

***Claims Auditor Report
Certification of Warrant
Audit of Disbursements
July 2022***

Checks issued off-cycle this month: N/A

Confirming Purchase Orders - (Goods or services began/received prior to the PO being issued):

None noted

Prior Year Invoices:

Additional Information/Adjustments Necessary for Approval:

Other observations/ comments:

Payment of PY invoices – Most of the invoices for July 2022 were for carryforward Purchase Orders from 2021-22 fiscal year. Requested a copy of what was carryforward in order to check the actual expenditures, did not receive in July 2022.

Accounts Payable: Schedule prepared should be honored, too many inputs and processing are being conducted upon arrival.

District Policies: Claims are being used for reimbursement or used in lieu of Purchase Orders frequently. The need to honor the policy on this is of paramount importance. Requested, but not yet received a copy of the policy pertaining to the use of claims.

Adherence to District policy on travel expense reimbursements –

The prior Claims Auditor mentioned in the June 2022 report. It was necessary to restate; "The district requires that employee reimbursement for meals and incidental expenses be capped at the US General Services Administration's guidelines. - see attached policy section 5000 code 5360".

The Accounts Payable Clerk should not be responsible for re-calculating the amounts on submitted Travel Claims, employees should adhere to the instructions as outlined in the GSA guidelines. If this continues, training needs to be conducted to mitigate against continual incorrect submission.

Sandra C. Myke

Sandra C. Myke,
Claims Auditor
10/20/22