



PURCHASE AUTHORIZATION FORM

[Clear Form](#)

Purchases up to \$1500 require Supervisor approval. Purchases over \$1500 require approval from a Coordinator or Director.

- When applicable signatures are obtained, send completed form to Purchasing. Incomplete forms cannot be processed.
- Once approved and signed by Fiscal and/or Grants, Program should send to individual responsible to purchase (HSSS, etc)
- If a P-Card transaction is declined, the card holder should contact the bank or Global Card Access directly for rejection details.

Date **1/22/2026**

☒ Purchase is NOT related to a case.

Case Name

Case Number

Reason for purchase (DV, reunification, why is purchase needed, how does purchase benefit child/family/client/agency?)

Core program books for groups held in Crossroads programs.

50% Men's

50% Women's and Women & Children's

TYPE OF REQUEST

☐

Reimbursement

☐

Petty Cash

☐

P-CARD

☒

Vendor Payment by Check/ACH

Name and Address of Payee

Change Companies Inc
PO Box 201577
Dallas, TX 75320-1577

Hold check in Bookkeeping or mail to recipient?

Hold ☐

Mail ☐

**Fiscal approval required prior to any
Grant related purchases.**

If no other funding source is available: ☐ Cancel Request or ☐ Charge to Unit Funds

Description of Request	Price Each	Quantity	Amount
MEE Series and Life Skills Series Books	\$ 12,707.00	1	\$ 12,707.00
TOTAL			\$ 12,707.00

Overages of 10%, not to exceed \$10.00, are allowable without additional approval

Requested by: **Raelene Meaker** Digitally signed by Raelene Meaker
Date: 2026.01.22 10:35:02 -08'00'

Supervisor Approval: _____

Coordinator/Director Approval (if applicable): **Frankie D. Lemus** Digitally signed by Frankie D. Lemus
Date: 2026.01.23 12:43:57 -08'00'

**Grant approvals are valid for 7
days before re-approval is needed.**

Fiscal Team Use Only

Cost Center/IO	G/L	Amount
223220	710312	\$ 6,353.50
223240	710312	\$ 6,353.50
TOTAL		\$ 12,707.00

Inventory/ Barcode Required: Yes ☐ No ☐

Fiscal Reviewer: **Gayle Erickson** Digitally signed by Gayle Erickson
Date: 2026.02.04 12:35:33 -08'00'

PAR Form Revised December 2023

**Terms: 30 Days Net****Invoice # 256166**Invoice Date: **1/22/2026** Account # **41129** P.O.#**Billing**Attn: Accounts Payable
HSA Crossroads - Washoe County
350 S Center St
Reno, NV 89501 US**Shipping**Frankie Lemus - Behavioral Health Programs Coordinator
HSA Crossroads
350 S Center St
Reno, NV 89501 US

Product #	Product Name	Qty	Price / Unit	Total
	Courage to Change - Full Set			
USC	Complete Set-Courage to Change Series (<i>discount of \$10.60/set</i>)	300	\$29.50	\$8,850.00
USFC	Complete Set Facilitator Guides	1	\$218.00	\$218.00
-				
ESJ	Eat Smart	300	\$3.42	\$1,026.00
ES	Employment Skills	300	\$4.50	\$1,350.00
LL	Lessons Learned	110	\$3.30	\$363.00
TCF	Taking Charge of my Finances	400	\$2.25	\$900.00
-				

For Pickup in Carson City
*Discount of \$3,544 included in order total***30 Days Net****We accept MasterCard, Visa, and American Express**

Fed ID # 87-2615599 DUNS #: 118344325

Subtotal	\$12,707.00
Tax	\$0.00
Shipping	\$0.00
Total	\$12,707.00

Amount Due \$12,707.00Change Companies Inc. 5055 Metric Way Ste 101, Carson City, NV 89706
For Check Remittance only use P.O. Box 201577, Dallas, TX 75320-1577
Contact@changecompanies.net • 888-889-8866**Date Due: 02/21/2026**

From: [Mann, Pamela](#)
To: [Erickson, Gayle J.](#); [HSA – Fund 223](#)
Subject: Fw: The Change Companies: Invoice# 256166
Date: Wednesday, February 4, 2026 10:28:25 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)
[1-22-26 Change Company \\$11952.70 PAR FDL 1 23 26.pdf](#)
[1-22-26 Change Company \\$12707.00 PAR FDL 1 23 26.pdf](#)
[FW The Change Companies Invoice# 256166.msg](#)
[FW The Change Companies Invoice# 256165.msg](#)
[Invoice 256166.pdf](#)
[Invoice 256165.pdf](#)
Importance: High

Approved to process and order.

Thanks.

Pam

Pamela Mann, MBA, CPSM, CPP
Director of Finance & Administration
Washoe County Human Services Agency
PMann@WashoeCounty.gov
Phone: 775.685.6698
350 S. Center Street, Reno, NV 89501
Serving Children, Adults and Seniors in Need
Office Hours Tues-Fri 0630am-430pm
My supervisor is Ryan Gustafson rgustafson@washoecounty.gov

From: Erickson, Gayle J. <GErickson@washoecounty.gov>
Sent: Monday, January 26, 2026 7:58 AM
To: Mann, Pamela <pmann@washoecounty.gov>
Cc: HSA – Fund 223 <HSA-Fund223@washoecounty.gov>
Subject: FW: The Change Companies: Invoice# 256166

Good morning, Pam,

In keeping with our internal PAR policy, I am forwarding these two CrossRoads PARs and associated invoices to you for the Finance and Administration Program Director approval. Cara has approved the purchased in her email below.

Thank you,



Gayle Erickson, MBA

Management Analyst | Administrative Division

Washoe County Human Services Agency

gerickson@washoecounty.gov | Phone 775.799.0587 | Fax: 775.785.5640

350 S. Center Street, Reno, NV 89501

Supervisor: Laurie Gleason, Fiscal Cost Allocation Officer

lgleason@washoecounty.gov 775.221.5107



Serving Children, Adults and Seniors

From: Paoli, Cara <CPaoli@washoecounty.gov>

Sent: Friday, January 23, 2026 3:49 PM

To: Erickson, Gayle J. <GErickson@washoecounty.gov>

Cc: HSA – Fund 223 <HSA-Fund223@washoecounty.gov>; Lemus, Frankie <FLemus@washoecounty.gov>

Subject: RE: The Change Companies: Invoice# 256166

Hi – A logistics issue – Frankie signed already so no where for me to sign. I do approve these purchases.

From: Erickson, Gayle J. <GErickson@washoecounty.gov>

Sent: Friday, January 23, 2026 2:45 PM

To: Paoli, Cara <CPaoli@washoecounty.gov>

Cc: HSA – Fund 223 <HSA-Fund223@washoecounty.gov>

Subject: FW: The Change Companies: Invoice# 256166

Good afternoon, Cara!

Please see the two attached CrossRoads PARs and invoices for your review and signature if approved.

Thank you,



Gayle Erickson, MBA

Management Analyst | Administrative Division

Washoe County Human Services Agency

gerickson@washoecounty.gov | Phone 775.799.0587 | Fax: 775.785.5640

350 S. Center Street, Reno, NV 89501



Supervisor: Laurie Gleason, Fiscal Cost Allocation Officer

lgleason@washoecounty.gov 775.221.5107



Serving Children, Adults and Seniors

From: Lemus, Frankie <FLemus@washoecounty.gov>

Sent: Friday, January 23, 2026 12:47 PM

To: Erickson, Gayle J. <GErickson@washoecounty.gov>; HSA-BookkeepingMain <HSA-BookkeepingMain@washoecounty.gov>

Cc: HSA – Fund 223 <HSA-Fund223@washoecounty.gov>

Subject: Re: The Change Companies: Invoice# 256166

Here they are



Frankie D. Lemus, MA, MFT

Behavioral Health Programs Coordinator | Human Services Agency

flemus@washoecounty.gov | Cell: 775-379-4729

350 S. Center Street, Reno, NV 89501



Serving Children, Adults and Seniors

From: Lemus, Frankie <FLemus@washoecounty.gov>

Sent: Thursday, January 22, 2026 10:56 AM

To: Erickson, Gayle J. <GErickson@washoecounty.gov>; HSA-BookkeepingMain <HSA-BookkeepingMain@washoecounty.gov>

Cc: HSA – Fund 223 <HSA-Fund223@washoecounty.gov>

Subject: Re: The Change Companies: Invoice# 256166

Same with this one.....



Frankie D. Lemus, MA, MFT

Behavioral Health Programs Coordinator | Human Services Agency

flemus@washoecounty.gov | Cell: 775-379-4729

350 S. Center Street, Reno, NV 89501



Serving Children, Adults and Seniors

From: Erickson, Gayle J. <GErickson@washoecounty.gov>
Sent: Thursday, January 22, 2026 10:54 AM
To: HSA-BookkeepingMain <HSA-BookkeepingMain@washoecounty.gov>
Cc: HSA – Fund 223 <HSA-Fund223@washoecounty.gov>; Lemus, Frankie <FLemus@washoecounty.gov>
Subject: RE: The Change Companies: Invoice# 256166

Good morning,

Program will need to provide a PAR outlining how much of the invoice is to be allocated to each of the associated CrossRoads programs before the invoice can be processed.

Thank you,



Gayle Erickson, MBA
Management Analyst | Administrative Division
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Cc: HSA-BookkeepingMain <HSA-BookkeepingMain@washoecounty.gov>
Subject: FW: The Change Companies: Invoice# 256166

Good morning Fund 223 Team,

Please see attached invoice for your review and approval.

Please let us know how to proceed.

Thank you,

Melissa Patetta
Account Clerk II | Human Services Agency



mpatetta@washoecounty.gov | Office: 775.337.4511

HSA-Bookkeeping@washoecounty.gov | Bookkeeping: 775.337.4444

350 S. Center St., Reno, NV 89501

Supervisor: Shelby Sato, 775.337.4560

Working hours: Mon & Wed 7:30am -5pm; Tuesday 6am-10am

Thurs & Fri 7am-4:30pm



Serving Children, Adults and Seniors

From: Kerena Monroig <kerenam@changecompanies.net>

Sent: Thursday, January 22, 2026 9:45 AM

To: HSA - Bookkeeping <HSA-Bookkeeping@washoecounty.gov>

Cc: Lemus, Frankie <FLemus@washoecounty.gov>

Subject: The Change Companies: Invoice# 256166

This Message Is From an External Sender

This message came from outside of Washoe County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.

[Report Suspicious](#)

Good Afternoon,

Attached is a copy of your invoice. Your order will process today.

Please contact me if you have questions regarding this attachment.

Thank you for your order. We appreciate your business.

Best,

Our Check Remittance Address has changed! Please remit checks to:

The Change Companies Inc

PO Box 201577

Dallas, TX 75320-1577

Kerena Monroig

Account Services Specialist

The **Change** Companies

www.changecompanies.net

Office (888) 889-8866 | Fax (775) 885-0643

Follow us! [Facebook](#) | [Twitter](#)

From: [Paoli, Cara](#)
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Cc: [HSA – Fund 223](#); [Lemus, Frankie](#)
Subject: RE: The Change Companies: Invoice# 256166
Date: Friday, January 23, 2026 3:49:15 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
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[image006.png](#)
[image007.png](#)
[image008.png](#)
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[image011.png](#)
[image012.png](#)
[image013.png](#)

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Dallas, TX 75320-1577

Kerena Monroig

Account Services Specialist

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