

Ms. Cari James
April 19, 2018
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- 2) **The City of Lathrop is to update their written procurement manual detailing all policies and procedures for expenditures and reimbursements requirements.**
- 3) **The Division of Rail and Mass Transportation staff member will perform a City site visit to review the new updates to the procurement manual and the accounting/financial database to make sure the records are in-compliance. Please make arrangements with staff before June 30, 2018, and/or before the reimbursement.**

We appreciate the City's cooperation and coordination during this process. In order to coordinate the site visit, please contact Carlos Ruiz, Branch Chief, at (916) 654-3894 or via email sent to carlos.ruiz@dot.ca.gov.

Sincerely,

ORIGINAL SIGNED BY:

DARA WHEELER, Chief
Division of Rail and Mass Transportation

- c: Vanessa Portillo, Deputy Finance Director, City of Lathrop
Coco Briseño, Deputy Director, Planning and Modal Programs, Caltrans
Alice M. Lee, Division Chief, External Audits, Caltrans
Elena Guerrero, Acting Audit Manager, Audits and Investigations
Angel Pyle, Staff Services Manager III, Division of Rail and Mass Transportation, Caltrans
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