



MEMORANDUM
Martin Luther King Center

To: Thomas Thomas, City Manager
Date: March 6, 2012
Subject: Martin Luther King Center Expansion Project – Audio/Visual Banquet Room
Payment #1

Reference Audio/Visual is due a deposit for Audio/Visual equipment for the Ida Robinson Banquet Room as a part of the expansion/renovation project.

The total amount due is \$10,161.00.

RECOMMENDATION:

It is recommended that the City Council approve payment to Reference in the amount of \$10,161.00.

Vendor: Reference Audio/Visual

Payment Amount: \$10,161.00

Accounts Chargeable: 212-356941-56202-2597-000

Fund :	212 (MLK Facility Improvement)
Dept/Cost Center:	356941 (MLK Administration)
Object Code:	56202 (Buildings-Expansion)
Project:	2597(MLK Expansion)
Grant:	000

Requisition #:

Purchase Order#:

SUBMITTED BY: Gerald Jones, Martin Luther King Jr. Center Executive Director

APPROVED: Thomas Thomas, City Manager