



Galveston County Request for Early Release of Check

Why do you need
the early release?

Metropolitan Life Insurance July & August SAP Billing needs to be paid immediately.

Early Release Date
Needed

10/30/2024

Check Amount \$ \$99,258.87

Vendor Name

Metropolitan Life Insurance

Requested by
(Employee)

Donna L. Green
(print name)

5427
(Ext.)

Donna L. Green
(signed)

Approved by
(Department
Head)

R. Rice
(print name)

(Ext.)

R. Rice
(signed)

Department Name

County Auditor

Disposition

☒ Mail

☐

Pickup

Overnight

Approved by
County Auditor

Shirley
(signed)

10-30-24
(date)

Approved by
County Judge

Mark Henry
(signed)

10/30/24
(date)

**** It is mandatory that you HAND DELIVER the request to the County Auditor for approval, then HAND DELIVER the request to the County Judge for approval to process the request. The form must have all original signatures; all blanks must be completed before request will be processed. You will also need backup documentation when making the request. (i.e., purchase order or affidavit, invoice copy, receipts, etc.) Please return the signed request to the Auditor's Office after approval by the County Judge. The release of funds will be from the County Clerk's Office - Treasury Division.**

Check No: AP00476546

Check Date: 10/30/2024

Release Date: 10/30/2024

	July MetLife	August MetLife
	\$ 93,177.00	\$ 94,062.35
Total:		187,239.35
Ck: 12419 pmts rec'd		(22,061.61)
Ck: 12424 pmts rec'd		(16.41)
Total Due:		165,161.33
Ck: 12388 ready to be sent		(21,992.24)
Ck: 12396 ready to be sent		(21,931.81)
Ck: 12403 ready to be sent		(21,978.41)
Check payable to MetLife		\$ 99,258.87

6123-155023-5491737	Basic Life/Personal AD&D	July'24 Metlife	42,231.09
6123-155023-5491737	Basic Life/Personal AD&D	Aug'24 Metlife	42,792.81
6123-155023-5491737	Retiree Basic Life	July'24 Metlife	2,520.05
6123-155023-5491737	Retiree Basic Life	Aug'24 Metlife	2,520.05
7601-000000-2312200	Long Term Disab	July'24 Metlife	2,487.24
7601-000000-2312200	Long Term Disab	Aug'24 Metlife	2,697.18
7601-000000-2302367	Short Term Disab	July'24 Metlife	1,691.71
7601-000000-2302367	Short Term Disab	Aug'24 Metlife	1,687.51
7601-000000-2302369	Vol Spouse Trm Life Ins	July'24 Metlife	322.86
7601-000000-2302369	Vol Spouse Trm Life Ins	Aug'24 Metlife	308.37
			99,258.87

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SAP Billing

Customer Name:	County of Galveston	
Customer Number:	0259340	
Billing Month & Year:	July	2024

Experience Number	Billing Branch	Product	Coverage Abbreviation	Lives	Premiums	Coverage Volume
0259340	000001	BASIC LIFE	BSCLCP	1211	\$37,404.68	241,320,524.00
0259340	000001	PERSONAL AD&D	PADDCP	1211	\$4,826.41	241,320,524.00
0259340	000001	DEPENDENT LIFE	DEPL	139	\$2,406.48	7,898,750.00
0259340	000001	LONG TERM DISABILITY	LTD	1180	\$26,649.65	6,029,333.08
0259340	000002	SHORT TERM DISABILITY	STDREG	428	\$19,369.73	491,058.40
0259340	000002	RETIREE BASIC LIFE	BSCLCP	130	\$2,520.05	650,000.00
GRAND TOTAL:					\$93,177.00	

Please email the bill template to your MetLife Financial Consultant (FC) and Client Service Consultant (CSC).

FC kaitlyn.jasnica@metlifeservice.com
CSC christal.white@metlifeservice.com

Submit your payment via wire transfer or check to MetLife and send payment notification to your MetLife Financial Consultant (FC) via email.

1. For Wire Transfers payment:

Bank: JP Morgan Chase
North American Insurance Division
4 MetroTech Center, Brooklyn, New York 11245
Acct. Title: Metropolitan Life Insurance Company
Acct. #: 002-2-430680
ABA #: 021000021
Reference: <County of Galveston>, <0259340>

1. For Check payment:

MetLife
Dept LA21296
Pasadena, CA 91185-1296



SAP Billing

Customer Name:	County of Galveston	
Customer Number:	0259340	
Billing Month & Year:	August	2024

Experience Number	Billing Branch	Product	Coverage Abbreviation	Lives	Premiums	Coverage Volume
0259340	000001	BASIC LIFE	BSCLCP	1227	\$37,902.20	244,530,324.00
0259340	000001	PERSONAL AD&D	PADDCP	1227	\$4,890.61	244,530,324.00
0259340	000001	DEPENDENT LIFE	DEPL	137	\$2,367.48	7,798,750.00
0259340	000001	LONG TERM DISABILITY	LTD	1197	\$26,962.00	6,099,999.72
0259340	000002	SHORT TERM DISABILITY	STDREG	429	\$19,420.01	490,436.73
0259340	000002	RETIREE BASIC LIFE	BSCLCP	130	\$2,520.05	650,000.00
GRAND TOTAL					\$94,062.35	

Please email the bill template to your MetLife Financial Consultant (FC) and Client Service Consultant (CSC).

FC kaitlyn.jasnica@metlifeservice.com
CSC christal.white@metlifeservice.com

Submit your payment via wire transfer or check to MetLife and send payment notification to your MetLife Financial Consultant (FC) via email.

1. For Wire Transfers payment:

Bank: JP Morgan Chase
North American Insurance Division
4 MetroTech Center, Brooklyn, New York 11245
Acct. Title: Metropolitan Life Insurance Company
Acct. #: 002-2-430680
ABA #: 021000021
Reference: <County of Galveston>, <0259340>

1. For Check payment:

MetLife
Dept LA21296
Pasadena, CA 91185-1296

Galveston County, Texas

List of County Auditor's Approved Claims For Voucher Warrants Dated 10/30/2024

Invoice Number	Account Info	Amount
FUND: 6123 Employee Benefits		
Warrant #: VW 00476546		Payee Name: METROPOLITAN LIFE INSURANCE COMPANY
07-08/2024 SAP	6123155023 - 5491737 Employee Benefits - Life Insurance Premiums	90,064.00
Warrant Total:		90,064.00
FUND 6123 TOTAL:		90,064.00
FUND: 7601 Payroll Fund		
Warrant #: VW 00476546		Payee Name: METROPOLITAN LIFE INSURANCE COMPANY
07-08/2024 SAP	7601000000 - 2302367 Payroll Fund - Short-Term Disability Ins	3,379.22
07-08/2024 SAP	7601000000 - 2302369 Payroll Fund - Dependent Term Life Insurance	631.23
07-08/2024 SAP	7601000000 - 2312200 Payroll Fund - Long-Term Disability Insurance	5,184.42
Warrant Total:		9,194.87
FUND 7601 TOTAL:		9,194.87

Galveston County, Texas

List of County Auditor's Approved Claims For Voucher Warrants Dated 10/30/2024

Summary of All Funds

Fund	Amount
6123 Employee Benefits	90,064.00
7601 Payroll Fund	9,194.87
Grand Total:	99,258.87

Galveston County, Texas

List of County Auditor's Approved Claims For Voucher Warrants Dated 10/30/2024

Approved Order to pay by Commissioners Court this day November 12, 2024.

Madeline Walker CPA on behalf of
Randall Rice, County Auditor

Mark Henry
Mark Henry, Galveston County Judge

Darrell A. Apffel
Darrell A. Apffel, Galveston County Commissioner, Pct 1

Joe Giusti
Joe Giusti, Galveston County Commissioner, Pct 2

Stephen D. Holmes
Stephen D. Holmes, Galveston County Commissioner, Pct 3

ATTEST:
Dwight D. Sullivan
Dwight D. Sullivan, County Clerk

Robin Armstrong
Robin Armstrong, MD, Galveston County Commissioner, Pct 4



Document	Payee ID	Payee Name	Date	Amount	Type	Stat	Rel	To	Note
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
A2 CHK 00476546	723670	METROPOLITAN LIFE INSURANCE	10/30/24	99,258.87	MW	IS	EX		

G R A N D T O T A L S:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	99,258.87	Number of Checks Processed:	1
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
Total EPAYs	0.00	Number of EPAYs Processed:	0

G R A N D T O T A L 99,258.87