

***Claims Auditor Report***  
***Certification of Warrant***  
***Audit of Disbursements***  
***March 2026***

**Off-Cycle Checks Issued This Month.** The following check was processed off cycle:

Check #308519 – NYS & Local Employees Retirement System: \$3,208,707.00

**Prior Year Invoices.** Invoices were processed for the following fiscal years:

2023–2024 PO #241387 – Almstead Tree & Shrub Care

**Additional Information / Adjustments Required for Approval**

**The following purchase orders, vendors, or claims had remit-to addresses that differed from those listed on the invoices:**

PO#260925 – American School Counselor Association    PO#260945 – Edgemont UFSD

**The following purchase order had an incorrect invoice attached:**

PO#260348 – Herc Rentals Inc.

**The following purchase orders/claim forms had incorrect payment amounts recorded:**

PO#260538 – Elizabeth J. Smith    PO#260485 – Friendship for Tot

**The following purchase order did not include an invoice number on the report:**

PO#260522 – Preferred Group Plans Inc.

**The following purchase orders are missing required supporting documentation:**

PO#260365 – Almstead Tree and Shrub Care (missing certified payroll)

Mercy University (Vendor #6444) – missing PO number and invoice

PO#260371 – Smad Enterprises, Inc. d/b/a Geese Off (missing certified payroll)

**Other Observations / Comments**

All corrections have since been completed.

**Leecia Mullings-Glover**  
Claims Auditor  
March 30, 2026