last Reminder
Date: Monday, July 24, 2023 5:05:00 PM
Attachments: [image001.png](#)

Daniel,

The Office of Strategic Communication has another card Raymond Dark. It is my thought that Petula is waiting for Cynthia Richardson to be trained in order to get items caught up. Her training is schedule for Wednesday.

Wendelin

From: Mullery, Daniel P. - Procurement Services <Daniel.Mullery@rva.gov>
Sent: Monday, July 24, 2023 4:48 PM
To: Douglas, Wendelin J. - Procurement Services <Wendelin.Douglas@rva.gov>
Subject: RE: Outstanding Procurement Card Transactions -Last Reminder

Hi Wendelin,

This must be extremely frustrating. I agree that this is an extended pattern of misuse of the P-Card and should be addressed. Unfortunately, I don't think the Office of Strategic Communications is able to function without a P-Card and the Office of Strategic Communications is very high profile within the City. I think suspending the only card in the department would create pressure on the department to comply but also create an opportunity for a negative image of the P-Card program. Rene may disagree with me, so I have no problem with you providing him that recommendation or having that conversation with him when he returns.

My recommendation is to schedule a training with Cynthia Richardson for this week, provide her with her own P-Card as a backup to Petula, make her a proxy for Petula, and then ask Rene to issue an ultimatum for the end of next week. That would give Petula a final chance and Cynthia an initial chance to process the outstanding transactions. If both of them fail to meet the deadline, Rene can suspend Petula's card while leaving Cynthia's active, allowing the Office of Strategic Communications to continue to function while still exerting pressure to comply. Let me know what you think.

Daniel Mullery, MBA, LSSBB, VCO
Contracting Officer
Department of Procurement Services
City of Richmond
daniel.mullery@rva.gov
804-646-5820

From: Douglas, Wendelin J. - Procurement Services <Wendelin.Douglas@rva.gov>
Sent: Monday, July 24, 2023 10:36 AM
To: Mullery, Daniel P. - Procurement Services <Daniel.Mullery@rva.gov>
Subject: FW: Outstanding Procurement Card Transactions -Last Reminder

Daniel,

My recommendation is still for suspending Petula card until she clears up these outstanding transactions. What do you think?

From: Douglas, Wendelin J. - Procurement Services
Sent: Monday, July 24, 2023 10:33 AM
To: Almaraz, Rene M. - Procurement Services <Rene.Almaraz@rva.gov>
Cc: Mullery, Daniel P. - Procurement Services <Daniel.Mullery@rva.gov>
Subject: RE: Outstanding Procurement Card Transactions -Last Reminder

Good morning,

Just wanted to let you know Petula Burks did not meet the deadline. She still has outstanding transactions.

Primary Accountholder	Date Posted	Date Purchased	Document	Purchase Amount	Comments	Sign Off	Account ID	Flagged	Vendor	Allocation	Comp(Va)l/Auth	Amount Allocated	Uploaded Receipt
Burks, Petula	04/24/2023	04/23/2023	TXN00056149	259.00		none	9105		AVIS RENT-A-CAR	-----	✗ ! ✗ ! ✗	259.00	No
Burks, Petula	05/18/2023	05/17/2023	TXN00057902	226.58		none	9105		DD DOORDASH LITTLEMEX	0100-05401-70131-0000-SV2104-00-0000000-000000-000000-000000	✓ ! ✓ ! ✓	226.58	No
Burks, Petula	05/22/2023	05/22/2023	TXN00058149	18.77		none	9105		UBER TRIP	0100-05401-70131-0000-SV2104-00-0000000-000000-000000-000000	✓ ! ✓ ! ✓	18.77	No
Burks, Petula	05/23/2023	05/22/2023	TXN00058251	28.43		none	9105		UBER TRIP	0100-05401-70131-0000-SV2104-00-0000000-000000-000000-000000	✓ ! ✓ ! ✓	28.43	No
Burks, Petula	05/23/2023	05/21/2023	TXN00058268	416.99		none	9105		WAL-MART #3473	0100-05401-70131-0000-SV2104-00-0000000-000000-000000-000000	✓ ! ✓ ! ✓	416.99	No
Burks, Petula	05/24/2023	05/23/2023	TXN00058313	30.44		none	9105		UBER TRIP	0100-05401-70131-0000-SV2104-00-0000000-000000-000000-000000	✓ ! ✓ ! ✓	30.44	No
Burks, Petula	05/24/2023	05/22/2023	TXN00058330	24.67		none	9105		HENDERSONTAXI	0100-05401-70131-0000-SV2104-00-0000000-000000-000000-000000	✓ ! ✓ ! ✓	24.67	No
Burks, Petula	05/24/2023	05/23/2023	TXN00058352	19.30		none	9105		UBER TRIP	0100-05401-70131-0000-SV2104-00-0000000-000000-000000-000000	✓ ! ✓ ! ✓	19.30	No
Burks, Petula	05/24/2023	05/22/2023	TXN00058372	212.03		none	9105		LAS VEGAS CC CATER 76900	0100-05401-70131-0000-SV2104-00-0000000-000000-000000-000000	✓ ! ✓ ! ✓	212.03	No
Burks, Petula	06/05/2023	06/02/2023	TXN00059031	281.78		none	9105		DNH GODADDY.COM	0100-05401-70131-0000-SV2104-00-0000000-000000-000000-000000	✓ ! ✓ ! ✓	281.78	No
Burks, Petula	06/08/2023	06/07/2023	TXN00059332	681.00		none	9105		MS.BEE'S JUICE BAR & CAF	0100-05401-70131-0000-SV2104-00-0000000-000000-000000-000000	✓ ! ✓ ! ✓	681.00	No
Burks, Petula	06/12/2023	06/09/2023	TXN00059567	640.00		none	9105		NATIONALURB	0100-05401-70131-0000-SV2104-00-0000000-000000-000000-000000	✓ ! ✓ ! ✓	640.00	No
Burks, Petula	06/12/2023	06/09/2023	TXN00059667	950.00		none	9105		SQ ESPRESSO A GO GO CATE	0100-05401-70131-0000-SV2104-00-0000000-000000-000000-000000	✓ ! ✓ ! ✓	950.00	No
Burks, Petula	06/14/2023	06/13/2023	TXN00059777	22.36		none	9105		DNH GODADDY.COM	-----	✗ ! ✗ ! ✗	22.36	No
Burks, Petula	06/15/2023	06/14/2023	TXN00059899	2,629.80		none	9105		BECKER PROFESSIONAL DEVE	-----	✗ ! ✗ ! ✗	2,629.80	No
Burks, Petula	06/15/2023	06/14/2023	TXN00059981	44.71		none	9105		STAPLES DIRECT	0100-05401-70131-0000-SV2104-00-0000000-000000-000000-000000	✓ ! ✓ ! ✓	44.71	No
Burks, Petula	06/22/2023	06/21/2023	TXN00060334	144.20		none	9105		MOSIAC CATERING EVENTS	0100-05401-70131-0000-SV2104-00-0000000-000000-000000-000000	✓ ! ✓ ! ✓	144.20	No
Burks, Petula	07/10/2023	07/08/2023	TXN00061650	270.00		none	9105		Dropbox ZFXJ6B3MRB1P	-----	✗ ! ✗ ! ✗	270.00	No
Burks, Petula	07/12/2023	07/12/2023	TXN00061755	9,200.00		none	9105		SQ PLAY 4 PRODUCTION	-----	✗ ! ✗ ! ✗	9,200.00	No
Burks, Petula	07/12/2023	07/11/2023	TXN00061777	5,400.00		none	9105		SQ LC STUDIOS, LLC	-----	✗ ! ✗ ! ✗	5,400.00	No

From: Almaraz, Rene M. - Procurement Services <Rene.Almaraz@rva.gov>
Sent: Friday, July 21, 2023 10:49 AM
To: Douglas, Wendelin J. - Procurement Services <Wendelin.Douglas@rva.gov>
Cc: Mullery, Daniel P. - Procurement Services <Daniel.Mullery@rva.gov>
Subject: FW: Outstanding Procurement Card Transactions -Last Reminder
Importance: High

FYI

Rene M. Almaraz
Director
Department of Procurement Services
City of Richmond

Office: 804.646.5020
Mobile: 804.761.1719

rene.almaraz@rya.gov

From: Almaraz, Rene M. - Procurement Services
Sent: Friday, July 21, 2023 10:43 AM
To: Burks, Petula C. - OSC <Petula.Burks@rya.gov>
Subject: RE: Outstanding Procurement Card Transactions -Last Reminder
Importance: High

Hello Petula,
I just want to make sure this is on target to be completed by COB today.

Thanks

Rene M. Almaraz
Director
Department of Procurement Services
City of Richmond

Office: 804.646.5020
Mobile: 804.761.1719
rene.almaraz@rya.gov

From: Burks, Petula C. - OSC <Petula.Burks@rya.gov>
Sent: Tuesday, July 18, 2023 2:31 PM
To: Almaraz, Rene M. - Procurement Services <Rene.Almaraz@rya.gov>
Subject: Re: Outstanding Procurement Card Transactions -Last Reminder

By the end of this week.

Sent from my iPhone

On Jul 18, 2023, at 2:29 PM, Almaraz, Rene M. - Procurement Services <Rene.Almaraz@rya.gov> wrote:

Hi Petula,
I hope all is well and I know everyone is spread pretty thin. Will you please let me know when May and June record will be completed? You're currently on the border of a card suspension.

Thanks

Rene M. Almaraz
Director
Department of Procurement Services
City of Richmond

Office: 804.646.5020
Mobile: 804.761.1719
rene.almaraz@rya.gov

From: Douglas, Wendelin J. - Procurement Services
Sent: Tuesday, July 18, 2023 11:58 AM
To: Burks, Petula C. - OSC <Petula.Burks@rya.gov>
Cc: Mullery, Daniel P. - Procurement Services <Daniel.Mullery@rya.gov>
Subject: FW: Outstanding Procurement Card Transactions -Last Reminder

Petula,

You still have seventeen transactions from the **May and June billing cycle** that are outstanding. These transactions missed the cut-off date for inclusion in FY23 budget. It is crucial that you complete sign-off by **Friday July 21, 2023**. If you require any assistance with settling these transactions, let me know.

<image002.png>

From: Douglas, Wendelin J. - Procurement Services
Sent: Wednesday, July 5, 2023 11:20 AM
Subject: Outstanding Procurement Card Transactions -Last Reminder

Good day,

If you are in receipt of this email, you still have outstanding P-Card transactions that have not been signed-off (valid accounting string, attach receipt and business purpose added). It is imperative that allocation is completed, and your approver has approved **prior to July 7, 2023**. This is the absolute last day for inclusion in FY23. Any transactions that fail to meet this deadline will be applied in FY24.

Should you have any questions concerning this email, feel free to contact me directly

Wendelin Douglas

Procurement Card Administrator
900 East Broad Street, Room 1104
Richmond, Virginia 23219
(804) 646-7499
Wendelin.Douglas@rya.gov

<image003.jpg>