

RECEIVED

DEC 19 2017

S.D. SEC. OF STATE

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

When Application and Authorization sections are completed, please submit the original to:

State Board of Finance
Office of Secretary of State
Capitol Building - 500 E Capitol Ave
Pierre, SD 57501 Phone: 605-773-3537

Application

Date: 12/14/17 Agency: SDRS
Agency Address: 222 E. Capitol Ave, Pierre, SD 57501
Agency Phone Number: 605-773-3731
Employee Requesting Reimbursement: _____
Total Amount of Reimbursement: \$363.00
Date(s) of Expense: 12/7/17
Event Leave Time: 8:30 a.m. Event Return Time: 4:30 p.m.
Explanation of official business performed: SDRS Board of Trustees Board meeting
Required staff and consultants to stay and not leave during lunch.

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Signature of Employee

Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Robert A. Wylie

Executive Director

Name of Department/Office Head

Position/Title of Agency Official

Robert A. Wylie
Signature of Department/Office Head

12-13-17
Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form to voucher to be sent to the State Auditor's Office.

December 13, 2017

SDRS

Attention: Dawn

December 7, 2017 meeting

Lunches 363.00

Balance Due 363.00


Thank you.

Jill

South Dakota Retirement System
222 East Capitol Suite 8
PO Box 1098
Pierre, South Dakota 57501-1098
Telephone (605) 773-3731
Fax (605) 773-3949
Toll-free(888)605-SDRS
www.sdrs.sd.gov



December 14, 2017

Teresa Bray
Deputy Secretary of State
500 E. Capitol Ave.
Pierre, SD 57501

RE: Meal Reimbursement for Board of Finance Consideration

Dear Ms. Bray,

The South Dakota Retirement System held their December 7, 2017, meeting in Pierre at View 34. View 34 provided lunch for SDRS staff, SDRS Board members, and consultants.

Sincerely,

Dawn M. Smith

Dawn M. Smith
Executive Assistant
South Dakota Retirement System
605-773-4596

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

When Application and Authorization sections are completed, please submit the original to:
State Board of Finance - Office of Secretary of State
Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
Phone: 605-773-3537

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 1/8/18 Agency: SOS
Agency Address: 500 E Capitol Ave Ste 204, Pierre SD
Agency Phone Number: 773 3537
Employee Requesting Reimbursement: Kristin Gabriel
Total Amount of Reimbursement: 22.00
Date(s) of Expense: 1/8/17 - 1/9/17
Event Leave Time: 8:00 AM Event Return Time: 5:00 PM
Explanation of official business performed: 2017 County Auditor
Workshop Training

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Kristin Gabriel
Signature of Employee

1/8/2018
Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Shantel Krebs
Name of Department/Office Head
Shantel Krebs
Signature of Department/Office Head

Secretary of State
Position/Title of Agency Official
1-9-18
Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

When Application and Authorization sections are completed, please submit the original to:
State Board of Finance - Office of Secretary of State
Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
Phone: 605-773-3537

PLEASE NOTE: The request and all supporting **documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month.** Documentation received after that time will be processed at the next Board of Finance meeting. All documentation **MUST** comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 1/8/18 Agency: EOE
Agency Address: 500 E Capitol Ave Ste 204; Pierre SD
Agency Phone Number: 773-3537
Employee Requesting Reimbursement: Kachel Souler
Total Amount of Reimbursement: 22.00
Date(s) of Expense: 1/8/17 - 1/9/17
Event Leave Time: 8:00 AM Event Return Time: 5:00 PM
Explanation of official business performed: 2017 County Auditor Workshop Training

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Kachel Souler
Signature of Employee

1-8-2018
Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Shantel Krebs
Name of Department/Office Head
Shantel Krebs
Signature of Department/Office Head

Secretary of State
Position/Title of Agency Official
1-9-18
Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

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Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
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Application

Date: 1/8/18 Agency: SOS
Agency Address: 500 E Capitol Ave Ste 204; Pierre SD
Agency Phone Number: 773-3537
Employee Requesting Reimbursement: Christine Wehrkamp
Total Amount of Reimbursement: 22.00
Date(s) of Expense: 1/8/17 - 1/9/17
Event Leave Time: 8:00 AM Event Return Time: 5:00 PM
Explanation of official business performed: 2017 County Auditor
Workshop Training

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Christine Wehrkamp
Signature of Employee

1.8.18
Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Stantel Krebs
Name of Department/Office Head
Stantel Krebs
Signature of Department/Office Head

Secretary of State
Position/Title of Agency Official
1-9-18
Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.

Home Station Per Diem Reimbursement Request – SDCL 3-9-2.2

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State Board of Finance - Office of Secretary of State
Capitol Building - 500 E Capitol Ave - Pierre, SD 57501
Phone: 605-773-3537

PLEASE NOTE: The request and all supporting documentation must be received in the Office of the Secretary of State no later than 5:00 p.m. CT eight days prior to the Board of Finance meeting on the third Tuesday of the month. Documentation received after that time will be processed at the next Board of Finance meeting. All documentation MUST comply with Bureau of Human Resources policies regarding protection of personally identifiable information.

Application

Date: 1/8/18 Agency: SOS
Agency Address: 500 E Capitol Ave Ste 204, Pierre SD
Agency Phone Number: 773.3537
Employee Requesting Reimbursement: Lea Warne
Total Amount of Reimbursement: 22.00
Date(s) of Expense: 1/8/17 - 1/9/17
Event Leave Time: 8:00 AM Event Return Time: 5:00 PM
Explanation of official business performed: 2017 County Auditor
Workshop Training

I hereby request authorization and approval for reimbursement of expenses, set forth in the voucher attached hereto, that were incurred while conducting state business at my headquarters station or place of residence. I certify that the event extended entirely through a meal time without interruption and included a meal provision for which I was billed. I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Lea Warne
Signature of Employee

1-8-18
Date

Authorization

I hereby certify that the above employee was authorized to incur the claimed expenses at their headquarters station or place of residence while performing necessary duties of their employment on behalf of the State of South Dakota. I attest that the employee's participation in the event was in the furtherance of state interests.

Shantel Krebs
Name of Department/Office Head

Secretary of State
Position/Title of Agency Official

Shantel Krebs
Signature of Department/Office Head

1-9-18
Date

State Board of Finance Approval

Approval Date: _____

Signature of Secretary, State Board of Finance

Note: When completed, attach the original form and receipts to voucher to be sent to the State Auditor's Office.

2017 County Auditor Workshop Training Lunch Sign in Sheet

Wednesday November 8th, 2017

Kea Warne - Kea Y Warne

Christine Lehrkamp - Christine Lehrkamp

Rachel Soulek - Rachel K Soulek

Kristin Gabriel - Kristin Gabriel

Thursday November 9th, 2017

Shantel Krebs - Shantel Krebs

Kea Warne - Kea Y Warne

Christine Lehrkamp - Christine Lehrkamp

Rachel Soulek - Rachel K Soulek

Kristin Gabriel - Kristin Gabriel

Pierre Ramkota Hotel & Conference Center

920 West Sioux Avenue - Pierre - SD - 57501 - 605-224-6877 - Fax 605-224-1042

Banquet Event Order

BEO #: 593409

Status: Definite

Printed on: 11/3/2017 11:18:09 AM

Account: Secretary of State - County Auditor Election Workshop Post As: Secretary of State - County Auditor Election Workshop Address: 500 E Capitol Ave, Ste 204 Pierre, SD 57501 Deposit: Method of Payment: All catering has been approved for direct bill.	Event Date: Wednesday, 11/8/2017 Contact: Kea Warne Phone: 605-773-5003 Fax: 605-773-6580 Email: kea.warne@state.sd.us On-Site Sales Mgr: Lana Blair Catering Mgr: Chad Botts
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Date	Time	Setup	Set	Gtd	Room
Wednesday, 11/8/2017	07:00 AM-06:00 PM	Classroom	128	117	Gallery A & BC, Convention Office

FOOD	ROOM REQUIREMENTS
Time: 7:30 AM Qty: 1 Water Container (GALLERY BC) Time: 7:30 AM Qty: 5 Price: \$23.40 Total: \$117.00 Fresh Brewed Coffee & Water (per gallon) **5 gallons of coffee & 1 water container** (LOBBY) Time: 7:30 AM Qty: 45 Price: \$2.61 Total: \$117.45 Assorted Bagels w/ Flavored Cream Cheese **QUARTER CUT** (LOBBY) Time: 7:30 AM Qty: 1 Price: \$313.12 Total: \$313.12 Fresh Fruit Tray - Large Fresh chopped seasonal fruit served w/ Honey Yogurt Dip (LOBBY) Time: 9:45 AM Qty: 1 REFILL WATER (GALLERY BC & LOBBY) Time: 12:00 PM Qty: 117 Price: \$8.88 Total: \$1,038.96 Deli Sub PLATED LUNCH (GALLERY A) Turkey, ham, pepperoni, tomato, lettuce, provolone cheese, and mayo served on hoagie Served with a cup of soup coffee, water on tables Time: 3:00 PM Qty: 5 Price: \$18.47 Total: \$92.35 Lemonade (per gallon) **1 container & a refill** (LOBBY) Time: 3:00 PM Qty: 1 REFILL WATER (GALLERY BC & LOBBY) Time: 3:00 PM Qty: 50 Price: \$1.91 Total: \$95.50 Brownies **CUT IN HALF** (LOBBY) Time: 3:00 PM Qty: 50 Price: \$1.91 Total: \$95.50	Time: 7:00 AM Qty: 1 Price: \$200.00 Total: \$200.00 B & C Rental (valued at \$350.00) **Lowered** Time: 7:00 AM Price: \$300.00 A Rental **Waived with Meals** (CONVENTION OFFICE & LOBBY) REGISTRATION & BREAKFAST:7:30AM BREAKS:10:15AM & 3:15AM **Have opened & cleaned by 7AM** 1-6ft registration table with 2 chairs in front of Gallery BC entrance 3-6ft break station: 120 coffee cups, plastic cups, BB's, forks, knives & food napkins **Large linen wrapped trash can & tray jack** (GALLERY BC) **HAVE OPENED @ 7AM** MEETING:8AM-6PM classroom for 120 3-6ft head-table for 7 with 2 microphones on table top stands **Lav. Microphone with Extra Batteries** standing podium with Wireless Microphone 2 screens on round tables 2 equipment tables/ext. cords/power-strips 2 projectors hooked together with a splitter box **Tape down all cords or use rugs** 2-6ft water station: 125 water glasses (GALLERY A) LUNCH:12PM 16 rounds of 8 standing podium/Wireless microphone <div style="text-align: center;">AUDIO VISUAL EQUIPMENT</div> Time: 7:00 AM Qty: 1 Price: \$40.00 Total: \$40.00 Lav Mic (GALLERY BC) Time: 7:00 AM Qty: 2 Price: \$20.00 Total: \$40.00 Portable Screen - 6 ft x 8 ft (GALLERY BC) Time: 7:00 AM Qty: 2 Price: \$40.00 Total: \$80.00

Event Representative Authorized Signature _____ Date _____

Hotel Representative Signature _____ Date _____

Pierre Ramkota Hotel & Conference Center

920 West Sioux Avenue - Pierre - SD - 57501 - 605-224-6877 - Fax 605-224-1042
Banquet Event Order

BEO #: 593410

Status: Definite

Printed on: 11/3/2017 11:18:10 AM

Account: Secretary of State - County Auditor Election Workshop Post As: Secretary of State - County Auditor Election Workshop Address: 500 E Capitol Ave, Ste 204 Pierre, SD 57501 Deposit: Method of Payment: All catering has been approved for direct bill.	Event Date: Thursday, 11/9/2017 Contact: Kea Warne Phone: 605-773-5003 Fax: 605-773-6580 Email: kea.warne@state.sd.us On-Site Sales Mgr: Lana Blair Catering Mgr: Chad Botts
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Date	Time	Setup	Set	Gtd	Room
Thursday, 11/9/2017	07:30 AM-05:00 PM	Classroom	128	120	Gallery A & BC, Convention Office

<p style="text-align: center;">FOOD</p> <p>Time: 7:30 AM Qty: 1 Water Container (GALLERY BC)</p> <p>Time: 7:30 AM Qty: 5 Price: \$23.40 Total: \$117.00 Fresh Brewed Coffee & Water (per gallon) **5 gallons of coffee & 1 water container** (LOBBY)</p> <p>Time: 7:30 AM Qty: 50 Price: \$3.30 Total: \$165.00 Caramel Rolls **CUT IN HALF** (LOBBY)</p> <p>Time: 7:30 AM Qty: 1 Price: \$313.12 Total: \$313.12 Fresh Fruit Tray - Large Fresh chopped seasonal fruit served w/ Honey Yogurt Dip (LOBBY)</p> <p>Time: 9:45 AM Qty: 1 REFILL WATER (GALLERY BC & LOBBY)</p> <p>Time: 12:00 PM Qty: 120 Price: \$10.33 Total: \$1,239.60 Pasta Buffet LUNCH BUFFET - 1 LINE (GALLERY A) Penne Pasta, Cheese Tortellini, Alfredo Sauce, Red Meat Sauce, Italian Garden Salad, Breadsticks coffee, water on tables</p> <p style="text-align: center;">BEVERAGE</p> <p>No Bar Requested</p>	<p style="text-align: center;">ROOM REQUIREMENTS</p> <p>Time: 7:00 AM Qty: 1 Price: \$200.00 Total: \$200.00 B & C Rental (valued at \$350.00) **Lowered**</p> <p>Time: 7:00 AM Price: \$300.00 A Rental **Waived with Meals**</p> <p>(CONVENTION OFFICE & LOBBY) BREAKFAST:7:30AM BREAK:10AM same set 3-6ft break station: 120 coffee cups, plastic cups, BB's, forks & food napkins **Large linen wrapped trash can & tray jack**</p> <p>(GALLERY BC) **HAVE OPENED @ 7AM** MEETING:8AM-3PM same set 2-6ft water station: 125 water glasses</p> <p>(GALLERY A) LUNCH:12PM same set **ADD a 3-6ft buffet line**</p> <p style="text-align: center;">AUDIO VISUAL EQUIPMENT</p> <p>Time: 7:00 AM Qty: 1 Price: \$40.00 Total: \$40.00 Lav Mic (GALLERY BC)</p> <p>Time: 7:00 AM Qty: 2 Price: \$20.00 Total: \$40.00 Portable Screen - 6 ft x 8 ft (GALLERY BC)</p> <p>Time: 7:00 AM Qty: 2 Price: \$40.00 Total: \$80.00 Projector (GALLERY BC)</p> <p style="text-align: center;">MISCELLANEOUS</p>
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Event Representative Authorized Signature _____ Date _____

Hotel Representative Signature _____ Date _____

2017 COUNTY AUDITOR ELECTION WORKSHOP AGENDA

Pierre, Ramkota November 8-9, 2017

Wednesday, November 8, 2017 – Galleries B & C

- 7:30 Registration & Breakfast
- 8:00 Welcome & Introductions – Secretary of State Shantel Krebs
- 8:15 2018 HAVA Title II Reimbursements & Grants – Kristin Gabriel, HAVA Coordinator
- 8:45 Cyber Security Overview – Kristin Gabriel
- 9:15 Voter Registration Lists – Kristin Gabriel
- Selling a voter file
 - Creating precinct voter registration lists
- 9:45 New Election Night Reporting Website – Kristin Gabriel and Kea Warne, Deputy Secretary of State, Election Services
- 10:15 Break
- 10:30 Precinct Workers – Kea Warne
- 10:45 Provisional Ballots – Kea Warne
- 11:00 Resolution Boards – Kea Warne
- 11:30 County and State Canvass – Elaine Jensen, Butte County Auditor & Kea Warne
- 12:00 Working Lunch – Gallery A – Guest Speaker Nate Bacchus, Federal Voting Assistance Program (FVAP), State Legislative Affairs Specialist
- 1:00 Absentee Voting – Kea Warne, Kristin Gabriel and Nate Bacchus
- Absentee Ballot Application Form
 - Federal Post Card Application (FPCA)
 - Federal Write-in Absentee Ballot (FW
 - Federal Voting Assistance Program (F
 - Absentee Ballot Precincts
 - USPS – Electionmail.org, Green Tags
- UOCAVA Electronic Voter Registration (EL
Gabriel
- 3:15 Break
- 3:30 SeaChange – Doug Sunde
- Quick Reference Guide
 - Q&A

WORKSHOP

pay-breakdown

52% 59% general

41% HAVA

48%

Statement of Account

Ramkota Hotel - Pierre
920 W Sioux Avenue

Pierre, SD 57501
(605)224-6877

SECRETARY OF STATE
Kea Warne

500 E CAPITOL AVE
PIERRE, SD 57501

Page 1

Account Number: 1064
Account Balance: \$4,424.60
SECRETARY OF STATE

Invoice	Date	Dept	Reference	Folio	Invoice Amount	Invoice Balance
329646	Dec 13, 17	DR	SECRETARY OF STATE 11	269899	\$4,424.60	\$4,424.60
Total:					\$4,424.60	\$4,424.60

PLEASE INCLUDE YOUR
ACCOUNT NUMBER
WITH PAYMENT

Ramkota Hotel - Pierre

920 W Sioux Avenue

Dec 15, 2017
10:38 am

Pierre, SD 57501

Telephone: (605)224-6877 Fax: (605)224-1042

SECRETARY OF STATE 11/17 OWN
RACHEL SCHMIDT

Pierre, SD 57501

Arrival Date: November 07, 2017

/ Departure Date: November 09, 2017

Folio #: 269899

Pay Method: 4P

Date	Department	Reference	Voucher	Room	Debit	Credit
11/8/2017	Meeting Room TE	room rental			\$170.94	
11/8/2017	Banquet Food TE	banquet food			\$888.00	
11/8/2017	Refreshments TE	refreshments			\$710.19	
11/8/2017	Equipment TE	equipment rental			\$136.75	
11/8/2017	Service Charge-TE	service charge			\$324.00	
11/9/2017	Meeting Room TE	room rental			\$170.94	
11/9/2017	Banquet Food TE	banquet food			\$1,059.49	
11/9/2017	Refreshments TE	refreshments			\$508.65	
11/9/2017	Equipment TE	equipment rental			\$136.75	
11/9/2017	Service Charge-TE	service charge			\$318.89	
12/13/2017	Direct Bill	Acct #1064 SECRETARY OF STATE				\$4,424.60

Thank you for staying with The Ramkota Hotel and Conference Center.

Balance:

Signature _____

Banquet Check

Pierre Ramkota Hotel & Conference Center

920 West Sioux Avenue, Pierre, SD 57501
Phone 605-224-6877 Fax 605-224-1042

Date of Functions	11/09/2017	Room	Gallery A & BC,
Organization	Secretary of State - County Auditor Election	Time	07:30 AM - 05:00 PM
Contact Person	Kea Warne	Function Type	Meeting
Address	500 E Capitol Ave, Ste 204 Pierre, SD 57501	Salesperson	Chad Botts
		Set For	128 Guarantee 120
		Post As	Secretary of State - County Auditor Elec
Telephone	605-773-5003	Fax	605-773-6580
		Today's Date	11/09/2017 BEO # 593410

Summary of Charges

Quantity	Menu	Unit	Total
Actual			
1	B & C Rental (valued at \$350.00) **Lowered**	\$200.00	\$200.00
	A Rental **Waived with Meals**	\$300.00	\$.00
1	Lav Mic (GALLERY BC)	\$40.00	\$40.00
2	Portable Screen - 6 ft x 8 ft (GALLERY BC)	\$20.00	\$40.00
2	Projector (GALLERY BC)	\$40.00	\$80.00
	Water Container (GALLERY BC)	\$.00	\$.00
5	Fresh Brewed Coffee & Water (per gallon) **5 gallons of coffee & 1 water container** (LOBBY)	\$23.40	\$117.00
50	Caramel Rolls **CUT IN HALF** (LOBBY)	\$3.30	\$165.00
1	Fresh Fruit Tray - Large Fresh chopped seasonal fruit served w/ Honey Yogurt Dip (LOBBY)	\$313.12	\$313.12
	REFILL WATER (GALLERY BC & LOBBY)	\$.00	\$.00
120	Pasta Buffet LUNCH BUFFET - 1 LINE (GALLERY A) Penne Pasta, Cheese Tortellini, Alfredo Sauce, Red Meat Sauce, Italian Garden Salad, Breadsticks coffee, water on tables	\$10.33	\$1,239.60

I have read the above arrangements and the attached Catering Policies and agreed to the terms and conditions. Guarantee number due by 10/09/2017. If a count is not provided to the hotel on the date due the hotel will use the Set For as the guarantee number, not subject to reduction.

Client Signature	Title	Date
-------------------------	--------------	-------------

Banquet Check

Pierre Ramkota Hotel & Conference Center

920 West Sioux Avenue, Pierre, SD 57501
Phone 605-224-6877 Fax 605-224-1042

Date of Functions	11/09/2017	Room	Gallery A & BC,
Organization	Secretary of State - County Auditor Election	Time	07:30 AM - 05:00 PM
Contact Person	Kea Warne	Function Type	Meeting
Address	500 E Capitol Ave, Ste 204 Pierre, SD 57501	Salesperson	Chad Botts
		Set For	128 Guarantee 120
		Post As	Secretary of State - County Auditor Elec
Telephone	605-773-5003	Fax	605-773-6580
		Today's Date	11/09/2017 BEO # 593410

Summary of Charges

Quantity Menu Actual	Unit	Total
		Sub-Total \$2,194.72
		Service Charge \$.00
		Tax \$.00
		Total \$2,194.72
		Deposits Received
		Grand Total \$2,194.72

Details

Service Charge	Service Charge 2		
\$.00	\$.00		
Tax 1	Tax 2	Tax 3	Tax 4 Flat Tax
\$.00	\$.00	\$.00	\$.00 \$.00

Total Charges & Payment Instructions

Credit Card # Expiration xx/xx Cardholder .

Accounting _____ Check #: BEO Id 593410

I have read the above arrangements and the attached Catering Policies and agreed to the terms and conditions. Guarantee number due by 10/09/2017. If a count is not provided to the hotel on the date due the hotel will use the Set For as the guarantee number, not subject to reduction.

Client Signature _____ **Title** _____ **Date** _____

Banquet Check

Pierre Ramkota Hotel & Conference Center

920 West Sioux Avenue, Pierre, SD 57501
Phone 605-224-6877 Fax 605-224-1042

Date of Functions	11/08/2017	Room	Gallery A & BC,
Organization	Secretary of State - County Auditor Election	Time	07:00 AM - 06:00 PM
Contact Person	Kea Warne	Function Type	Meeting
Address	500 E Capitol Ave, Ste 204 Pierre, SD 57501	Salesperson	Chad Botts
		Set For	128 Guarantee 117
		Post As	Secretary of State - County Auditor Elec
Telephone	605-773-5003	Fax	605-773-6580
		Today's Date	11/08/2017 BEO # 593409

Summary of Charges

Quantity	Menu	Unit	Total
	Actual		
1	B & C Rental (valued at \$350.00) **Lowered**	\$200.00	\$200.00
	A Rental **Waived with Meals**	\$300.00	\$.00
1	Lav Mic (GALLERY BC)	\$40.00	\$40.00
2	Portable Screen - 6 ft x 8 ft (GALLERY BC)	\$20.00	\$40.00
2	Projector (GALLERY BC)	\$40.00	\$80.00
	Water Container (GALLERY BC)	\$.00	\$.00
5	Fresh Brewed Coffee & Water (per gallon) **5 gallons of coffee & 1 water container** (LOBBY)	\$23.40	\$117.00
45	Assorted Bagels w/ Flavored Cream Cheese **QUARTER CUT** (LOBBY)	\$2.61	\$117.45
1	Fresh Fruit Tray - Large Fresh chopped seasonal fruit served w/ Honey Yogurt Dip (LOBBY)	\$313.12	\$313.12
	REFILL WATER (GALLERY BC & LOBBY)	\$.00	\$.00
117	Deli Sub PLATED LUNCH (GALLERY A) Turkey, ham, pepperoni, tomato, lettuce, provolone cheese, and mayo served on hoagie Served with a cup of soup coffee, water on tables **1 sandwich no mayo & 1 gluten free meal**	\$8.88	\$1,038.96
5	Lemonade (per gallon)	\$18.47	\$92.35

I have read the above arrangements and the attached Catering Policies and agreed to the terms and conditions. Guarantee number due by 10/09/2017. If a count is not provided to the hotel on the date due the hotel will use the Set For as the guarantee number, not subject to reduction.

Client Signature _____	Title _____	Date _____
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Banquet Check

Pierre Ramkota Hotel & Conference Center

920 West Sioux Avenue, Pierre, SD 57501
Phone 605-224-6877 Fax 605-224-1042

Date of Functions	11/08/2017	Room	Gallery A & BC,
Organization	Secretary of State - County Auditor Election	Time	07:00 AM - 06:00 PM
Contact Person	Kea Warne	Function Type	Meeting
Address	500 E Capitol Ave, Ste 204 Pierre, SD 57501	Salesperson	Chad Botts
		Set For	128 Guarantee 117
		Post As	Secretary of State - County Auditor Elec
Telephone	605-773-5003	Fax	605-773-6580
		Today's Date	11/08/2017 BEO # 593409

Summary of Charges

Quantity Menu Actual	Unit	Total
1 container & a refill (LOBBY)		
REFILL WATER (GALLERY BC & LOBBY)	\$.00	\$.00
50 Brownies **CUT IN HALF** (LOBBY)	\$ 1.91	\$ 95.50
50 Rice Krispy Treats **CUT IN HALF** (LOBBY)	\$ 1.91	\$ 95.50
	Sub-Total	\$ 2,229.88
	Service Charge	\$.00
	Tax	\$.00
	Total	\$ 2,229.88
	Deposits Received	
	Grand Total	\$ 2,229.88

Details

Service Charge	Service Charge 2			
\$.00	\$.00			
Tax 1	Tax 2	Tax 3	Tax 4	Flat Tax
\$.00	\$.00	\$.00	\$.00	\$.00

Total Charges & Payment Instructions

Credit Card # _____ Expiration xx/xx Cardholder . _____

Accounting _____ Check #: _____ BEO Id 593409

I have read the above arrangements and the attached Catering Policies and agreed to the terms and conditions. Guarantee number due by 10/09/2017. If a count is not provided to the hotel on the date due the hotel will use the Set For as the guarantee number, not subject to reduction.

Client Signature _____ **Title** _____ **Date** _____

County	Title	First Name	Last Name	Number Attending	Present	Notes
Aurora	Auditor	Susan	Urban	1	yes	
Beadle	Auditor	Jill	Hanson	1	no	
Bennett	Auditor	Susan	Williams	1	no	Don't need binders
Bennett	Deputy Auditor	Novlyn	Janis	1		Don't need binders
Bon Homme	Auditor	Tamara	Brunken	1	yes	
Bon Homme	Deputy Auditor	Carla	Kopp	1	yes	
Brookings	Deputy Finance Officer	Kristen	Witchey	1	no	
Brookings	Finance Assistant II	Jenna	Byrd	1	yes	
Brown	Auditor	Maxine	Fischer	1	yes	
Brown	Deputy Auditor	Jeannette	McClain	1	no	
Brown	Deputy Auditor	Sara	Swisher	1	yes	
Brule	Auditor	Pamela	Petrak	1	yes	
Buffalo	Auditor	Elaine	Wulff	1	yes	
Butte	Auditor	Elaine	Jensen	1	yes	Needs Gluten Free
Butte	Election Deputy	Kathy	Bonnema	1	no	
Campbell	Auditor	Lisa	Schaeffbauer	1	yes	
Campbell	Deputy Auditor	Lona	Mickelson	1	yes	
Charles Mix	Administrative Assistant	Payton	Dyer	1	yes	
Charles Mix	Deputy Auditor	Sara	Clayton	1	yes	
Clark	Auditor	Chris	Tarbox	1	yes	
Clark	Deputy Auditor	Carol	Warkenthien	1	yes	
Clay	Auditor	Carri	Crum	1	yes	
Clay	Deputy Auditor	Nicole	Klunder	1	yes	

Gregory	Auditor	Jim	Waterbury	1		
Haakon	Auditor	Carla	Smith	0	Unable to attend	
Hamlin	Auditor	Dixie	Opdahl	1		
Hand	Auditor	Sandi	Selting	1		
Hanson	Auditor	Lesa	Trabing	1		
Harding				0		
Hughes	Auditor	Jane	Naylor	1		
Hughes	Deputy Auditor	Jennifer	Dayö	1		
Hutchinson	Auditor	Diane	Murtha	1		Will print their own
Hutchinson	Deputy Auditor	Michelle	Herrboldt	1		Will print their own
Hyde	Auditor	Marilyn	Ring	1		
Jackson	Auditor	Vicki	Wilson	1		
Jerauld	Auditor	Cindy	Peterson	1		
Jerauld	Deputy Auditor	Teresa	Fonder	1		
Jones	Deputy Auditor	Kerri	Venard	1		
Kingsbury	Auditor	Jennifer	Barnard	1		Will print their own
Kingsbury	Deputy Auditor	Echo	Steffensen	1		Will print their own
Lake	Auditor	Bobbi	Janke	1		
Lake	Deputy Auditor	Paula	Barrick	1		
Lawrence	Deputy Auditor	Mel	Nelson	1		
Lawrence	Deputy Auditor	Debbie	Sargent	1		
Lincoln	Auditor	Marlene	Sweeter	1		
Lincoln	Deputy Auditor	Sheri	Lund	1		
Lincoln	Deputy Auditor	Kayla	Roeman	1		
Lyman	Deputy Auditor	Debra	Halverson	1		Do not need a binder

Stanley	Deputy Auditor	Sarah	Furnival	1	SK	
Sully	Auditor	Susan	Lamb	1	AL	
Sully	Deputy Auditor	Rory	Mennenger	1	AL	
Todd/Tripp	Auditor	Barb	DeSersa	1	TA	
Todd/Tripp	Deputy Auditor	Heather	Schroeder	1	TA	
Todd/Tripp	Deputy Auditor	Terri	Fisher	1	TA	
Turner	Auditor	Sheila	Hagemann	1	SA	Will print their own
Union		Jackie	Sieverding	1	JS	
Union		Lori	Boulware	1	JS	J
Union						Possibly one more
Walworth	Auditor	Rebecca	Krein	0		not attending
Walworth	Deputy Auditor	Eva	Cagnones	1		EC
Yankton	Auditor	Patty	Hojem	1		PA
Ziebach	Deputy Auditor	Stacee	Lemke	1	Could not attend	Might be on bedrest
Total				105		

SOS Staff
Speakers

SOS Staff
Shantel Krebs - Thursday only
Kea Warne
Christine Lehrkamp

Rachel Soulek
Kristin Gabriel
Jason Williams - no meals

Speakers
Doug Sunde, SeaChange
Shelly Angen, SeaChange

both days
not able to attend

Wednesday number 116
Thursday Number 119

Please initial by your name
if you are present!