

## Claims Audit Review

General Fund A : Warrant #\_8\_\_

Check Run Date: 2/15/2019

Beginning Check Number: \_\_\_\_\_

Claims Audit Review Date: 2/14/2019

Ending Check Number: \_\_\_\_\_

Item:	Infraction:	Corrective Action:
The proposed claim is not for a valid legal purpose.		
Computations on claims are mathematically inaccurate.		
Date on purchase order was prior to receipt of goods or services.		
Charges are duplicates of items already paid.		
Compares vouchers with purchase orders.		
Vouchers lack proper itemization.		
Claims lack the proper approval by the Administrator.		
Voucher is missing a receipt of the employee who actually receives the materials/equipment for which the claim is made.		
If the purchase exceeds thresholds for quotes, written quotes were not attached.		
Late payment of invoice (more than 30 days).		
Charged to the wrong account number.		
The obligation was not incurred by an authorized district official.		
Includes taxes for which the district is exempt, does not include discounts for which the district is entitled.	\$2.52 in taxes included in purchase at local restaurant.	Claim amount adjusted; reimbursement for amount without tax only.
Comments:		

The Internal Claims Auditor has conveyed the warrant of claims to the Treasurer and has certified that the claims are eligible for payment.

Signed: KV  
Claims Auditor

Reports issues to the Assistant Superintendent for correction action.

This report is to be used as backup to the written summary of improper claims and how they were resolved to the Board.

## Claims Audit Review

Check Run Date: 2/28/2019

Claims Audit Review Date: 2/27/2019


General Fund A : Warrant #\_8\_\_

Beginning Check Number: \_\_\_\_\_

Ending Check Number: \_\_\_\_\_

Item:	Infraction:	Corrective Action:
The proposed claim is not for a valid legal purpose.		
Computations on claims are mathematically inaccurate.		
Date on purchase order was prior to receipt of goods or services.		
Charges are duplicates of items already paid.		
Compares vouchers with purchase orders.		
Vouchers lack proper itemization.	Itemized receipt not provided for dine-in restaurant purchase.	Reminded employee to request and provide itemized receipt in the future, not just receipt for total. Claim paid.
Claims lack the proper approval by the Administrator.		
Voucher is missing a receipt of the employee who actually receives the materials/equipment for which the claim is made.		
If the purchase exceeds thresholds for quotes, written quotes were not attached.		
Late payment of invoice (more than 30 days).		
Charged to the wrong account number.		
The obligation was not incurred by an authorized district official.		
Includes taxes for which the district is exempt, does not include discounts for which the district is entitled.	\$2.91 in taxes included in purchase.	Claim amount adjusted; reimbursement for amount without tax only.
Comments:		

The Internal Claims Auditor has conved the warrant of claims to the Treasurer and has certified that the claims are eligible for payment.

Signed:   
Claims Auditor

Reports issues to the Assistant Superintendent for correction action.

This report is to be used as backup to the written summary of improper claims and how they were resolved to the Board.

## Claims Audit Review

General Fund F, A : Warrant #\_2, 9\_\_

Check Run Date: 3/15/2019

Beginning Check Number: \_\_\_\_\_

Claims Audit Review Date: 3/14/2019

Ending Check Number: \_\_\_\_\_

Item:	Infraction:	Corrective Action:
The proposed claim is not for a valid legal purpose.		
Computations on claims are mathematically inaccurate.		
Date on purchase order was prior to receipt of goods or services.		
Charges are duplicates of items already paid.		
Compares vouchers with purchase orders.		
Vouchers lack proper itemization.		
Claims lack the proper approval by the Administrator.	P.O. missing for online order.	Purchase brought to administrator's attention, parties reminded to provide proper approval ppwk for all orders.
Voucher is missing a receipt of the employee who actually receives the materials/equipment for which the claim is made.		
If the purchase exceeds thresholds for quotes, written quotes were not attached.		
Late payment of invoice (more than 30 days).		
Charged to the wrong account number.		
The obligation was not incurred by an authorized district official.		
Includes taxes for which the district is exempt, does not include discounts for which the district is entitled.	\$0.35 in taxes included in purchase at fast food restaurant.	Claim ppwk included note stating merchant was asked at time of purchase to remove tax and refused; claim paid.
Comments:		

The Internal Claims Auditor has conved the warrant of claims to the Treasurer and has certified that the claims are eligible for payment.

Reports issues to the Assistant Superintendent for correction action.

This report is to be used as backup to the written summary of improper claims and how they were resolved to the Board.

Signed:   
Claims Auditor

## Claims Audit Review

Check Run Date: 3/29/2019

Claims Audit Review Date: 3/28/2019


General Fund : Warrant #\_2, 9\_\_

Beginning Check Number: \_\_\_\_\_

Ending Check Number: \_\_\_\_\_

Item:	Infraction:	Corrective Action:
The proposed claim is not for a valid legal purpose.		
Computations on claims are mathematically inaccurate.		
Date on purchase order was prior to receipt of goods or services.		
Charges are duplicates of items already paid.		
Compares vouchers with purchase orders.		
Vouchers lack proper itemization.		
Claims lack the proper approval by the Administrator.		
Voucher is missing a receipt of the employee who actually receives the materials/equipment for which the claim is made.		
If the purchase exceeds thresholds for quotes, written quotes were not attached.		
Late payment of invoice (more than 30 days).		
Charged to the wrong account number.		
The obligation was not incurred by an authorized district official.		
Includes taxes for which the district is exempt, does not include discounts for which the district is entitled.		
Comments: <b>**All claims submitted in good order.**</b>		

The Internal Claims Auditor has conved the warrant of claims to the Treasurer and has certified that the claims are eligible for payment.

Signed:   
Claims Auditor

Reports issues to the Assistant Superintendent for correction action.

This report is to be used as backup to the written summary of improper claims and how they were resolved to the Board.

## Claims Audit Review

Check Run Date: 4/15/2019

Claims Audit Review Date: 4/12/2019

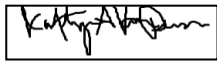
General Fund: Warrant # \_\_\_\_\_

Beginning Check Number: \_\_\_\_\_

Ending Check Number: \_\_\_\_\_

Item:	Infraction:	Corrective Action:
The proposed claim is not for a valid legal purpose.		
Computations on claims are mathematically inaccurate.		
Date on purchase order was prior to receipt of goods or services.		
Charges are duplicates of items already paid.		
Compares vouchers with purchase orders.		
Vouchers lack proper itemization.		
Claims lack the proper approval by the Administrator.		
Voucher is missing a receipt of the employee who actually receives the materials/equipment for which the claim is made.		
If the purchase exceeds thresholds for quotes, written quotes were not attached.		
Late payment of invoice (more than 30 days).		
Charged to the wrong account number.		
The obligation was not incurred by an authorized district official.		
Includes taxes for which the district is exempt, does not include discounts for which the district is entitled.		
Comments: <b>**All claims submitted in good order**</b>		

The Internal Claims Auditor has conved the warrant of claims to the Treasurer and has certified that the claims are eligible for payment.

Signed:  \_\_\_\_\_  
Claims Auditor

Reports issues to the Assistant Superintendent for correction action.

This report is to be used as backup to the written summary of improper claims and how they were resolved to the Board.

## Claims Audit Review

Check Run Date: 4/30/2019

Claims Audit Review Date: 4/26/2019

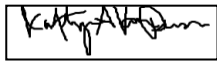
General Fund: Warrant # \_\_\_\_\_

Beginning Check Number: \_\_\_\_\_

Ending Check Number: \_\_\_\_\_

Item:	Infraction:	Corrective Action:
The proposed claim is not for a valid legal purpose.		
Computations on claims are mathematically inaccurate.		
Date on purchase order was prior to receipt of goods or services.		
Charges are duplicates of items already paid.		
Compares vouchers with purchase orders.		
Vouchers lack proper itemization.		
Claims lack the proper approval by the Administrator.		
Voucher is missing a receipt of the employee who actually receives the materials/equipment for which the claim is made.		
If the purchase exceeds thresholds for quotes, written quotes were not attached.		
Late payment of invoice (more than 30 days).		
Charged to the wrong account number.		
The obligation was not incurred by an authorized district official.		
Includes taxes for which the district is exempt, does not include discounts for which the district is entitled.		
Comments: <b>**All claims submitted in good order**</b>		

The Internal Claims Auditor has conveyed the warrant of claims to the Treasurer and has certified that the claims are eligible for payment.

Signed:  \_\_\_\_\_  
Claims Auditor

Reports issues to the Assistant Superintendent for correction action.

This report is to be used as backup to the written summary of improper claims and how they were resolved to the Board.

## Claims Audit Review

Check Run Date: 5/15/2019

Claims Audit Review Date: 5/14/2019

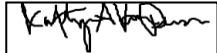
General Fund: Warrant # \_\_\_\_\_

Beginning Check Number: \_\_\_\_\_

Ending Check Number: \_\_\_\_\_

Item:	Infraction:	Corrective Action:
The proposed claim is not for a valid legal purpose.		
Computations on claims are mathematically inaccurate.	Retiree health ins. reimbursement discrepancy between claim form amt. and backup ppwk	Check with retiree, Correct reimbursement amount
Date on purchase order was prior to receipt of goods or services.		
Charges are duplicates of items already paid.		
Compares vouchers with purchase orders.		
Vouchers lack proper itemization.		
Claims lack the proper approval by the Administrator.		
Voucher is missing a receipt of the employee who actually receives the materials/equipment for which the claim is made.		
If the purchase exceeds thresholds for quotes, written quotes were not attached.		
Late payment of invoice (more than 30 days).		
Charged to the wrong account number.		
The obligation was not incurred by an authorized district official.		
Includes taxes for which the district is exempt, does not include discounts for which the district is entitled.		
Comments:		

The Internal Claims Auditor has conved the warrant of claims to the Treasurer and has certified that the claims are eligible for payment.

Signed:  \_\_\_\_\_  
Claims Auditor

Reports issues to the Assistant Superintendent for correction action.

This report is to be used as backup to the written summary of improper claims and how they were resolved to the Board.

## Claims Audit Review

Check Run Date: 5/31/2019

Claims Audit Review Date: 5/30/2019

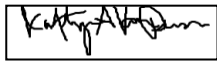
General Fund: Warrant # \_\_\_\_\_

Beginning Check Number: \_\_\_\_\_

Ending Check Number: \_\_\_\_\_

Item:	Infraction:	Corrective Action:
The proposed claim is not for a valid legal purpose.		
Computations on claims are mathematically inaccurate.		
Date on purchase order was prior to receipt of goods or services.		
Charges are duplicates of items already paid.		
Compares vouchers with purchase orders.		
Vouchers lack proper itemization.		
Claims lack the proper approval by the Administrator.		
Voucher is missing a receipt of the employee who actually receives the materials/equipment for which the claim is made.		
If the purchase exceeds thresholds for quotes, written quotes were not attached.		
Late payment of invoice (more than 30 days).		
Charged to the wrong account number.		
The obligation was not incurred by an authorized district official.		
Includes taxes for which the district is exempt, does not include discounts for which the district is entitled.		
Comments: <b>**All claims submitted in good order**</b>		

The Internal Claims Auditor has conveyed the warrant of claims to the Treasurer and has certified that the claims are eligible for payment.

Signed:   
Claims Auditor

Reports issues to the Assistant Superintendent for correction action.

This report is to be used as backup to the written summary of improper claims and how they were resolved to the Board.