



DUE 04/12/17



U.S. BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

RECEIVED

MAR 28 2017

16663

CITY OF MILPITAS

ACCOUNT NUMBER [REDACTED]

STATEMENT DATE 03-22-17

TOTAL ACTIVITY \$ 7,025.00

ACCOUNTS PAYABLE

000022248 01 AB 0.403 106481955928226 P Y

TOM WILLIAMS
CITY MANAGER
CITY HALL ACCTS PAYABLE
455 E CALAVERAS BLVD
MILPITAS CA 95035-5411

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

City Manager

MAR 29 2017

RECEIVED

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder _____ Date 3/29/17 Approver _____ Date _____

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
03-20	03-17	1054 RED CROSS SAN FRANCISCO CA PUR ID: 0000000044 TAX: 0.00	24210737077286506500442	7523	25.00
03-20	03-17	AD ASTRA LAW GROUP LLP TR 415-7953579 CA	24559307076900011205550	8111	7,000.00

calling for fraud issue

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER [REDACTED]		ACCOUNT SUMMARY	
	STATEMENT DATE 03-22-17	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE	\$.00
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P. O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES	\$7,025.00
			CASH ADVANCES	\$.00
			CASH ADVANCE FEE	\$.00
			CREDITS	\$.00
			TOTAL ACTIVITY	\$7,025.00

City of Milpitas

455 E. Calaveras Blvd., Milpitas CA 95035

Purchase Order Requisition Page ___ of ___

Vendor Number Recommended Supplier / Contact / Street Address Ad Astra Law Group LLP		Reason For Recommendation Legal Advisory Svcs		Ship To Ad Astra Law Group LLP Hobart Building, 582 Market Street San Francisco, CA 94104		Special Instructions *Tom W [Signature] Dept Head		Approvals: * Only if necessary Approval Date 3/1/17	
Attn: Claire Cochran Hobart Building, 582 Market Street City, State & Zip Code San Francisco, CA 94104		Telephone (415) 795-3579		Fax #		Date Requested 04/27/2017		Signature certifies certification that funds are available and need of services or materials are valid in this function unit or project	
Check box to send or e-mail <input type="checkbox"/> PO to vendor: E-mail Address:		Date Requested 04/27/2017		Requested by Rachelle		Ext. 3051		Date Requested asap	
Item	Quantity	Unit of Measure	Description	Unit Price	Extended Price	Fund	Function	Expenditure / CB / PG / GT	Account Number
1	1	each	Professional Outside Legal Advisory Services	\$ 7,000.00	\$ 7,000.00	100-111-4237			
Justification Or Intended Use Of Goods or Services									
				Sub Total	\$ 7,000.00				
				Tax	\$ 0.00				
				Freight	\$ 0.00				
				Total	\$ 7,000.00				

Requestor Check-Off List:

Agreement Start Date: _____ & End Date: _____

Annual Contract Amount: _____

Certificate of Insurance Expiration Date: _____

City Council Approved on (purchases over \$100,000 per Ord 289): _____

Competitive Bidding - 3 quotes received? Yes** No

Sole Source Justification Form (attach) Yes** No

Emergency Procurement Form (attach) Yes** No

(attach Council Agenda and Minutes)

Forward Original to Accounting Services. Save a copy for Your Records

(**attach quotes)

revised 04/07/2017

Signature Approval: _____
 CIP Budget Check: _____
 Acct. Code Check: _____
 Agreement Dates: _____
 Insurance Expires: _____
 City Council Date: _____
 Depreciable? If yes, use PO # EQ: _____
 Multiple Account use PO # MA: _____

Continuity Code: _____
 Ship to Code: _____
 PO Entered on: _____
 PO #: _____
 Batch #: _____
 Entered By: _____

For Accounting Use Only

CITY OF MILPITAS

REQUEST FOR PAYMENT

To: Accounts Payable

From: CURRIE 3051

(In-house request for a check to be issued where the vendor does not submit an invoice for payment, i.e., quotes, estimates, etc.) Substantiation must accompany request for payment. This form is **NOT** to be used in place of City Forms that are currently being used, i.e. Reimbursed Expense, Mileage Reimbursement Claim, etc.) Amounts over ~~\$5,000.00~~ must be accompanied with a Purchase Order.

Vendor Number: 18435 Invoice No.: 33573 Date: 04/28/2017

Vendor Name: Ad Astra Law Group LLP

Vendor Address: Hobart Building, 582 Market Street

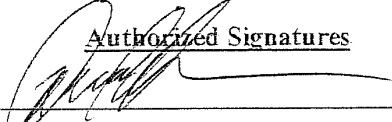
Vendor City, State, Zip Code: San Francisco, CA 94104

Payment Amount: \$ 30,000.00

Description of Services: _____

Professional Outside Legal Advisory Services

ACCOUNT DISTRIBUTION

<u>Authorized Signatures</u>	<u>Account Number</u>	<u>Amount</u>
 Tom Williams, City Manager	100-111-4237	\$ 30,000.00
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Special Instructions: Return check to requestor

Attachments: Yes Please send attachment with check (Please provide copy to send).
No Please keep attachment as back-up in file.

Distribution: Accounts Payable – Original
Department – Make a copy for your records

Accounting (App01)\4-Accounting Services\Accounts Payable Procedure\Accounts Payable\Forms



TRUST REQUEST

Trust Request # 33513
Date: 04/13/2017
Due On: 04/23/2017

Ad Astra Law Group, LLP

582 Market Street, 17th Floor
San Francisco, CA 94104
Phone: (415) 795-3579
Fax: (415) 276-1976
Email: accounting@astralegal.com
www.astralegal.com

Mr. Tom Williams
City of Milpitas
455 W. Calveras Blvd
Milpitas, CA 95035

Outstanding Trust Request

Date	Description	Total
04/13/2017	Trust Request	\$30,000.00
	Total	\$30,000.00

We take payment by check, ACH, or credit card over the phone. You can also pay online here with your credit card: <https://secure.lawpay.com/pages/adastralawgroupllp/operating> You may also pay by wire transfer. After thirty days, interest on any unpaid balance will accrue at the annualized rate of 7%.

We offer a discount on our legal services (not the out of pocket expenses) for payments of invoices made by ACH, check or cash, when the funds are received before the bill is overdue.

Purchase Order Requisition Page ___ of ___

City of Milpitas
455 E. Calaveras Blvd., Milpitas CA 95035

Vendor Number	Recommended Supplier / Contact / Street Address Ad Astra Law Group LLP	Reason For Recommendation	Ship To Ad Astra Law Group LLP	Special Instructions	Approvals: * Only If necessary * Tom W [Signature] Dept Head [Signature]	Approval Date 4/22/17
Attn: Claire Cochran	Legal Advisory Svcs	Legal Advisory Svcs	Hobart Building, 582 Market Street San Francisco, CA 94104			
Hobart Building, 582 Market Street	Telephone (415) 795-3579	Requested by: Rachelle	Exl. 3051	Date Required: asap	Signature signifies certification that funds are available and need of services or materials are valid in this function unit or project.	
City, State & Zip Code San Francisco, CA 94104						
Check box to send or e-mail <input type="checkbox"/>						
PO to vendor:						
E-mail Address:						

Item	Quantity	Unit of Measure	Description	Unit Price	Extended Price	Fund	Function	Expenditure / Obj / PG / CAT
1	1	each	Professional Outside Legal Advisory Services	\$ 30,000.00	\$ 30,000.00	100	111	4237
					\$ 0.00			
					\$ 0.00			
					\$ 0.00			
					\$ 0.00			
					\$ 0.00			
					\$ 0.00			
					\$ 0.00			
					\$ 0.00			
Justification Of Intended Use Of Goods or Services								
Sub Total					\$ 30,000.00			
Tax				0%	\$ 0.00			
Freight								
Total					\$ 30,000.00			

Requestor Check-Off List:

Agreement Start Date: _____ & End Date: _____

Annual Contract Amount: _____

Certificate of Insurance Expiration Date: _____

City Council Approved on (purchases over \$100,000 per Ord 289): Yes** No

Competitive Bidding - 3 quotes received? Yes** No

Sole Source Justification Form (attach)

Emergency Procurement Form (attach)

(attach Council Agenda and Minutes)

Forward Original to Accounting Services. Save a copy for Your Records (** attach quotes)

For Accounting Use Only

Signature Approval: _____

Clip Budget Check:

Acct. Code Check:

Agreement Dated: _____

Insurance Expires: _____

City Council Date: _____

Depreciable? If yes, use PO # EC: _____

Multiple Account, use PO # MA: _____

Commodity Code: _____

Ship to Code: _____

PO Entered on: _____

PO #: _____

Batch #: _____

Entered By: _____

revised 04/07/2017

Clear All Fields