

October 2020 Claims Auditor Report

1st half October 2020

155 claims

2nd half October 2020


117 claims

Total paid- \$7,570,855.35

PO Number – mileage - Employee submitted mileage for July, August, and September 2020, in the amount of \$87.57, on October 2, 2020. District policy states that mileage must be submitted to supervisor on a Monthly Basis. Spoke to employee about policy on October 14, 2020.

PO Number 230100- Employee submitted a Home Depot receipt that was not signed, in the amount of \$24.94, on 10/9/20. Advised employee to make sure to sign receipts when making purchases. This ensures that the order or items are correct to the receipt.

PO Number 230100- Employee submitted Home Depot receipts that were not signed, in the amount of \$188.88, on 9/25/20. Advised employee to make sure to sign receipts when making purchases. This ensures that the order or items are correct to the receipt.



Elizabeth Baganz, Claims Auditor
November 17, 2020

CC: Dr. Padalino
A. Olsen
B. Woodard
J. Conley
M. Lekaj