



**Bexar County Election Department
Election Day Facility Statement**



Please submit the following information for the location(s) utilized during election day
November 3, 2015 Election

*Please complete this form and return it even if no charges will be billed to Bexar County Elections Department.
Please return no later than 45 days after the election date.*

LOCATION: Blossom Athletic Center
LOCATION ADDRESS: 12002 Jones Maltsberger

OCCUPANCY: PLEASE CHECK, IF APPLICABLE

- ☐ USE OF PRIVATE/PUBLIC BUILDING ON A REGULAR BUSINESS DAY.
☒ USE OF PRIVATE/PUBLIC BUILDING ON A DAY IN WHICH THE BUILDING IS NOT NORMALLY OPEN FOR BUSINESS.

UTILITY FEE: PLEASE ATTACH A COPY OF UTILITY BILL FOR THIS PERIOD.

TOTAL UTILITY BILL \$ _____ ÷ 30 DAYS ÷ 24 HRS = RATE PER HOUR \$ _____
RATE PER HOUR _____ x Nbr of HOURS _____ x % BLDG USED _____ = TOTAL UTILITY FEE \$ 1,176.78
☒ CHECK HERE IF UTILITIES CANNOT BE PARTIALLY CONTROLLED

CUSTODIAL FEES: PLEASE ATTACH TIME SHEETS ON EACH EMPLOYEE FOR PAYMENT OF CUSTODIAL FEES.

NAME OF EMPLOYEE(S): ARMSTRONG and SALINAS
DATE(S) WORKED: 10/24/2015 and 10/25/2015
TOTAL HOURS WORKED _____ X RATE PER HOUR \$ _____ = TOTAL CUSTODIAL FEE \$ 269.26

TOTAL FEES CHARGED TO BEXAR COUNTY ELECTIONS:

TOTAL UTILITY FEE \$1,176.78 + TOTAL CUSTODIAL FEE \$269.26 = TOTAL FEE REQUESTED \$1,446.04

☐ CHECK HERE IF NO FEES CHARGED TO BEXAR COUNTY ELECTIONS

AUTHORIZATION

I certify the above information is true and correct based on applicable facility records and invoices.

PRINTED NAME: Jesse Luna TITLE: Assistant Director of Procurement & eCommerce Department

SIGNATURE:  DATE: Thursday, February 4, 2016 TELEPHONE: 210.407.0409

TO RECEIVE REIMBURSEMENT PLEASE PROVIDE THE FOLLOWING INFORMATION:

CHECK PAYABLE TO:

(name) North East Independent School District (NEISD)
Facility Reservations Office
(address) 8961 Tesoro Drive, Suite 317
San Antonio, Texas 78217

PLEASE SUBMIT THIS ORIGINAL COMPLETED DOCUMENT TO:

JACQUELYN F. CALLANEN, ELECTIONS ADMINISTRATOR
BEXAR COUNTY ELECTIONS DEPARTMENT
1103 S. FRIO STREET, SUITE 100
SAN ANTONIO, TEXAS 78207
FOR ELECTIONS OFFICE USE ONLY

APPROVAL OF PAYMENT BY ELECTIONS ADMINISTRATOR

PLEASE eMAIL, FAX OR MAIL THIS RESPONSE NO LATER THAN: AS SOON AS POSSIBLE

TO: BEXAR COUNTY ELECTIONS DEPARTMENT
ATTN: Debbie Abrego, 1103 S. FRIO STREET, SUITE 100, SAN ANTONIO, TEXAS 78207
TELEPHONE: 210.335.0379 FACSIMILE: 210.335.0371 eMAIL: dabrego@bexar.org

JACQUELYN F. CALLANEN

DATE