City of Biddeford
Finance Committee
August 5, 2025 at 5:00 PM
City Hall Council Chambers & Zoom

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Or call in by phone: +1 312 626 6799
Meeting ID: 928 8618 0004
Passcode:940829

1. Call to Order
2. Approval of Minutes
   - 2.a Minutes- Finance Committee July 1, 2025
3. Signing of the Expenditure Warrant
4. Discussion/Approval
   - 4.a Finance Department- Month End Closure Procedures
   - 4.b Police Department -Exterior Camera Replacement
   - 4.c Police Department - Purchase of 55 6360RDS-28325-131 Glock G45 Safariland Holsters
5. Other Business
6. Adjourn

City of Biddeford
Finance Committee
July 1, 2025 5:00 PM Council Chambers & Zoom

Councilor Beaupre: Present
Councilor Lessard: Present
Councilor LaFountain: Present
Mayor Grohman: Present

1. Call to order

2. Approval of the Minutes

Beaupre first
Lessard second
Unanimous

3. Signing of the expenditure warrant

None

4. Discussion/Approval

4.a Approval / Start date for Lister Position

Lessard accept
Beaupre second

Lessard – The position would pay for itself. Phinney explained it would be about an extra $40k in this year's budget if brought in early. A new Field Lister would bring in over 2 million in revenue to make up for the expense. $82,800 would be budgeted for a full year.

Vail and Karen explained what needs to be done. Out of 600 properties only about 50 have been done.

Lessard to accept
Beaupre second

4.b Approval/ Recreation Financial Aid Funding

$35K from Recreation Fund balance to Scholarship fund.

Lessard to accept
Beaupre second
Unanimous

4.c Debt Service Update

Gerry and Brian explained spreadsheet. The council would like it updated to show beginning balances and to omit abbreviations.

5. Other Business

LaFountain – will look at Finance piece of finance policies and will go over it first before the Policy committee.
Beaupre would like to look at fees. Shouldn't wait 10 years then up them all at once.

Executive session

Motion to adjourn LaFountain 5:23
Second: Beaupre
Unanimous

City of Biddeford – Finance Department Policy
Month-End Close Accounting Process
Ver. 1.0

Policy Title:

Monthly Financial Close and Reporting Policy

Effective Date:

7/1/2025

Purpose:

To establish consistent procedures for performing a timely and accurate monthly close of the City of Biddeford's financial records, ensuring reliable financial reporting, accountability, and compliance with applicable accounting standards and regulations.

Scope:

This policy applies to all members of the Finance Department involved in the financial accounting, reporting, and reconciliation processes, including activities related to accounts payable, accounts receivable, payroll, employee credit cards, grants, debt, and interdepartmental transactions (e.g., with the Biddeford School Department).

Policy Statement:

The City of Biddeford shall perform a structured month-end close process to ensure that all financial transactions are recorded accurately, accounts are reconciled, and standard reports are produced and reviewed. These procedures will support sound financial management, support budget compliance, and provide transparency to City leadership and the Finance Committee.

Close Process Overview:

1. General Ledger Close Timeline

- The Finance Department will close the accounting records for the prior month no later than the **15th calendar day of the following month**, unless otherwise adjusted by the Finance Director due to holidays or special circumstances.
- The timeline may be compressed for year-end reporting.

2. Month-End Close Tasks (By Functional Area)

Accounts Payable (AP):

- Ensure all invoices received by the 5th of the month for prior-month services are recorded.
- Review all open purchase orders and match against received invoices.
- Accrue expenses when necessary for goods or services received but not invoiced.
- Reconcile AP subledger to the general ledger.

Accounts Receivable (AR):

- Ensure all revenue transactions, including departmental deposits, are recorded.
- Reconcile AR balances and aging reports.
- Follow up on any outstanding or overdue invoices.

Employee Credit Cards:

- Collect and review all employee credit card statements and supporting receipts.
- Ensure all transactions are properly coded and approved.
- Post journal entries for credit card activity and reconcile against bank feed.

Bank Reconciliations:

- Reconcile all City bank accounts, including checking, money market, investment, and the **sweep account with the Biddeford School Department**.
- Investigate and resolve any discrepancies or outstanding items.

Grants (Federal and State):

- Review and reconcile grant revenues and expenditures.
- Verify drawdowns or reimbursements have been requested or received appropriately.
- Ensure grant-specific requirements or deadlines are tracked and met.

Debt Service / Bonds:

- Record all principal and interest payments.
- Verify posting of amortization schedules and accruals if applicable.

- Update bond tracking schedules.

Interdepartmental Transactions (School Department Sweep Account):

- Confirm and reconcile the monthly activity in the shared sweep account.
- Record transfers and reimbursements accurately.
- Coordinate with the Biddeford School Department finance team as needed.

Journal Entries:

- Post all standard, recurring, and adjusting journal entries.
- Maintain proper supporting documentation and approval workflows.

3. Financial Review and Analysis

- Review trial balance and correct abnormal balances or unexpected variances.
- Investigate and document significant fluctuations from budget or prior periods.
- Ensure all balance sheet accounts are supported by reconciliations.

4. Standard Monthly Financial Reports

The following reports will be compiled and submitted to the **Finance Committee** no later than the **20th calendar day of each month**, unless adjusted for holidays or by the direction of the Finance Director:

Report Name	Description
Budget-to-Actual Report	Monthly summary by department/function showing budgeted vs. actual revenues and expenditures (YTD and monthly).
Revenue Detail Report	Summary of revenues by source, comparing actuals to forecast or prior year.
Expense Detail Report	Line-item breakdown of expenditures by department.
Fund Balance Report	Changes in fund balances for all major governmental and enterprise funds.
Bank Reconciliation Summary	Confirmation of reconciliations for all City and School Department accounts.

Report Name	Description
Accounts Payable Aging	Summary of outstanding vendor invoices by due date.
Accounts Receivable Aging	Summary of receivables outstanding, categorized by age.
Grant Tracking Report	Current status of federal and state grants: balances, expenditures, reimbursements, deadlines.
Debt Summary	Summary of outstanding bond obligations, payments made, and upcoming payment schedule.
Interfund Transfers Report	Summary of all interfund activity and balances.

Responsibilities:

Role	Responsibility
Finance Director	Oversight of the close process; final review and submission of monthly reports to Finance Committee.
Deputy Finance Director	Perform reconciliations, journal entries, review transactions, and generate reports.
Department Heads	Submit all invoices, revenue reports, and supporting documents in a timely manner.

Compliance and Audit Trail:

All supporting documentation, reconciliations, approvals, and reports will be maintained in accordance with the City's record retention policy and made available for internal or external audit.

Policy Review and Updates:

This policy shall be reviewed annually by the Finance Director and updated as necessary to reflect changes in regulations, best practices, or internal operations.

City of Biddeford, Maine
P.O. Box 586 • 205 Main Street • Biddeford, ME 04005

City of Biddeford – Finance Department Policy
Project Closeout Policy and Procedure
Ver 1.0

Policy Title:

Project Financial Closeout and Capital Asset Recording Policy

Effective Date:

7/1/2025

Purpose:

To establish consistent procedures for the financial closeout of capital and grant-funded projects, ensuring that all project costs are properly recorded, all reimbursements are submitted, and all capital assets are identified and recorded in the City's fixed asset register. This policy promotes compliance with accounting standards, grant requirements, and audit readiness.

Scope:

This policy applies to all City departments managing capital, infrastructure, facilities, equipment, grant-funded, or other special projects. It includes project-related activities involving purchases, vendor payments, employee reimbursements, grants, and capital asset acquisitions.

Policy Statement:

The City of Biddeford shall complete a formal project closeout process for each capital or grant-funded project. This includes finalizing all financial transactions, identifying capital assets, and completing required financial and grant reporting. Periodic capital asset review throughout the project life cycle shall be conducted to facilitate accurate year-end reporting and audit compliance.

1. Project Closeout Timeline and Trigger

- Project closeout begins upon **substantial completion** or final acceptance of a project, as determined by the project manager or department head.
- Closeout tasks must be completed within **45 days** of project completion, unless extended by the Finance Director due to ongoing punch list or grant reporting requirements.

2. Monthly Financial Oversight (During Project Lifecycle)

To avoid delays at closeout, departments must perform the following **monthly tasks** for active projects:

- **Review outstanding purchase orders and vendor invoices** for completeness.
- **Submit all payment requests** related to the project within 5-days of receipt of the invoice or after verifying accuracy, whichever is later.
- **Confirm grant reimbursement status** and submit drawdown requests monthly of in accordance with the grant agreement if more frequent.
- **Identify delivered equipment, constructed assets, or infrastructure improvements** that meet the capital asset threshold.

3. Project Closeout Procedures

A. Final Financial Review

- Reconcile all project expenditures with the approved project budget.
- Ensure all vendor invoices and employee reimbursements have been submitted and paid.
- Review and close open purchase orders.
- Ensure all funding sources (grants, bonds, transfers) are accurately recorded.

B. Grant Compliance and Reporting

- Submit all final financial and performance reports to federal or state grantors as required. NOTE: The project manager must receive written authorization from the finance director at to the accuracy of any finance-based report prior to submittal.
- Confirm that all grant drawdowns or reimbursements have been received.
- Retain all documentation per federal and City grant retention guidelines.

C. Capital Asset Identification and Recording

- In coordination with the Finance Department, the project manager must:
  - Identify all **capital assets** acquired or constructed as part of the project.
  - Complete a **Capital Asset Identification Form** with the following details:
    - Asset type (building, equipment, vehicle, infrastructure, etc.)
    - Description and location
    - Acquisition or construction date
    - Total cost (including ancillary costs such as delivery, installation)
    - Funding source (e.g., general fund, grant, bond)
    - Serial numbers or asset tags (if applicable)

- Submit the completed form to Finance for entry into the **Fixed Asset Register**.

D. Retainage and Final Payments

- Verify the release of retainage or final payments, if applicable.
- Ensure contractual obligations such as warranties and as-builts have been received and filed.

E. Closeout Documentation

- Project managers must compile and submit the following to the Finance Department:
  - Final budget-to-actual summary
  - Capital asset identification form(s)
  - Final grant reports and confirmation of reimbursement
  - All reconciliations and closeout notes

4. Periodic Capital Asset Inventory (Outside of Closeout)

To streamline year-end and audit processes, the Finance Department will:

- Conduct a **semi-annual capital asset review** with departments to capture any unreported acquisitions.
- Maintain and update the **Fixed Asset Register** throughout the year to reduce year-end workload.
- Provide asset verification reports to department heads for annual physical inventory and confirmation.

5. Roles and Responsibilities

Role	Responsibility
Project Manager	Ensure timely submission of invoices and reimbursements; identify capital assets; complete project closeout documentation.
Finance Department	Review, record, and reconcile all project financials; update fixed asset register; coordinate grant reporting.
Department Head	Approve final expenditures; confirm asset identification; oversee compliance with grant conditions.
Grant Manager (if applicable)	Coordinate with funding agencies; submit final reports; ensure drawdowns are complete and documented.

Compliance and Retention:

- All documentation shall be retained per City and federal guidelines (minimum 3 years for grants, or longer per funding source).
- Failure to adhere to this policy may result in delayed reimbursements, audit findings, or financial misstatements.

Policy Review and Updates:

This policy will be reviewed annually by the Finance Director and revised as needed to align with accounting standards, audit recommendations, and best practices.

City of Biddeford - Capital Asset Identification Form

Instructions: Complete this form for each capital asset acquired or constructed as part of a project.

Submit the completed form to the Finance Department for entry into the Fixed Asset Register.

Project Name: ____

Department: ____

Project Manager: ____

Date of Acquisition/Completion: _______________________________

Asset Description: ____

Asset Type (e.g., Equipment, Building, Infrastructure): ____________

Asset Location: ____

Serial Number/Asset Tag (if applicable): _________________________

Total Cost (including installation/delivery): ______________________

Funding Source (e.g., Grant, Bond, General Fund): ________________

Is this asset grant-funded? [ ] Yes   [ ] No

If grant-funded, identify the grant source and any applicable asset use restrictions:

____

____

Additional Notes or Attachments: ______________________________

____

Material Weaknesses and Recommendations 1 & 2

City Cash Account Reconciliations

RKO recommendation: All efforts should be made immediately to reconcile the fiscal year 2024 and 2025 bank accounts. Once the reconciliations are caught up, a daily operating bank reconciliation process should be established to ensure transactions requiring manual adjustments are recorded timely. A month end closing process should be established that requires a timeline for completion of the bank reconciliations. Furthermore, we recommend City level management review all cash reconciliations and journal entries promptly.

City Policy - The City finalized a month-end closing procedure to ensure future reconciliations are performed on a regular basis. The finance director will oversee the process and report monthly to the city manager and Finance Committee no later than the second regular committee meeting each month on the prior month's activity. Daily reconciliations are being addressed under a developed standard operating procedure (SOP). See attached.

Balance Sheet Reconciliations

RKO recommendation: We recommend a monthly closing process be established that requires the reconciliation of subsidiary ledgers to the general ledger and the review of balance sheet accounts such as prepaids, accruals, and payroll withholding accounts for errors and anomalies. We also recommend a process for identifying capital assets during the invoice payment process to ensure the majority of capital assets are identified and recorded prior to year end. Implementing a continuous review process for balance sheet accounts will enable the year end reconciliations and government-wide accruals to be completed timely.

City Policy - The City is instituting a month-end closing procedure to include reconciliation of subsidiary ledgers to the general ledger and the review of balance sheet accounts such as prepaids, accruals, and payroll withholding accounts for errors and anomalies. The procedure will be fully implemented no later than July 1, 2025. The City is also instituting a policy to review capital assets as part of the project closure process to ensure capital assets are recorded in a timely manner. In addition to defining the physical tasks involved, the policy includes defined roles and responsibilities by position. See attached.

Finance Committee

Meeting Date: August 5, 2025
Meeting Time: 5:00 PM
Agenda Item No: 4.b
Item Description: Police Department -Exterior Camera Replacement
Submitted By: JoAnne W. Fisk, Chief of Police

Supporting Information/Documentation:
Minuteman_Security_Technologies.037802.v2.11

Key Terms:
Pan/Tilt/Zoom (PTZ) Camera

Executive Summary:
Replacement of existing exterior PTZ camera

Detailed Review:
The police department is seeking approval to purchase a replacement exterior pan/tilt/zoom camera. The current camera no longer works and was purchased at least ten (10) years ago. The new camera is a PNM-9322VQP Network vandal outdoor camera that combines multi-sensor functionality. Cost includes camera, associated lenses, mounts, software and installation.

Funding Source:
This item was approved through the FY 2026 Budget in the amount of $10,359.85, Department Number 21146 // Account Number 60501.

Staff Recommendation:
Staff, at the recommendation of the department's IT Director, recommends the purchase of a PNM-9322VQP Network vandal outdoor camera that combines Multi-sensor through Minuteman Security & Life Safety.

We have prepared a quote for you

Alfred/Bacon PTZ Replacement

Quote # 037802
Version 2

Prepared for:

Biddeford Police Department

Accounts Payable
starr.cloutier@biddefordmaine.org

42 Industrial Park Rd.
Saco, ME 04072
https://www.minutemanst.com

Scope of Work

Project details:

MST will replace the existing PTZ on the corner (EOL)

PTZ w/4 Lens

MST will install (1) camera program and test.

MST will clean the other PTZ on the corner when performing this work.

PTZ W 4Lens

Product Description	Qty
BOOM LIFT	1
Labor - Installation / Programming	**1**
PNM-9322VQP Network vandal outdoor camera that combines Multi-sensor Mu	1
1/2.8" 2MP CMOS with a 2.8mm fixed focal lens, FoV: H: 107.	4
Wall Mount Accessory, 2x knock out built-in, compatible wit	1
Installation Back box compatible with (SBP-300WMW, SBP-300W	1
Corner Mount Adapter Accessory, use with SBP-300WMW1, White	1
Misc Security Installation Materials	1

Subtotal: **$10,359.85**

42 Industrial Park Rd.
Saco, ME 04072
https://www.minutemanst.com

Alfred/Bacon PTZ Replacement

Prepared by:

Maine - Security
Scott Johnson
207-449-2178
sjohnson@minutemanst.com

Prepared for:

Biddeford Police Department
39 Alfred Street
Biddeford, ME 04005
Accounts Payable

starr.cloutier@biddefordmaine.org

Quote Information:

Quote #: 037802
Version: 2
Delivery Date: 07/16/2025
Expiration Date: 07/18/2025

Quote Summary

Description	Amount
PTZ W 4Lens	$10,359.85
Total:	**$10,359.85**

Minuteman Security & Life Safety

Signature:

Name: Scott Johnson

Title: Systems Integrator

Date: 07/16/2025

Biddeford Police Department

Signature:

Name:

Date:

Sales Agreement T&C's

Standard

OPERATION: Customer shall be responsible for: (i)properly testing and setting the system on every closing and to properly turn off the system on each opening (if applicable); (ii) testing any detection device, or other electronic equipment designated in the Proposal prior to setting the System for closed periods; (iii) notifying Minuteman promptly if such equipment fails to respond to the test; and (iv) using and operating the System and the equipment properly and in accordance with proper operating procedures (if customer requires Minuteman Security Technologies). Whenever Minuteman employees or authorized representatives are sent to the Covered Premises in response to a service call or alarm signal caused by the Customer improperly following operating instructions or failing to close or properly secure a protected point, Customer agrees to pay an additional service charge at Minuteman's prevailing rate per occurrence.

DELAYS - INTERRUPTION OF SERVICE: Minuteman shall not be liable for any delays, however caused, or for interruptions of service caused by strikes, riots, floods, acts of God, loss of communication and or other signal transmission lines, or by any event beyond the control of Minuteman. Minuteman will not be required to furnish service to Customer while such interruption shall continue.

EXCLUSIONS: Services to be provided by Minuteman pursuant to this Agreement do not include:

- Repair of damage or increase in service time caused by failure to continually provide a suitable operating environment for the System as prescribed by Minuteman and/or the manufacturer of any equipment used in the System, including, but not limited to, the failure to provide, or the failure of, adequate and regulated electrical power, air conditioning or humidity control; or such special requirements as contained in the Proposal hereto.
- Repair of damage or increase in service time caused by use of the equipment for other than the ordinary use for which the equipment was designed or purpose for which it was intended.
- Repair of damage, replacement parts (due to other than normal wear) or repetitive service calls caused by the use of unauthorized supplies or equipment.
- Repair of damage or increase in service time caused by: accident, disaster, which shall include, but not be limited to, fire, flood, water, wind and lightning; transportation, neglect or misuse, alterations, which shall include, but not be limited to, any deviation from Minuteman's physical, mechanical or electrical machine design; attachments, which are defined as the mechanical, electrical or electronic interconnecting to non-Minuteman equipment and devices not supplied by Minuteman.
- Electrical work external to the equipment or accessories furnished by Minuteman.

ADDITIONAL CHARGES: Unless otherwise specified in the Proposal, service charges for the system are based upon coverage during "normal business hours of operation." Service performed outside this window, or as a result of the failure of the Customer to adhere to the requirements as specified by either the manufacturer or outside the scope of the Agreement, shall be chargeable at Minuteman's prevailing rates. Customer shall not tamper with, adjust, alter, move, remove, or otherwise interfere with equipment without Minuteman's specific permission, nor permit the same by other contractors. Any work performed by Minuteman to correct Customer's breach of the foregoing obligation shall be corrected and paid for by Customer at Minuteman's prevailing rates. Remedial maintenance due to Acts of God or events beyond the control of Minuteman shall be corrected by Minuteman and paid for by Customer in accordance with Minuteman's prevailing rates.

Minuteman shall have the right to increase or decrease the periodic service charge provided above at any time or times after the expiration of one year from the date service is operative under this Agreement, upon giving Customer written notice thirty (30) days in advance of the effective date of such increase or decrease.

RESTOCK FEE:
In the event the customer cancels this project, Minuteman shall have the right to charge a 25% restock fee for any materials that were

Sales Agreement T&C's

purchased after project acceptance.

LIQUIDATED DAMAGES -MINUTEMAN'S LIMITS OF LIABILITY: Customer understands that Minuteman is not an insurer; that Customer is responsible for obtaining insurance for such reasons or purposes, including theft and vandalism, and in such amounts, as Customer shall determine. Customer further understands and agrees that the sums payable hereunder to Minuteman are based upon the value of services offered and equipment value provided and such sums are not related to the value of property belonging to Customer or to others located on the Covered Premises. Customer does not and shall not seek indemnity under this Agreement from Minuteman, and specifically waives any rights for indemnity for any damages or losses caused by hazards to customers, invitees, guests, or property of customer or third parties. Customer understands and agrees that the System and the services to be supplied hereunder are designed to detect security breaches, and that MINUTEMAN MAKES NO WARRANTY, EXPRESS OR IMPLIED, THAT THE SYSTEM OR THE SERVICES IT FURNISHES WILL AVERT OR PREVENT OCCURRENCES, OR THE CONSEQUENCES THEREFROM. Customer agrees that Minuteman shall not be liable to Customer, its employees, agents or guests, or to any third party, for any losses or damages, irrespective of origin, to person or property, whether directly or indirectly caused by performance or non-performance of obligations imposed upon Minuteman under this Agreement or by negligent acts or omissions of Minuteman, its agents or employees. In all events, it is further agreed that if Minuteman should become liable for any losses or damages for any reason having to do with this Agreement, Minuteman's total liability to Customer shall be limited $250., which sum the Customer agrees is reasonable. The payment of this amount shall be Minuteman's sole and exclusive liability regardless of the amount of loss or damage incurred by the Customer.

INDEMNIFICATION: Each party shall indemnify and hold harmless the other, their trustees, officers, professional staff, employees and agents from and against any loss, damage, claim or liability, including reasonable attorneys' fees (collectively "liabilities"), arising out of the performance of this Agreement to the extent that such liabilities arise from the acts or omissions, negligence, gross or reckless misconduct, or intentional wrongdoing of the indemnifying party, its trustees, officers, professional staff, employees or agents.

WARRANTY: Minuteman Security Technologies, Inc. Full One Year Limited Warranty:

- What is Covered: This warranty covers any defects in materials or workmanship, including installation, with the exceptions stated below.
- How Long Coverage Lasts: This warranty runs for one year from the date your system was installed and accepted.
- What Is Not Covered: This warranty does not cover intentional or un-intentional misuse or of any of the system components or software. The warranty does not cover damage as a result of acts of god (lighting, floods, storms, etc...) or electric surge.
- What Minuteman Will Do: Minuteman will repair any part of the system that is proved to be defective in materials or workmanship. In the event repair is not possible on certain system components, Minuteman will replace said component with similar specification and price.
- How To Get Service: Contact our service department at your nearest service center. A service representative will review your system and take any necessary action to correct problems covered by this warranty.
- How State Law Applies: This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

Escalation Clause

TC-Escalation Clause
Due to recent market volatility and ongoing supply chain issues, Minuteman is incorporating the following clause into all proposals and maintenance contracts:
Through no fault of Minuteman, In the event of a delay in product availability or price increase of materials procured by any manufacture and/or distributer, the contract sum, time of completion, or contract requirements shall be adjusted by a change order in accordance with the

42 Industrial Park Rd.
Saco, ME 04072
https://www.minutemanst.com

Sales Agreement T&C's

procedures of the Contract Documents. A change in price of any item of material from our manufactures or distributers will be considered between the date of this contract and the date of installation. Issuance of a purchase order or signed proposal constitutes acceptance of this clause.

Page 6 of 23

Finance Committee

Meeting Date:	August 5, 2025
Meeting Time:	5:00 PM
Agenda Item No:	4.c
Item Description:	Police Department - Purchase of 55 6360RDS-28325-131 Glock G45 Safariland Holsters
Submitted By:	JoAnne W. Fisk, Chief of Police

Supporting Information/Documentation:
Estimate_250715_from_DCF_Investigative_Services_LLC

Key Terms:
Safariland holsters model 6360

Executive Summary:
Current holsters will not accommodate the Holuson sights and are not rated Level 3 Retention.

Detailed Review:
This Safariland retention level 3 is the most common model for patrol and general duty use.

Funding Source:
Request is for $7,810.00 from Asset Forfeiture Account ORG code 32130 // 40576

Staff Recommendation:
Purchase of 55 Safariland 6360 holsters

ESTIMATE

DCF Investigative Services LLC
PO Box 44
Auburn, NH 03032

david@dcflesupply.com
+1 (800) 209-6858
www.dcflesupply.com

Bill to
Christopher Quellette
Biddeford Police Department
39 Alfred Rd, Biddeford, ME 04005
Biddeford, ME 04005

Ship to
Christopher Quellette
Biddeford Police Department
39 Alfred Rd, Biddeford, ME 04005
Biddeford, ME 04005

Estimate details
Estimate no.: 25-0715
Estimate date: 07/17/2025

#	Product or service	Description	Qty	Rate	Amount
1.	**6360RDS-28325-131, Glock G45 Optic, TLR-1HL, STX TACT, RH**	6360RDS-28325-131, Glock G45 Optic, TLR-1HL, STX TACT, RH	43	$142.00	$6,106.00
2.	**6360RDS-28325-132, Glock G45, Optic, TLR-1HL, STX TACT LH**	6360RDS-28325-132, Glock G45, Optic, TLR-1HL, STX TACT LH	12	$142.00	$1,704.00

Total **$7,810.00**

Accepted date **Accepted by**