



June 7, 2018

Melinda Terry,

I work with the Department of Parks and Recreation Capital District Administration in Sacramento and I am writing to you regarding late fees and interest (FC 307) we were charged for lack of payment for Invoice #2227.

First, I must mention that the Department began using a new electronic system to process purchases, Fi\$Cal, and unfortunately the time it takes to process a single invoice has greatly increased. It requires multiple steps and multiple approvers before payment would be received by the vendor. I am telling you this because in the haste to process as many invoices as possible before being required to use the new system, we believed we had processed the NDWA Assessment Invoice (#2227) many months ago.

Now having realized that we have not, we are going to pay the invoice as soon as possible, but are hoping for some understanding and leniency regarding the late fees and interest charges. We would greatly appreciate it if these fees would be waived as we have been consistent with our payments up until this point.

Please feel free to call my office line below if you have any questions.
If not I'll look forward to your response at our Administration office:
101 J Street
Sacramento, CA 95814

Alternatively, through email at:
Alexandria.Russell@parks.ca.gov

Sincerely,

Allie Russell
916-324-3570