

**Grogan, Anne**

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**From:** Ennis, Daniela  
**Sent:** Tuesday, September 26, 2023 3:22 PM  
**To:** Tran, Linh  
**Subject:** RE: Request re. Convocation 2023 Expenditures PRA  
**Attachments:** 99 cent receipt.pdf  
  
**Follow Up Flag:** Follow up  
**Flag Status:** Completed

I found 1 more receipt =(

This was a purchase of extra napkins. Just in case there was a spill or an emergency. \$3.23

Kind regards,  
**Daniela Ennis (Guerrero)**  
Special Events Coordinator & University House Manager  
P: 657-278-3456 | C: 657-632-7358



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**From:** Tran, Linh <litran@fullerton.edu>  
**Sent:** Monday, September 25, 2023 2:27 PM  
**To:** Ennis, Daniela <danguerrero@Fullerton.edu>  
**Subject:** RE: Request re. Convocation 2023 Expenditures PRA

Hi Daniela,

Are there any other expenses we may be missing before I merge the files and send to Danielle? This is what I could pull. The total expenditures is \$15,838.56.



Event	Transaction Description	Vendor	Transaction Date	Payment method	Requestor	Amount	Comments
Faculty Staff Convocation	Parking	Parking and Transportation	9/14/2023	State Chargeback	Daniela Ennis	\$ 150.00	Vendor Parking
Faculty Staff Convocation	Utensils	Staples Advantage	8/28/2023	State Staples Advantage	Emily DePoorter	\$ 218.24	
Faculty Staff Convocation	rentals	Create-A-Party	9/14/2023	State Purchase Order	Linh Tran	\$ 1,306.32	PO#27936
Faculty Staff Convocation	Food	Jason's Catered Event	9/15/2023	State Purchase Order	Linh Tran	\$ 11,990.88	PO#28326
Faculty Staff Convocation	Florals	Jenny B	9/14/2023	State Purchase Order	Linh Tran	\$ 1,971.00	PO#27958
Faculty Staff Convocation	Plates and utensils	Amazon	8/29/2023	State P-Card	Daniela Ennis	\$ 31.78	September 2023 P Card Report
Faculty Staff Convocation	Plates / Cups	Amazon	8/29/2023	State P-Card	Daniela Ennis	\$ 170.34	September 2023 P Card Report

Warm Regards,

**Linh Tran**

Financial Manager  
Office of the President

P: 657-278-2058

College Park | 2600 E. Nutwood, Suite 1000, Fullerton CA 92831



From: Ennis, Daniela <danguerrero@Fullerton.edu>

Sent: Monday, September 25, 2023 11:25 AM

To: Tran, Linh <litran@fullerton.edu>

Subject: RE: Request re. Convocation 2023 Expenditures PRA

Hi Linh,

Let me know what you need from on this =)

Kind regards,  
**Daniela Ennis (Guerrero)**  
Special Events Coordinator & University House Manager  
P: 657-278-3456 | C: 657-632-7358



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**From:** Tran, Linh <[litran@fullerton.edu](mailto:litran@fullerton.edu)>  
**Sent:** Monday, September 25, 2023 10:45 AM  
**To:** Garcia, Danielle <[daniellegarcia@Fullerton.edu](mailto:daniellegarcia@Fullerton.edu)>  
**Cc:** Mouw, Sara <[smouw@Fullerton.edu](mailto:smouw@Fullerton.edu)>; Ennis, Daniela <[danguerrero@Fullerton.edu](mailto:danguerrero@Fullerton.edu)>  
**Subject:** RE: Request re. Convocation 2023 Expenditures PRA

Hi Danielle,

Below is a PRA request for the total 2023 convocation expenditure records. [REDACTED] I'll pull the records and work with Daniela to verify the final numbers as well. [REDACTED]

[REDACTED]

Thank you.

Warm Regards,

**Linh Tran**  
Financial Manager  
Office of the President

P: 657-278-2058  
College Park | 2600 E. Nutwood, Suite 1000, Fullerton CA 92831



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**From:** Mikhail, Stephanie <[stmikhail@Fullerton.edu](mailto:stmikhail@Fullerton.edu)>  
**Sent:** Tuesday, September 19, 2023 5:17 PM  
**To:** Tran, Linh <[litran@fullerton.edu](mailto:litran@fullerton.edu)>  
**Cc:** Grogan, Anne <[agrogan@fullerton.edu](mailto:agrogan@fullerton.edu)>  
**Subject:** Request re. Convocation 2023 Expenditures PRA

Dear Linh,

We received this Public Records Act request requesting the total expenditures for the 2023 Convocation. As below, if no record exists, the requestor seeks all purchase orders relating to 2023 Convocation.

**First**, would you please let me know the President's Office has any responsive records?

**Second**, if you have records, could you please provide me with a reasonable production date that will work for your office? I am required to provide the requestor with a timeframe.

**Third**, after you have collected the documents, thank you for sending them to me either an email attachment or a dropbox link.

*Lastly, thank you so much for your help!* Please let me know if you have any questions or concerns.

Stephanie Mikhail  
Interim Public Records Coordinator  
657-278-7120

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**From:** Public Records Requests <[publicrecord@Fullerton.edu](mailto:publicrecord@Fullerton.edu)>  
**Sent:** Monday, September 18, 2023 8:04 AM  
**To:** Mikhail, Stephanie <[stmikhail@Fullerton.edu](mailto:stmikhail@Fullerton.edu)>  
**Subject:** FW: Convocation 2023 Expenditures PRA

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**From:** Parker, Amy <[amyipdev@csu.fullerton.edu](mailto:amyipdev@csu.fullerton.edu)>  
**Sent:** Sunday, September 17, 2023 11:45 AM  
**To:** Public Records Requests <[publicrecord@Fullerton.edu](mailto:publicrecord@Fullerton.edu)>  
**Subject:** Convocation 2023 Expenditures PRA

Hello,

Under the California Public Records Act, GOV sec. 7920.000-7931.000 (and in particular under Section 7922.535), I hereby request the total expenditures for this year's Convocation. If no responsive record exists, please provide all purchase orders relating to Convocation from this year.

If you have any questions about this request, please contact me by email or by SMS at (562) 299-8551.

The University is obligated to provide the records as soon as possible, without delay or obstruction (GOV 7922.500), and within no more than ten days; as such, please provide the records no later than September 27, 2023.

Thank you.

Amy Iris Parker

she/her/hers

C: (562) 299-8551 W: oic.amyip.net

M: [amyipdev@blahaj.zone](mailto:amyipdev@blahaj.zone) D: Amy (she/her/hers)#8536

Sent from my mobile device. GPG is only supported for desktop communications; I may take more time to respond to GPG enabled messages.