

ST. LAWRENCE-LEWIS BOCES

CLAIMS AUDITOR REPORT

Claims audited for the quarter ending June 30, 2019

April 30, 2019	841
May 31, 2019	1028
June 30, 2019	1472

Findings for the quarter were as follows:

April- CK# 235313 Vendor: Finger Lakes Chemicals Amount: \$199.15
The invoice was dated prior to the purchase order. All purchases must have prior approval before ordering. This was a PO from SWT.

CK#: 235585 Vendor: St. Lawrence Supply Co. Amount: \$258.60
The invoice was dated prior to the purchase order. All purchases must have prior approval before ordering. This was a PO from SATC.

May- CK#: 235756 Vendor: Lowe's-Ogd. Amount: \$52.04
The invoice was dated (4/10/19) prior to the purchase order (4/12/19). All purchases must have prior approval before ordering. This PO was from NWT.

CK#: 235699 Vendor: N.N.C.S Amount: \$233.00
The invoice was dated (4/10/19) prior to the purchase order (4/24/19). All purchases must have prior approval before ordering. This PO was from NWT.

CK#: 235840 Vendor: N.N.C.S. Amount: \$159.07
The invoice was dated (3/29/19) prior to the purchase order (4/5/19). All purchases must have prior approval before ordering. This PO was from SATC.

June- CK#: 236175 Vendor: Jeffords Steel Amount: \$391.45
The invoice was dated (4/4/19) prior to the purchase order (4/5/19). All purchases must have prior approval before ordering. This PO was from NWT.

CK#: 236183 Vendor: N.T.H.S Amount: \$872.00

The invoice was dated (4/4/19) prior to the purchase order (4/12/19). All purchases must have prior approval before ordering. Order places online without PO entered first. This PO was from SATC.

CK#: 236353 Vendor: Snap on Tools Amount: \$12962.37

Invoice was dated (5/6/19) prior to the purchase order (6/3/19). All purchases must have prior approval before ordering. Product exchanges without prior approval. This PO was from SWT.

CK#: 236370 Vendor: Walmart- Potsdam Amount: \$95.45

Invoice was dated (5/7/19) prior to the purchase order (5/13/19). All purchases must have prior approval before ordering. This PO was from Model Schools.

CK#: 236939 Vendor: BOE Heuvelton Amount: \$55.52

Invoice was dated (6/6/19) prior to the purchase order (6/18/19). All purchases must have prior approval before ordering. This PO was from SATC.

All corrections were made, any questions answered, and problems promptly resolved. The business office staff continues to be very cooperative.

Amy E. Paulette
Internal Claims Auditor