Report of the Claims Auditor

Date of Report: 11/30/2018 Warrant #0034

Vendor Name	Date	Check Number	Coding/Department	Amount	Reason	Corrective Action
Claims which had minor deficiencies however approved by the claims auditor:						
Staples Business Advan	11/8/2018	138986	A-5510-450-06-0000	74.26	Quantity and item description are not specific	Each item purchased should be listed individually under "item description" with # & cost of each
Passon's Sports (US Games)	6/25/2018	138991	A-2110-450-02-0012	35.42	No signature	Sent back for signature prior to processing
Claims held for additional information:						
Claims Rejected:						

The above information is being reported to you as part of the duties of the claims auditor.

(signature)

Note: Observations by Claims Auditor will be in a Quartly Report.

Report of the Claims Auditor

Date of Report: 12/7/2018 Warrant #0035

Vendor Name	Date	Check Number	Coding/Department	Amount	Reason	Corrective Action
Claims which had minor deficiencies however approved by the claims auditor:						
Staples Business Advantage	10/29/2018	139030	A-1620-450-05-0000	94.43	No items listed under description, only order #	specific items ordered should be listed and include unit cost
Claims held for additional information:						
Claims Rejected:						

The above information is being reported to you as part of the duties of the claims auditor.

Note: Observations by Claims Auditor will be in a Quartly Report.

(signature)