

GOOD TIDES



KAYAKING

DATE 08/15/2025

INSTRUCTIONS

Check, Cash or PayPal accepted

Thank you for your business!

From: [Kaysie Stewart](#)
To: [Marilyn Miller](#); [Bryan Frazier](#)
Cc: [Ashley Robinette](#); [Susan Serrano](#); [Natasha Stulberg](#); [Mindy Burch](#); [Dana Cleere](#); [Phyllis Strong](#)
Subject: PIR - Kayak Symposium
Date: Tuesday, October 28, 2025 10:16:00 AM
Attachments: [2025ACA Liability Insurance Policy.pdf](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[Brazoria County Vendor Data Sheet Vitak Good Tides Kayaking.pdf](#)
[W9 GoodTidesKayaking Vitak.pdf](#)
[image005.png](#)
[Brazoria County TX Invoice.docx](#)
[image002.png](#)

Good morning,

Thank you for sharing the invoice. I agree that this is a FY25 invoice. However, we did not receive this in a timely enough manner to place this in the correct year.

I noted the invoice is dated 8/15/25. This should have been submitted to our office back in August. That would have eliminated the timing issue, and we could have allocated funding to pay the invoice if more funds had been needed. When billing and timing are managed independently, it limits our ability to manage the payment of bills effectively and efficiently. Our office is happy to handle the appropriate accounting treatment to ensure everything is recorded correctly and/or allocate funding as needed.

As an additional note, obtaining goods or services from a non-county vendor puts the county at risk. By law, there are certain requirements that vendors must have and certain procedures that have to be followed. Please take note of this and observe this process going forward. You can always reach out to either Purchasing or Auditing and we can guide you through the proper steps.

I will draft the court order for a PO after the fact for the November 18 Court. This will then follow the PIR #3 procedure from Susan's email dated Sept 30:

PIR Req Coding procedure #3, for FY26 reqs, with ONL and BKT origins, created to cover FY25 invoices in which you do not have an FY25 PO and the req is created after 10-13-25.

- If this occurs, before entering a req, you must first email Susan Serrano and Kaysie Stewart, sharing your invoice issue.
- They will review your email and decide if the invoice will be presented to court for approval to pay after the fact, without a prior PO.
- If applicable, Auditing will enter a court order.
- Once the court order is approved, the department would enter a PIR coded req, attaching the approved court order document and all additional backup to the req for Purchasing to process.
- The initials PIR must be entered into the "Requisition Name" field on your Req.
- The reqs meeting the criteria for procedure #3 will be turned into an FY26 PO and come from your FY26 budget.
- When processing procedure #3 PIR reqs:

This type of PIR req will be built into an FY26 PO and processed like a regular PO. You will not need to change the budget date, process as normal.

- Enter language at the top of your header comment showing: PAYMENT IN ARREARS FOR FY25, APPROVED BY COMMISSIONERS' COURT ON _____, COURT ORDER NO. _____ (+ add the title of the court order)

Let me know if you have questions and please don't hesitate to reach out in the future. We are happy to assist however we can.



From: Marilyn Miller <MarilynM@brazoriacountytx.gov>
Sent: Monday, October 27, 2025 4:39 PM
To: Kaysie Stewart <KaysieS@brazoriacountytx.gov>; Susan Serrano <SSerrano@brazoriacountytx.gov>
Cc: Bryan Frazier <BryanF@brazoriacountytx.gov>; Ashley Robinette <AshleyR@brazoriacountytx.gov>
Subject: RE: PIR - Kayak Symposium

Hello,

Good Tides Kayaking or Jake Vitak has not been added as a vendor. I have attached the new vendor forms and COI.

Thank you,

Marilyn Miller | *Office and Operations Manager*
Brazoria County Parks

41871 SH 288

Angleton, TX 77515

P: 979-864-1044 | F: 979-849-2693

www.brazoriacountyparks.org



From: Kaysie Stewart <KaysieS@brazoriacountytx.gov>
Sent: Monday, October 27, 2025 4:31 PM
To: Marilyn Miller <MarilynM@brazoriacountytx.gov>; Susan Serrano <sserrano@brazoriacountytx.gov>
Cc: Bryan Frazier <BryanF@brazoriacountytx.gov>; Ashley Robinette <AshleyR@brazoriacountytx.gov>
Subject: RE: PIR - Kayak Symposium

Marilyn,

I do not see that a vendor is set up in Peoplesoft for either Good Tides Kayaking or Jake Vitak. Is there another vendor I should be searching for?

If the vendor happens to not be set up, then that means there is not a FY25 PO, and this invoice would need to follow PIR Procedure #3.

Please let me know regarding the vendor question so that I know how to proceed.



From: Marilyn Miller <MarilynM@brazoriacountytx.gov>
Sent: Monday, October 27, 2025 3:48 PM
To: Susan Serrano <sserrano@brazoriacountytx.gov>; Kaysie Stewart <KaysieS@brazoriacountytx.gov>
Cc: Bryan Frazier <BryanF@brazoriacountytx.gov>; Ashley Robinette <AshleyR@brazoriacountytx.gov>
Subject: PIR - Kayak Symposium
Importance: High

Hello,

Seeking approval to submit a PIR request to the court to use FY25 funding to pay for the kayak instructors that facilitated the Kayak Symposium hosted at SLP from Sept. 26-28th.

The reason this invoice did not get paid at the end of FY25 is because we were concerned about the remaining budget we had left at the time. The deadline to enter FY25 reqs was Sept. 1st. The invoice

was sent to us on 8/18/2025 during the time we were reducing blankets to cover other expenses and we did not know if we were keeping the grant match money or spending it.

Parks FY26 budget for Public Outreach/Public Education is \$200, it is not enough to cover the invoice.

Thank you,

Marilyn Miller | *Office and Operations Manager*
Brazoria County Parks

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Angleton, TX 77515

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