

From: [Joshua Curtis](#)
To: [Smith, Jonathan \(SAO\)](#)
Subject: FW: Credit Card Charges
Date: Friday, March 17, 2023 3:55:41 PM
Attachments: [image001.png](#)
[Liv Credit Card Charges 2022.pdf](#)

To view the attachments, click on the arrow to the left, then the paperclip.

External Email

From: Joshua Curtis
Sent: Tuesday, July 12, 2022 12:03 PM
To: [REDACTED]
Subject: RE: Credit Card Charges

Liv:

Following up on my earlier emails. As you know, to run payroll I need to submit information on Thursday, July 14.

Please advise today and/or tomorrow (July 12 or July 13) of the following:

- If you believe any of the highlighted items provided were not for personal charges/items, please identify what items you contest.
- Please advise if you reimbursed the organization for any such personal charges/items, and if so please provide the support for that reimbursement.
- Please provide me with the organization's OnePassword log-in information for the verification of Amazon charges so that it can be determined which charges of the \$1,373.02 Amazon charges were for office expenses versus personal expenses.

Once we have the information above, please advise me if you would prefer either (a) the full amount of the personal charges to be deducted from your final paycheck, or (b) to receive an invoice to repay the organization for the personal items purchased through the organization's credit card. Please note that either way, the PFD will seek reimbursement of these costs.

Thank you.

Joshua

From: Joshua Curtis
Sent: Tuesday, July 12, 2022 9:42 AM
To: [REDACTED]
Subject: RE: Credit Card Charges

Liv – I've calculated the verified personal charges that you made at \$1,404.46. There's an additional \$1,373.02 of Amazon charges, many of which I believe were charged for your personal use.

Please verify if you reimbursed the PFD for these charges and provide OnePassword log in information for verification of the Amazon charges. If I do not hear back from you, I will assume that the verified personal charges were not reimbursed and treat them the same way as your unpaid reimbursement for Aaron's insurance charges. I will also take the time to figure out our Amazon information and spend the time to verify the other charges.

Joshua



Joshua Curtis (he, him, his)
Executive Director

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From: Joshua Curtis

Sent: Monday, July 11, 2022 11:48 AM

To: [REDACTED] [8]

Subject: Credit Card Charges

Liv: In reviewing the past six months of credit card charges, I noticed a large amount of charges on your PFD credit card that were clearly personal charges (I've highlighted, scanned, and attached). In addition, there are a large amount of Amazon charges, some of which may have been for the PFD, but many more than I would have expected for the office.

Can you please:

- Let me know if the PFD was reimbursed for these charges
- If so, provide documentation for these having been paid back to the PFD (or point me in the direction of where I would find this documentation).
- Send me the password for the PFD's Amazon Business account (along with the Quickbooks account, please – or, you can send me the log in information for the PFD's OnePassword account, if that's where you were storing those) so that I can verify which, if any of the Amazon charges, were for personal use.

Joshua



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