

Grogan, Anne

From: Tran, Linh
Sent: Tuesday, September 26, 2023 3:31 PM
To: Garcia, Danielle
Cc: Mouw, Sara; Ennis, Daniela
Subject: RE: Request re. Convocation 2023 Expenditures PRA_Revised
Attachments: 2023 Convocation Responsive Records.pdf

Hi Danielle,

Daniela just located another receipt for the 99 cent store in the amount of \$3.23 to add. The total expenditures amount has been updated to \$15,841.79 for Convocation. Below is the summary and attached are the merged invoices/receipts for the PRA request. Please let us know if you have any question or concerns. Thank you.

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
Faculty Staff Convocation	Napkins	99 Cent	9/13/2023	State P-Card	Daniela Ennis	\$ 3.23	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: Tran, Linh
Sent: Monday, September 25, 2023 2:51 PM
To: Garcia, Danielle <daniellegarcia@Fullerton.edu>
Cc: Mouw, Sara <smouw@Fullerton.edu>; Ennis, Daniela <danguerrero@Fullerton.edu>
Subject: RE: Request re. Convocation 2023 Expenditures PRA

Hi Danielle,

The total expenditures amount to \$15,838.56 for Convocation. Below is a summary [REDACTED] and attached are the merged invoices/receipts for the PRA request. Please let us know if you have any question or concerns. Thank you.

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: Garcia, Danielle <daniellegarcia@Fullerton.edu>
Sent: Monday, September 25, 2023 12:48 PM
To: Tran, Linh <litran@fullerton.edu>
Cc: Mouw, Sara <smouw@Fullerton.edu>; Ennis, Daniela <danguerrero@Fullerton.edu>
Subject: RE: Request re. Convocation 2023 Expenditures PRA

Correct. Please share all responsive documents with me once they're gathered, so I can inform the president.
Thank you.

From: Tran, Linh <litran@fullerton.edu>
Sent: Monday, September 25, 2023 10:45 AM
To: Garcia, Danielle <daniellegarcia@Fullerton.edu>
Cc: Mouw, Sara <smouw@Fullerton.edu>; Ennis, Daniela <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



From: Mikhail, Stephanie <stmikhail@Fullerton.edu>
Sent: Tuesday, September 19, 2023 5:17 PM
To: Tran, Linh <litran@fullerton.edu>
Cc: Grogan, Anne <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

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

From: Parker, Amy <amyipdev@csu.fullerton.edu>
Sent: Sunday, September 17, 2023 11:45 AM
To: Public Records Requests <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 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.