

Claims Audit Review

Check Run Date: 1/15/21

Claims Audit Review Date: 1/15/21

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.	Wrong PO listed on Claim form - item put under wrong vendor	Deleted item and put in under correct PO and vendor
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 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: 1/29/2021

Claims Audit Review Date: 1/29/2021

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: **All claims submitted in good order**		

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.