

45073

FORM
A19-1A
Rev 8/2010

STATE OF WASHINGTON
INVOICE VOUCHER

AGENCY USE ONLY			
AGENCY NO.	LOCATION / FILING CODE	AGENCY P.R./AUTH #	USE TAX
1000		CONTRACT	

AGENCY NAME

**WA ST ATTORNEY GENERAL'S OFFICE
FINANCIAL SERVICES DIVISION
PO BOX 40107
OLYMPIA WA 98504-0107**

INSTRUCTIONS TO VENDOR: Submit this form to claim payment for materials, merchandise, or services. Show complete detail for each.

Voucher # 67548

VENDOR'S CERTIFICATE: I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise, or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

VENDOR OR CLAIMANT (Warrant is to be payable to)

**WASHINGTON COALITION OF CRIME
VICTIM ADVOCATES
605 11TH AVE SE SUITE 102
OLYMPIA WA 98501**

By Cash Benman
(SIGN IN INK)

Exec. Director 6/29/2017
(TITLE) (DATE)

PAYMENT TYPE: **EFT**

VENDOR NO (FED ID, SOC SEC, or SWV #) **SWV0025382-00** OMWBE Code RECEIVED BY DATE RECEIVED

DATE	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	FOR AGENCY USE
	June 2017 Services					
	Personnel (Salaries & Benefits):				12,241.69	
	Contract Services:				11,621.98	
	Travel:				1,342.02	
	Office supplies/rent:				11,095.67	
	Equipment:					
	Training:					
	TOTAL:				50,136.24	

DIVISION USE: Vendor Selected by: AGO Other TOTAL 36,301.36 50,136.24

Div Code: Matter Number Case or Docket No:

Case Name: Client Agency Code (3-digit): Allocation Code (4-digit):

Prepared by: Phone Number Agency Approval - Print Name Signature Date

Current Document No Reference Document No Account Number Vendor Message

Trans Code	Master Index Program Index Fund	Sub Obj	Sub Sub Object	GL	MG	MS	Alloc Code	Budget Unit	Project	Amount	Invoice Date	Invoice Number
210	83503001	NZ								50,136.24	7/24/17	June, 2017

Accounting approval for payment: Betty Hradu Date: 6/29/17 Warrant Total: 50,136.24 Warrant Number:



Master Index 83503001

2016													
Total		18,751.07	17,106.11	21,190.56	26,105.12	22,851.72	15,866.40	15,091.04	10,040.57	3,839.65	14,822.37	13,565.20	106,010.92
Rate		7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%
GO Costs		1,406.33	1,282.96	1,589.29	1,957.87	1,713.88	1,189.98	1,131.83	753.05	1,037.97	1,119.19	1,017.39	7,950.82
Transfer		TA	900.05	821.09	1,017.15	1,253.04	1,086.88	761.59	724.37	481.95	664.30	651.13	5,088.53
		TB	309.39	282.25	349.64	430.73	377.06	261.80	249.00	165.67	228.35	246.22	223.83
		TE	196.89	179.61	222.50	274.10	239.94	166.60	158.46	105.43	145.32	156.69	142.43
Document:		ATG06025	ATG06025	ATG08024	ATG08024	ATG08024	ATG08024	ATG12064	ATG12064	ATG12064	ATG12064	ATG12064	ATG99065
Total		15,164.28	13,066.41	13,416.51	12,948.30	15,062.20	20,753.40	20,846.36	19,770.12	19,040.82	19,762.76	35,756.06	73,458.64
Rate		7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%
GO Costs		1,137.32	979.98	1,006.24	971.12	1,129.87	1,556.51	1,548.63	1,482.76	1,428.06	1,436.46	2,681.70	5,509.24
Transfer		TA	727.88	627.19	643.99	621.52	722.99	996.17	981.12	948.97	913.96	919.33	1,716.29
		TB	250.21	215.60	221.37	213.65	248.53	342.43	340.70	326.21	314.17	316.03	589.97
		TE	159.23	137.19	140.88	135.95	158.15	217.91	216.81	207.58	199.93	201.10	375.44
Document:		ATG22069	ATG22069	ATG22069	ATG22069	ATG24002	ATG24002	ATG24002	ATG24002	ATG24002	ATG24002	ATG24002	ATG25047
Total		23,441.82	20,411.82	20,411.82	20,411.82	20,411.82	20,411.82	20,411.82	20,411.82	20,411.82	20,411.82	20,411.82	ATG01040
Rate		7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%
GO Costs		1,137.32	979.98	1,006.24	971.12	1,129.87	1,556.51	1,548.63	1,482.76	1,428.06	1,436.46	2,681.70	5,509.24
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Rate		7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%
GO Costs		1,137.32	979.98	1,006.24	971.12	1,129.87	1,556.51	1,548.63	1,482.76	1,428.06	1,436.46	2,681.70	5,509.24
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Rate		7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%
GO Costs		1,137.32	979.98	1,006.24	971.12	1,129.87	1,556.51	1,548.63	1,482.76	1,428.06	1,436.46	2,681.70	5,509.24
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Rate		7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%
GO Costs		1,137.32	979.98	1,006.24	971.12	1,129.87	1,556.51	1,548.63	1,482.76	1,428.06	1,436.46	2,681.70	5,509.24
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Rate		7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%
GO Costs		1,137.32	979.98	1,006.24	971.12	1,129.87	1,556.51	1,548.63	1,482.76	1,428.06	1,436.46	2,681.70	5,509.24
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Rate		7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%
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GO Costs		1,137.32	979.98	1,006.24	971.12	1,129.87	1,556.51	1,548.63	1,482.76	1,428.06	1,436.46	2,681.70	5,509.24
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Total		23,441.82	20,411.82	20,411.82	20,411.82	20,411.82	20,411.82	20,411.82	20,411.82	20,411.82	20,411.82	20,411.82	ATG01040
Rate		7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%	7.50%
GO Costs		1,137.32	979.98	1,006.24	971.12	1,129.87	1,556.51	1,548.63	1,482.76	1,428.06	1,436.46	2,681.70	5,509.24
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		TE	159.23	137.19	140.88	135.95	158.15	217.91	216.81	207.58	199.93	201.10	375.44
Document:		ATG220											

510 King Street, Suite 424
Alexandria, VA 22314
www.trynova.org

NOVA
National Organization for the Visually Handicapped

BILL TO
WA Coalitoin of Crime Victim Advocates Attn: Cody Benson 605 11th Avenue, SE STE 102 Olympia, WA 98501

P.O. NO.		DATE	INVOICE #
		6/28/2017	4277
DESCRIPTION		AMOUNT	
Registrations for NOVA Victim Assistance Academy (NVAA) 75 registrations @ \$400/each Professional Development . Crime Victim Advocates and Managers		30,000.00	
Total		\$30,000.00	

PAYMENT DUE UPON RECEIPT.
Please reference invoice number on check.

Fraser, Betty (ATG)

From: Fraser, Betty (ATG)
Sent: Thursday, August 3, 2017 2:02 PM
To: cody@wccva.org
Cc: Nevares, Melanie (ATG) (MelanieN@ATG.WA.GOV)
Subject: RE: NOVA invoice for trainings for Washington State Victim Advocates

I will process these voices but I can only reimburse \$50,136.24, which is what is left in the appropriation. The Coalition will have to make up the difference.

Thanks!
Betty

From: Fraser, Betty (ATG)
Sent: Thursday, August 3, 2017 7:17 AM
To: 'Cody Benson' <cody@wccva.org>
Subject: RE: NOVA invoice for trainings for Washington State Victim Advocates

I just need proof of your payment to NOVA since I am reimbursing the Coalition for these invoices.

Thanks so much!

Betty Fraser, Senior Accounting Supervisor
Financial Services Division
Attorney General's Office of Washington State
Phone: (360) 753-2553
BettyF@atg.wa.gov

From: Cody Benson [<mailto:cody@wccva.org>]
Sent: Wednesday, August 2, 2017 6:05 PM
To: Fraser, Betty (ATG) <BettyF@ATG.WA.GOV>
Cc: Nevares, Melanie (ATG) <MelanieN@ATG.WA.GOV>
Subject: Re: NOVA invoice for trainings for Washington State Victim Advocates

That is correct. If we can submit it with the June invoice, that would be great, but if it is too late, please let me know.

Thanks again!

Cody

On Wed, Aug 2, 2017 at 9:53 AM, Fraser, Betty (ATG) <BettyF@atg.wa.gov> wrote:

Is this for one fiscal year? (7/1/2016-6/30/2017)? Yes or No

Thanks!

Betty

From: Cody Benson [mailto:cody@wccva.org]
Sent: Wednesday, August 2, 2017 8:46 AM
To: Fraser, Betty (ATG) <BettyF@ATG.WA.GOV>
Cc: Nevares, Melanie (ATG) <MelanieN@ATG.WA.GOV>
Subject: Re: NOVA invoice for trainings for Washington State Victim Advocates

No problem! I apologize I am not more help. I asked NOVA if they could provide more detail on the invoices. Please see attached. I hope that helps. Again, the "registrations" are the number of seats billed during the previous grant year for online training access. The charges are for access to 364, 90 minute, training sessions at \$100 each and 75 online sessions for the virtual Victim Assistance Academy at \$400 each, which is the program the SHARP advocates use. I am currently out of the office, but if you need additional information, I should be able to reach the Executive Director at NOVA and ask for assistance.

Thank you!

Cody

On Wed, Aug 2, 2017 at 7:25 AM, Fraser, Betty (ATG) <BettyF@atg.wa.gov> wrote:

Oh OK, then can we get a timeline and specifics for the current invoice. We are running out of time to put anything in the prior year. Did the Coalition pay NOVA?

Thank you!

Betty

From: cody [mailto:cody@wccva.org]
Sent: Wednesday, August 2, 2017 3:03 AM
To: Fraser, Betty (ATG) <BettyF@ATG.WA.GOV>
Cc: Nevares, Melanie (ATG) <MelanieN@ATG.WA.GOV>
Subject: RE: NOVA invoice for trainings for Washington State Victim Advocates

WCCVA was previously billed for NOVA's Annual Crime Victim Assistance Training, which includes membership. It is a yearly in person training that is required for WCCVA staff/ board members. The current invoices from NOVA are for something different. The current invoices are for interactive online trainings for crime victim advocates through NOVA's National Advocacy Leadership Training Center. These trainings are designed for community (CVSC Programs) and system based programs (Victim Witness Programs). They are the only advocate training programs recognized by the National Department

of Defence for the certification. the SHARP (Sexual Harassment/ Assault Prevention) advocates who work with victims on the military installations.

I hope that helps to clarify. If you think of anything else, I will be available, so please just let me know.

----- Original message -----

From: "Fraser, Betty (ATG)" <BettyF@ATG.WA.GOV>

Date: 8/2/17 12:07 AM (GMT+01:00)

To: Cody Benson <cody@wccva.org>

Cc: "Nevares, Melanie (ATG)" <MelanieN@ATG.WA.GOV>

Subject: RE: NOVA invoice for trainings for Washington State Victim Advocates

Last year we paid \$515 for NOVA membership. Was that membership for one year? We were assuming so when we reimbursed the Coalition.

Thanks!

Betty

From: Cody Benson [<mailto:cody@wccva.org>]

Sent: Tuesday, August 1, 2017 2:54 PM

To: Fraser, Betty (ATG) <BettyF@ATG.WA.GOV>

Cc: Nevares, Melanie (ATG) <MelanieN@ATG.WA.GOV>

Subject: Re: NOVA invoice for trainings for Washington State Victim Advocates

Yes, that is correct. Both charges from NOVA are processed for the prior grant year. However, the trainings we were charged for are available anytime the advocates choose to access them. There are no restrictions placed on access to the webinars or the academies. They can be accessed anytime during any grant year. We do not have any limitations on accessing online trainings, but it sounds like maybe we are

supposed to in order to meet the grant requirements. That is where the confusion comes from on my end. If NOVA allows us to register for trainings, access trainings, pay for them, in one grant year, but we can still access them the following grant year, are we allowed to do that? Or, do we have to start all over again each grant year with a new bill and only allow access during that specific grant year?

On Tue, Aug 1, 2017 at 1:27 PM, Fraser, Betty (ATG) <BettyF@atg.wa.gov> wrote:

Your funding is on a fiscal year proviso so our reimbursement to you should be yearly for training and training access (7/1/2016 – 6/30/2017). Please put the year in which the professional training and training access is for and then we can process payment in the year the training is included. So the attached invoice was process for payment by the coalition for \$36,400.00 during last year fiscal year 2017 (7/1/2016-6/30/2017)?

Is that what you are submitting to us for reimbursement?

I just don't want any audit findings for you all and us.

Thanks!

Betty Fraser, Senior Accounting Supervisor

Financial Services Division

Attorney General's Office of Washington State

Phone: (360) 753-2553

BettyF@atg.wa.gov

From: Cody Benson [mailto:cody@wccva.org]

Sent: Tuesday, August 1, 2017 12:31 PM

To: Fraser, Betty (ATG) <BettyF@ATG.WA.GOV>

Cc: Nevares, Melanie (ATG) <MelanieN@ATG.WA.GOV>

Subject: Re: NOVA invoice for trainings for Washington State Victim Advocates

Thank you, Betty!



Just for clarification, do you mean we would need a yearly date listed on the invoices for webinars and trainings? Or a yearly date that indicates advocates are allowed to access the webinars for one year only? We have always made webinars available for whenever advocates choose to use them, so we will need to make a lot of changes on our end in order to make this happen, so I want to make sure I am understanding correctly.

Also, I know that you are busy, but can you please look at the attached invoices? I wrote the year on them and am wondering if you can please let me know if this is what would be needed and if we would have to then get billed again for the current grant year, then again for the following grant year, etc. You mentioned a yearly invoice and not carrying trainings over from one year to the next, so it sounds like that we would need to be billed each year for our seats/access to the available webinars. Can you please let me know if that is correct? I want to get a good handle on this before I bring it up to our Board of Directors.

Thank you!

Cody

On Tue, Aug 1, 2017 at 10:02 AM, Fraser, Betty (ATG) <BettyF@atg.wa.gov> wrote:

Having yearly dates and specifics is what the auditor would require for any payment that is reimburse to the coalition. Thank you for understanding regarding the details.

Betty Fraser, Senior Accounting Supervisor

Financial Services Division

Attorney General's Office of Washington State

Phone: [\(360\) 753-2553](tel:3607532553)

BettyF@atg.wa.gov

From: Cody Benson [mailto:cody@wccva.org]

Sent: Tuesday, August 1, 2017 9:33 AM

To: Fraser, Betty (ATG) <BettyF@ATG.WA.GOV>

Subject: Re: NOVA invoice for trainings for Washington State Victim Advocates

Hi Betty!

I apologize for the confusion. I think the problem I am running into is that the two invoices submitted by NOVA are essentially the same as those that were submitted by the National Crime Victim Law Institute and approved. The difference being that the NOVA trainings are accessed online. The Victim Assistance Academies and webinars that have been invoiced are accessed through a virtual academy held in an interactive online classroom and advocates can participate when they choose (last grant period, current grant period, or future grant period). It is training that advocates, particularly those in rural and underserved areas, can use when they are able to do so. We simply have a certain number of "seats" available in the virtual online classroom and once they are all used up, then they are gone, but there is no date limitation on use. Just like the webinars the WCCVA conducts on its own. We have them online and available for advocates for any grant year. Advocates just log on and participate whenever they are in need of the training.

The trainings are not a membership, which is why I asked NOVA to provide an actual invoice that better reflected the expenditure. I am wondering if a solution might be to pay the invoice for the use of the online trainings, but ask NOVA if they are willing to restrict the dates of use for the online trainings to only one grant year, as opposed to allowing unlimited access? Otherwise, it sounds like we would not be able to bill this to the current grant year either, as it would still allow the advocates to access the webinars, etc even once the grant year ends. Asking NOVA to restrict online program access seems somewhat would not be in line with typical online learning, but if that is the case, we will just have to figure it out with them. Please just let me know if that would help in regard to invoicing.

Thank you again for your patience. I apologize for not having a better understanding of the process as it pertains to these types of invoicing situations.

Warmest regards,

Cody

On Jul 31, 2017, at 11:46 PM, Fraser, Betty (ATG) <BettyF@ATG.WA.GOV> wrote:

The training will have _____ for current year because training is for _____ year. For the membership we need to have dates and how many memberships because we can only do one year in advance (prepay). Please provide this detail or we cannot process payment.

Thanks!

Betty

From: Cody Benson [mailto:cody@wccva.org]

Sent: Friday, July 28, 2017 4:11 PM

To: Fraser, Betty (ATG) <BettyF@ATG.WA.GOV>

Subject: Fwd: NOVA invoice for trainings for Washington State Victim Advocates

Betty,

I asked the National Organization for Victim Assistance for an actual invoice that reflects expenditures made in the previous grant year.

Please let me know if you have any questions.

I hope you have a restful weekend. Thank you again for all of your help.

Warm regards,

Cody

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Cody L. Benson
Executive Director

Washington Coalition of Crime Victim Advocates
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