

**PORT OF PORT ANGELES
GENERAL FUND – LETTER OF TRANSMITTAL
VOUCHER APPROVAL**

We, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due, and unpaid obligation against the Port of Port Angeles, and that we are authorized to authenticate and certify to said claim.

This process is in compliance with the applicable RCWs and the State Auditor's Budget Accounting and Reporting System (BARS) requirements. Further, the Port maintains effective internal controls to ensure that all disbursements are valid obligations authorized in accordance with the Delegation of Authority Policy.

SUMMARY TRANSMITTAL January 7, 2026 – January 21, 2026

CERTIFICATION

Accounts Payable

	Begin	End	
For General Expenses and Construction	Check #	Check #	
Accts Payable Checks (computer)	420070	420013	\$ 121,051.53
Voided/Zero Payable			
Accts Payable ACH	006793	006826	\$ 133,829.37
VOIDED/ZERO PAYABLE ACH			\$ -
Wire Transfer - Expenses			\$ 824.39
Wire Transfer - Excise Tax			\$ -
Wire Transfer - Leasehold Tax			\$ -
Total General Expenses and Construction			\$ 255,705.29

Payroll

Employee Payroll Checks PPD (Direct Deposit)	006729	006792	\$ 123,963.16
Voided Payroll Check	006756, 006770, 006782		\$ -
Wire Transfer - (Payroll Taxes, Retirement, Deferred Comp, L&I, PFML)			\$ 56,566.34
Total Payroll			\$ 180,529.50
Total General Exp & Payroll			\$ 436,234.79

I, the Port Auditor or Deputy Auditor, do hereby clarify that the claims listed above are true and valid obligations and that appropriate and effective internal controls are in place to ensure that the outstanding obligations have been processed in accordance with the Port of Port Angeles procurement/payment policies and delegation of authority.

Auditor / Deputy Auditor

Commissioner, Connie Beauvais

Commissioner, Steven D. Burke

Commissioner, Colleen McAleer

* Detail is available upon request to Jennifer Baker, Director of Finance & Administration: jenniferb@portofpa.com