

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Wednesday, August 1, 2018 10:02 AM
To: Khan, Perveen FIN:EX
Subject: RE: FY18 - Prem Accountable Advance confirmation

Hi Perveen,

Apologies for this – I've just found out that s.22 in our office also has a \$5k pacific leaders scholarship that ends in December 2018.

Thanks so much!

Alison

From: Massy, Michelle E PREM:EX
Sent: Wednesday, July 25, 2018 3:19 PM
To: Khan, Perveen FIN:EX; Wensink, Alison PREM:EX
Subject: RE: FY18 - Prem Accountable Advance confirmation

Hi Perveen – will do thank you (it runs until June of next year)

From: Khan, Perveen FIN:EX
Sent: Wednesday, July 25, 2018 2:49 PM
To: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>
Subject: RE: FY18 - Prem Accountable Advance confirmation

HI

The employee has to provide proof that they passed the course once they complete the course otherwise they have to pay the advance back. For now I will record the \$5K as an education advance. Please let us know when she has completed the course

Thank you

From: Wensink, Alison PREM:EX
Sent: Wednesday, July 25, 2018 12:17 PM
To: Massy, Michelle E PREM:EX
Cc: Khan, Perveen FIN:EX
Subject: FW: FY18 - Prem Accountable Advance confirmation

Hi Michelle,

Are you able to answer Perveen's questions regarding s.22 scholarship?

Thanks so much!

Alison

From: Khan, Perveen FIN:EX
Sent: Wednesday, July 25, 2018 12:15 PM
To: Wensink, Alison PREM:EX
Subject: RE: FY18 - Prem Accountable Advance confirmation

Nice to get a scholarship. I am wondering if this falls under Education advance. Does she have to pay it back if she does not complete the course?

Did she win a scholarship or she applied for one

From: Wensink, Alison PREM:EX
Sent: Wednesday, July 25, 2018 12:05 PM
To: Khan, Perveen FIN:EX
Subject: RE: FY18 - Prem Accountable Advance confirmation

In that case the only advance Cab Ops has is that s.22 has been awarded a scholarship through pacific leaders for 2018/2019 (\$5000 for the year)

From: Khan, Perveen FIN:EX
Sent: Wednesday, July 25, 2018 12:03 PM
To: Wensink, Alison PREM:EX
Subject: RE: FY18 - Prem Accountable Advance confirmation

Hi Alison

Yes they are

From: Wensink, Alison PREM:EX
Sent: Wednesday, July 25, 2018 11:58 AM
To: Khan, Perveen FIN:EX
Subject: RE: FY18 - Prem Accountable Advance confirmation

Hi Perveen – are pacific leaders scholarships considered an advance?

From: Khan, Perveen FIN:EX
Sent: Wednesday, July 25, 2018 11:49 AM
To: Wensink, Alison PREM:EX
Subject: RE: FY18 - Prem Accountable Advance confirmation

Thanks Alison.

Is this for all of Prem?

From: Wensink, Alison PREM:EX
Sent: Wednesday, July 25, 2018 11:36 AM
To: Khan, Perveen FIN:EX
Subject: RE: FY18 - Prem Accountable Advance confirmation

Hi Perveen,

Thanks so much for clarifying! Our office does not have this type of advance either.

Thanks!

Alison

From: Khan, Perveen FIN:EX
Sent: Wednesday, July 25, 2018 11:34 AM
To: Wensink, Alison PREM:EX
Subject: RE: FY18 - Prem Accountable Advance confirmation

Hi Alison

It's when you have a business trip and you have to borrow money from work to go, and then submit a travel claim when you're back to clear the advance
similar to petty cash but not for purchases, used for travel

From: Wensink, Alison PREM:EX
Sent: Wednesday, July 25, 2018 10:45 AM
To: Khan, Perveen FIN:EX
Subject: RE: FY18 - Prem Accountable Advance confirmation

Hi Perveen,

Would you be able to confirm what a travel advance is? I know that our office does not have a petty cash float.

Thanks so much,

Alison

From: Khan, Perveen FIN:EX
Sent: Tuesday, July 24, 2018 3:06 PM
To: Wensink, Alison PREM:EX
Subject: FY18 - Prem Accountable Advance confirmation
Importance: High

Hello

As part of our regular reconciliation process to ensure Ministry financial records are correct, please provide a **list of all accountable advances** (i.e. petty cash float, education or travel advance). Please e-mail me your information and, if known, any possible reason for the difference (e.g. you have repaid or transferred the advance) **by August 13th, 2018.**

Please do not hesitate to contact me by e-mail at Perveen.khan@gov.bc.ca or by phone 250-208-0540 if you have any questions or concerns. Thank you for your assistance and attention to this matter.

Cheers

Perveen Khan

CSD – CFFS

Serving the Ministries of Finance, Office of the Premier and Other Entities

Phone 250-208-0540

E-mail: Perveen.Khan@gov.bc.ca

Website: <http://qwww.fin.gov.bc.ca>

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Wednesday, August 1, 2018 9:31 AM
To: Miller, Amy PREM:EX
Subject: FW: Flight Itinerary. Thanks for choosing Harbour Air!

Here's your confirmation 😊

From: Harbour Air, Whistler Air & Saltspring Air [mailto:reservation@harbourair.com]
Sent: Wednesday, August 1, 2018 9:31 AM
To: Wensink, Alison PREM:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!

[Check Flight Status](#)[Manage Flight](#)[Deals & Specials](#)[High Flyer Rewards](#)[My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account

HAS #

s.17

Company

Office Of The Premier - Deputy Minister's Office

Booking #s.17

Thursday, August 2, 2018

Flight #2080

10:30 Victoria Harbour / Map

Invoice #s.17

Air Transportation Charges

Sked 200/300 : (St) GO Gold

\$219.97

11:05 Vancouver Harbour / M!

ap 

35 minutes

KK- Confirmed

1 Passenger(s) - GoGold

. Amy Miller, Female

[Add to Calendar](#)

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
+ Goods and Services Tax	\$11.52

Billing	\$230.48
Taxes	\$11.52
Grand Total	\$242.00

GoGold Fare Conditions:

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure (subject to difference in fare value)
Complimentary Select Seating
50% cancel fee for groups of 4+ if cancelled within 24 hrs departure

Guaranteed Baggage:

50 lbs. All routes

Standby Baggage:

50 lbs. on all routes
\$1/lb. over 50 lbs.

Booking #s.17

Thursday, August 2, 2018

Flight #223/Twin Otter

17:00 Vancouver Harbour / Map 

17:30 Victoria Harbour / Map 

30 minutes

KK- Confirmed

1 Passenger(s) - GoGold

. Amy Miller, Female

[Add to Calendar](#)

Invoice #s.17

Air Transportation Charges

Sked 200/300 : (St) GO Gold	\$219.97
-----------------------------	----------

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
+ Goods and Services Tax	\$11.52

Billing	\$230.48
Taxes	\$11.52
Grand Total	\$242.00

GoGold Fare Conditions:

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure (subject to difference in fare value)
Complimentary Select Seating
50% cancel fee for groups of 4+ if cancelled within 24 hrs departure

Guaranteed Baggage:

50 lbs. All routes

Standby Baggage:

50 lbs. on all routes
\$1/lb. over 50 lbs.

Booking Information

Domestic Flights

Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.

Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.

Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.

The maximum weight per single piece of luggage is 50 pounds.

Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.

Cancellations:

Please note that flights may experience delays or cancellations due to inclement weather.

Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)

Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.

Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.

Aircraft type specified at time of booking may be subject to change due to operational requirements and is subject to availability.

Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

International Flights

Check in time is 45 minutes prior to flight time. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 45 minutes prior to departure may be charged a no-show fee in the full amount of

their flight and have return flights cancelled.

Passport book required for all passengers including infants *Nexus, Enhanced Drivers Licenses and passport cards are not accepted at this border crossing.

Cancellations:

Please note that flights may experience delays or cancellations due to inclement weather.

Cancellations less than 24 hours result in a full forfeiture of the fare

Cancellations more than 24 hours prior to departure will remain as a flight credit for use within 18 months of the first cancellation date.

Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.

Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

Harbour Air Terminal Services is an authorized booking agent for Kenmore Air Harbor, Inc operated flights.

This means when Kenmore Air Harbor, Inc. operates the flight, the Customer's contract for air transportation services is between the Customer and Kenmore Air Harbor, Inc.. Kenmore Air Harbor, Inc. is the Operator and Supplier of the relevant air transportation services.

For an itemized receipt of all taxes and fees, the Customer should contact the Operating Carrier, Kenmore Air Harbor, Inc. at 1-866-435-9524.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

www.harbourair.com

First Time Flyer?

Get the 411 on everything you need to know for your very first Harbour Air flight!

GO!

"Share your Harbour Air experience with the world!"



Click here to write a review on TripAdvisor.com

 **tripadvisor**

YOUR TRAVEL EXPERIENCE. ELEVATED.



© 2013 . All rights reserved. Legal Notices. Privacy Policy.

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Friday, August 3, 2018 11:24 AM
To: 'Krista Bax'
Cc: Andrea Cunningham; Hendry, Jackie PREM:EX
Subject: RE: General Service Agreement for your signature
Attachments: Context Research Ltd. GSA and Appendices- Signed.pdf

Hello Krista,

Please find attached a signed copy of the General Service Agreement and Appendices.

Kind regards,

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

From: Krista Bax [mailto:kbax@contextresearch.ca]
Sent: Friday, August 3, 2018 8:38 AM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX; Andrea Cunningham
Subject: RE: General Service Agreement for your signature

Jackie – as requested,

thank you,
Krista

Krista Bax
COO, Context Research Ltd.
s.22

From: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Sent: Thursday, August 2, 2018 3:20 PM
To: Krista Bax <kbax@contextresearch.ca>
Cc: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>
Subject: General Service Agreement for your signature

Hi Krista,

Please see attached the General Service Agreement. Please sign on page 12 and return to me, with a cc to Alison Wensink.

Thank you,

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Friday, August 3, 2018 12:13 PM
To: CFFSHELP, FIN FIN:EX
Subject: Context Research Ltd. Contract
Attachments: Context Research Ltd. Contract Package.pdf

Hello,

Please autocreate the attached contract

C19PREM1516
EA: Jackie Hendry
Supplier: s.22

Please note this is a confidential contract and documents should not be attached in CAS

Please let me know if you need anything else!

Thank you so much,

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Wednesday, August 8, 2018 11:59 AM
To: CFFSHELP, FIN FIN:EX
Subject: Legislative Dining Room Invoice - July 26, 2018
Attachments: Legislative Dining Room Invoice - July 26, 2018.pdf

Hello,

Please pay the attached invoice.

Thank you so much!

*Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987*

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Wednesday, August 8, 2018 12:04 PM
To: Elliott, Genevieve IGRS:EX
Subject: FW: Office of the Premier - August 2018 Recurring Charges
Attachments: Office of the Premier - August 2018 Recurring Charges.pdf; Office of the Premier - August 2018 Agreement Charges Report.pdf

FYI

From: Marsh, Lori CITZ:EX
Sent: Thursday, August 2, 2018 10:28 AM
To: Hendry, Jackie PREM:EX; Manak, Nicky FIN:EX; Wensink, Alison PREM:EX
Subject: Office of the Premier - August 2018 Recurring Charges

Attached please find Statements for August 2018 Recurring Charges and the supporting Agreement Charges Report.

*Lori Marsh, Project Accountant
Financial Planning and Reporting
Ministry of Citizens' Services
Real Property Division*

W400 4000 Seymour Place, Victoria BC
Mailing Address: PO Box 9412 STN PROV GOVT V8W 9V1
Telephone: #778-698-4257 Fax: (205) 387-9651
E-mail: Lori.Marsh@gov.bc.ca

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Wednesday, August 8, 2018 12:12 PM
To: CFFSHELP, FIN FIN:EX
Subject: Howard Carter Lease - July
Attachments: Howard Carter Lease - July 2018.pdf

Hello,

Please pay the attached invoice.

Thanks so much!

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Thursday, August 9, 2018 10:08 AM
To: Miller, Amy PREM:EX
Subject: RE: computer

Sorry for the delay in getting back to you on this – I've ordered the docking station. It is being delivered to our office so I will let you know as soon as it's arrived.

Thanks!

Alison

From: Miller, Amy PREM:EX
Sent: Tuesday, August 7, 2018 1:43 PM
To: Wensink, Alison PREM:EX
Subject: RE: computer

Yes, I do and the identifier is s.15,s.17

From: Wensink, Alison PREM:EX
Sent: Tuesday, August 7, 2018 12:24 PM
To: Miller, Amy PREM:EX
Subject: RE: computer

Hi Amy – do you have a surface pro?

From: Miller, Amy PREM:EX
Sent: Tuesday, August 7, 2018 12:19 PM
To: Wensink, Alison PREM:EX
Subject: computer

Hi Allison,

Wanted to let you know that the computer has arrived, thank you. I also now realize that I need a docking station to use the extra monitor. Would it be possible to request one? Thanks again.

Amy

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Thursday, August 9, 2018 11:21 AM
To: Banister, Lori FIN:EX
Cc: Hendry, Jackie PREM:EX
Subject: RE: Donnie Wing GSA - correction to his contract name
Attachments: CCF08032018_00000.pdf

Hi Lori,

Yes he has already signed – attached here. Do we need to replace the Checklist and the DA form too?

Thanks!

Alison

From: Banister, Lori FIN:EX
Sent: Thursday, August 9, 2018 11:17 AM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Donnie Wing GSA - correction to his contract name

Hi Jackie and Alison,

Has Donnie Wing signed his contract yet? If he hasn't I would like to make a change to his name to indicate: **Donnie Wing dba Donnie Wing Consulting**. If he has, we can make the correction and replace the pages which reference his name... you can pass it back to me for the change and I can communicate it to Donnie Wing, if you would like.

We're still awaiting his Supplier No., and it will need to be entered to the cover page of the contract as well.

Thanks. Lori

Lori Banister
Procurement Specialist, CFFS
BC Ministry of Finance
778 698 3049
Lori.Banister@gov.bc.ca

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Thursday, August 9, 2018 11:35 AM
To: 'cathrynwilson@bcachievement.com'
Subject: Meeting with DM Okenge Yuma Morisho

Hello Cathryn,

I have been asked to connect with you regarding setting up a meeting between Deputy Minister Okenge Yuma Morisho and a few people from BCAF. I was advised that you were hoping for the meeting to take place in September sometime. Is there a time in September that works best, and were the BCAF staff planning on coming to Victoria?

Thanks so much for your help in setting this up!

Kind regards,

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Thursday, August 9, 2018 2:18 PM
To: Banister, Lori FIN:EX
Subject: RE: Donnie Wing GSA - correction to his contract name
Attachments: Donnie Wing Consulting DA Form LB July 27 2018.doc; Donnie Wing Consulting Checklist LB Aug 1 2018.doc

Hi Lori – here they are. Although they have both already been signed and dated by Jackie and Christine. Would I be able to just white out and change the name?

Thanks,

Alison

From: Banister, Lori FIN:EX
Sent: Thursday, August 9, 2018 1:32 PM
To: Wensink, Alison PREM:EX
Subject: RE: Donnie Wing GSA - correction to his contract name

Yes, we should – do you have Word files which you can send me? L

From: Wensink, Alison PREM:EX
Sent: Thursday, August 9, 2018 11:21 AM
To: Banister, Lori FIN:EX
Cc: Hendry, Jackie PREM:EX
Subject: RE: Donnie Wing GSA - correction to his contract name

Hi Lori,

Yes he has already signed – attached here. Do we need to replace the Checklist and the DA form too?

Thanks!

Alison

From: Banister, Lori FIN:EX
Sent: Thursday, August 9, 2018 11:17 AM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Donnie Wing GSA - correction to his contract name

Hi Jackie and Alison,

Has Donnie Wing signed his contract yet? If he hasn't I would like to make a change to his name to indicate: **Donnie Wing dba Donnie Wing Consulting**. If he has, we can make the correction and replace the pages which reference his name... you can pass it back to me for the change and I can communicate it to Donnie Wing, if you would like.

We're still awaiting his Supplier No., and it will need to be entered to the cover page of the contract as well.

Thanks. Lori

Lori Banister

Procurement Specialist, CFFS

BC Ministry of Finance

778 698 3049

Lori.Banister@gov.bc.ca

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Thursday, August 9, 2018 2:25 PM
To: Banister, Lori FIN:EX
Subject: RE: Donnie Wing GSA - correction to his contract name
Attachments: Donnie Wing DA and Checklist - Signed.pdf

Here they are

From: Banister, Lori FIN:EX
Sent: Thursday, August 9, 2018 2:21 PM
To: Wensink, Alison PREM:EX
Subject: FW: Donnie Wing GSA - correction to his contract name

Sorry, so you have the PDFs with signatures as well?

From: Wensink, Alison PREM:EX
Sent: Thursday, August 9, 2018 2:18 PM
To: Banister, Lori FIN:EX
Subject: RE: Donnie Wing GSA - correction to his contract name

Hi Lori – here they are. Although they have both already been signed and dated by Jackie and Christine. Would I be able to just white out and change the name?

Thanks,

Alison

From: Banister, Lori FIN:EX
Sent: Thursday, August 9, 2018 1:32 PM
To: Wensink, Alison PREM:EX
Subject: RE: Donnie Wing GSA - correction to his contract name

Yes, we should – do you have Word files which you can send me? L

From: Wensink, Alison PREM:EX
Sent: Thursday, August 9, 2018 11:21 AM
To: Banister, Lori FIN:EX
Cc: Hendry, Jackie PREM:EX
Subject: RE: Donnie Wing GSA - correction to his contract name

Hi Lori,

Yes he has already signed – attached here. Do we need to replace the Checklist and the DA form too?

Thanks!

Alison

From: Banister, Lori FIN:EX
Sent: Thursday, August 9, 2018 11:17 AM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Donnie Wing GSA - correction to his contract name

Hi Jackie and Alison,

Has Donnie Wing signed his contract yet? If he hasn't I would like to make a change to his name to indicate: **Donnie Wing dba Donnie Wing Consulting**. If he has, we can make the correction and replace the pages which reference his name... you can pass it back to me for the change and I can communicate it to Donnie Wing, if you would like.

We're still awaiting his Supplier No., and it will need to be entered to the cover page of the contract as well.

Thanks. Lori

Lori Banister
Procurement Specialist, CFFS
BC Ministry of Finance
778 698 3049
Lori.Banister@gov.bc.ca

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Monday, August 20, 2018 10:56 AM
To: 'DONNIE WING'
Cc: Hendry, Jackie PREM:EX
Subject: RE: Service Contract
Attachments: Donnie Wing General Service Agreement and Appendices - Signed.pdf

Hello Donnie,

Please find attached a signed copy of your General Service Agreement and appendices.

Kind regards,

Alison Wensink, Executive Administrative Coordinator Deputy Minister's Office | Office of the Premier Room 272 - West Annex, Parliament Buildings Victoria BC V8W 9E1
Phone: (250) 387-2987

-----Original Message-----

From: DONNIE WING [mailto:s.22]
Sent: Friday, August 3, 2018 12:14 PM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Service Contract

Hi Jackie, please see signed Service Agreement attached.

Thanks
Donnie

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Monday, August 20, 2018 11:53 AM
To: CFFSHELP, FIN FIN:EX
Subject: Auto Create: Donne Wing
Attachments: Donnie Wing Contract Package.pdf

Hello,

Please auto create the attached contract

C19PREM1517
EA: Jackie Hendry
Supplier: s.22

Please note this is a confidential contract and documents should not be attached in CAS

Please let me know if you need anything else!

Thank you so much,

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Monday, August 20, 2018 11:54 AM
To: Banister, Lori FIN:EX
Subject: RE: new copy FW: Donnie Wing GSA - correction to his contract name
Attachments: Donnie Wing Contract Package.pdf

Thanks Lori. Here is a completed signed package for your records.

Thanks,

Alison

From: Banister, Lori FIN:EX
Sent: Thursday, August 16, 2018 4:04 PM
To: Wensink, Alison PREM:EX
Subject: new copy FW: Donnie Wing GSA - correction to his contract name

Hi Alison,

I have the new Supplier No. for 'Donnie Wing dba Donnie Wing Consulting', and have entered it to the attached GSA, DA Form and Contract Checklist as well as the attached. (I've handwritten/initialled the correction to the DA and Checklist – could you ask **Jackie to initial the forms as well**, please?

Collect PREM's sig to the attached GSA.... However, if PREM signed copy already with the incorrect name in place, we can replace the signature page in the attached corrected copy (with Donnie Wing's sig) with a print of the fully signed page.

Sound good? Lori

From: Banister, Lori FIN:EX
Sent: August 9, 2018 2:32 PM
To: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>
Subject: RE: Donnie Wing GSA - correction to his contract name

Thanks. L

From: Wensink, Alison PREM:EX
Sent: Thursday, August 9, 2018 2:25 PM
To: Banister, Lori FIN:EX
Subject: RE: Donnie Wing GSA - correction to his contract name

Here they are

From: Banister, Lori FIN:EX
Sent: Thursday, August 9, 2018 2:21 PM
To: Wensink, Alison PREM:EX
Subject: FW: Donnie Wing GSA - correction to his contract name

Sorry, so you have the PDFs with signatures as well?

From: Wensink, Alison PREM:EX
Sent: Thursday, August 9, 2018 2:18 PM
To: Banister, Lori FIN:EX
Subject: RE: Donnie Wing GSA - correction to his contract name

Hi Lori – here they are. Although they have both already been signed and dated by Jackie and Christine. Would I be able to just white out and change the name?

Thanks,

Alison

From: Banister, Lori FIN:EX
Sent: Thursday, August 9, 2018 1:32 PM
To: Wensink, Alison PREM:EX
Subject: RE: Donnie Wing GSA - correction to his contract name

Yes, we should – do you have Word files which you can send me? L

From: Wensink, Alison PREM:EX
Sent: Thursday, August 9, 2018 11:21 AM
To: Banister, Lori FIN:EX
Cc: Hendry, Jackie PREM:EX
Subject: RE: Donnie Wing GSA - correction to his contract name

Hi Lori,

Yes he has already signed – attached here. Do we need to replace the Checklist and the DA form too?

Thanks!

Alison

From: Banister, Lori FIN:EX
Sent: Thursday, August 9, 2018 11:17 AM
To: Hendry, Jackie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Donnie Wing GSA - correction to his contract name

Hi Jackie and Alison,

Has Donnie Wing signed his contract yet? If he hasn't I would like to make a change to his name to indicate: **Donnie Wing dba Donnie Wing Consulting**. If he has, we can make the correction and replace the pages which reference his name... you can pass it back to me for the change and I can communicate it to Donnie Wing, if you would like.

We're still awaiting his Supplier No., and it will need to be entered to the cover page of the contract as well.

Thanks. Lori

Lori Banister
Procurement Specialist, CFFS

BC Ministry of Finance
778 698 3049
Lori.Banister@gov.bc.ca

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Monday, August 20, 2018 12:51 PM
To: Rainaldi, Mario CITZ:EX
Subject: RE: Business Card with Indigenous Name Added
Attachments: Stephanie Papik Business Card Requisition Form.pdf

Hi Mario,

Great, thanks so much. I've completed and attached the form here.

Please let me know if you need anything else.

Thank you,

Alison

From: Rainaldi, Mario CITZ:EX
Sent: Monday, August 20, 2018 10:41 AM
To: Wensink, Alison PREM:EX
Subject: RE: Business Card with Indigenous Name Added

Hi Alison,

Thank you for the order.

I will get a proof out to you shortly.

In the meantime, can you please fill out the requisition form attached and send it back to me for processing.

Talk to you soon,

Mario Rainaldi

Print Agent | Print Brokerage | Queen's Printer

Ph: 250 356-8674 | e: Mario.Rainaldi@gov.bc.ca | M: PO Box 9452, Stn Prov Govt, Victoria BC V8W 9V7

From: Wensink, Alison PREM:EX
Sent: Monday, August 20, 2018 9:43 AM
To: Rainaldi, Mario CITZ:EX
Subject: Business Card with Indigenous Name Added

Hello Mario,

I am looking to order more business cards for Stephanie Papik (I've attached a copy of her business card here). However she is looking to make one additional change, as she would like her indigenous name added below her English name. Another office has done this with her business cards as well, and I've attached a sample copy of her card.

Stephanie's indigenous name is s.22 and she would like this italicized on the line below her English name, the same as the sample.

Please let me know how I can go about ordering this.

Thank you so much for your help!

Alison Wensink, Executive Administrative Coordinator

Deputy Minister's Office | Office of the Premier

Room 272 - West Annex, Parliament Buildings

Victoria BC V8W 9E1

Phone: (250) 387-2987

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Tuesday, August 21, 2018 12:05 PM
To: Rainaldi, Mario CITZ:EX
Subject: RE: QP - Business Card - 33428579 - Proof

Hi Mario,

OK to print. Looks great, thanks so much!

Alison

From: Rainaldi, Mario CITZ:EX
Sent: Tuesday, August 21, 2018 12:01 PM
To: Wensink, Alison PREM:EX
Subject: FW: QP - Business Card - 33428579 - Proof

Hi Alison,

Please take a look at the proof and get back to me with one of the options below.

PDF Proof -

Check for spelling, punctuation and spacing. Also be sure that all art & graphics etc. are correct.

Your return approval will signify you are taking full responsibility for this copy as it appears in this PDF File and not the sample that you provided as many changes may occur along the way.

pick one of these proofing options:

OK TO PRINT

OK TO PRINT WITH CHANGES

REVISE AND PROVIDE ANOTHER PROOF

Thanks

Mario Rainaldi

Queen's Printer

Print Brokerage

Phone: (250) 356-8674; Fax: (250) 356-7380

E-mail: Mario.Rainaldi@gov.bc.ca

Visit us online at: www.pss.gov.bc.ca/qp

From: Graphics [<mailto:graphics@rolexplastics.com>]
Sent: Tuesday, August 21, 2018 11:36 AM
To: Rainaldi, Mario CITZ:EX
Cc: Cora Rempel
Subject: QP - Business Card - 33428579 - Proof

--

Hello Mario,

Thank you for your order and we appreciate your business.

I have attached your proof for review and approval prior to printing.

Please read and review carefully and check for spacing, punctuation & correctness of spelling.

With your return approval ASAP, we will proceed with the production exactly as it appears in the attached PDF File.

Please do not hesitate to call or email me if you have any questions. Thank you!

Please pick one of these proofing options:

☐ *OK TO PRINT*

☐ *OK TO PRINT WITH CHANGES*

☐ *REVISE AND PROVIDE ANOTHER PROOF*

Kind regards,

Jim

--

Jim Poole

Graphics Department
Creative & Prepress Artist

graphics@rolexplastics.com

Tel: 250.478.5554

Toll Free: 888.478.5553

Fax: 250.478.5506

#2 - 2745 Bridge Street
Victoria, BC V8T 4T1

PLASTICS - PAPER - VINYL

Logo-Branded Custom Products: Binders . Office Forms & Stationery . Marketing & Lawn Signs . Hotel & Restaurant Menu Covers . Insurance & Auto Dealership Vinyl Wallets . Post Cards . Brochures . Door Hangers

Error! Filename not specified.

A PASSION FOR YOUR BUSINESS SINCE 1972.