



# Dane County Community Restorative Court

REPAIR HARM REDUCE RISK REBUILD COMMUNITY



## MEMO

TO: Dane County Personnel & Finance Committee

FROM: Jacqueline Hammond, Program Leader, Community Restorative Court

DATE: 12/03/2021

RE: Request for Exception for Reimbursement (Employee Expense Claims outside 60 days)

This is a request for reimbursement of \$391.76. A detailed receipt from Walmart documents the items purchased on my personal credit card on 08/01/2021. I understand I will not be reimbursed for the amount I was charged for tax on the receipt, and I am not requesting reimbursement for that portion of the payment, which was charged, to my personal credit card that day.

All of the items were purchased for a respondent (KH) I have been working with in Community Restorative Court. After being homeless during his high school years, and then moving to Madison to attend the University of Wisconsin, he secured a furnished apartment for his sophomore year. When he returned to Madison on 08/01/2021, he had only his clothing and personal items. We went to Walmart together to purchase items for his kitchen, bedroom, and bathroom.

At the register, the Walmart cashier had said they could perform a tax-exempt purchase, but when I presented my Dane County P-card, they were unable to perform the tax exemption. Instead of dealing with this issue with my P-card being charged tax, I purchased the items on my card. I then submitted my receipt to Dave Marshall with Community Programs, but by the time I did that it was too late for the 60-day window reimbursement and he directed me to complete a memo, along with the exemption form to be submitted to your committee.

I apologize for my oversight in meeting the timeline to submit reimbursement. As you may be aware, the Community Restorative Court program has had an unfilled vacancy for over a year since Ron Johnson's retirement in November 2020. I have tried to prioritize the needs of our respondents, victims and stakeholders in my work, and admit I missed the deadline for submitting this receipt for my personal reimbursement. I will be more cognizant of these timelines moving forward.

Respectfully submitted

Jackie Hammond