

ST. LAWRENCE-LEWIS BOCES

CLAIMS AUDITOR REPORT

Claims audited for the quarter ending March 31, 2021

January 31, 2021	613
February 28, 2021	566
March 31, 2021	687

Findings for the quarter were as follows:

January- PO# A21-01944; CK# 244319; Walmart Super Center-Potsdam; \$321.64; Invoice# 021831 No receipt attached. Teacher didn't hand in original receipt with justification form. This PO originated from SWT.

February- PO# A2102893; CK# 244518; Airgas USA, LLC-Brushton; \$310.00; Invoice# 9108574239 dated 01/04/2021 and PO dated 01/07/2021, Prior approval and a purchase order required for all purchases. This PO originated from SWTC.

PO# A21-02715; CK# 244427; Bicknell Building Supply; \$291.75; Invoice # 658269 dated 12/22/2020 and PO dated 12/23/2020; Prior approval and a purchase order required for all purchases. This PO originated from SWTC.

PO# A21-03081; CK# 244455; National Technical Honor Society; \$330.00; Invoice# 181329 dated 01/21/2021 and PO dated 01/26/2021; Prior approval and a purchase order required for all purchases. This PO originated from SWTC.

PO# A21-02926 & PO# A21-02927; CK# 244463; St. Lawrence Supply CO.; \$300 each; Invoice# 223628 & Invoice# 223629. These are two consecutive open PO's for identical items, which would exceed the quote policy. The PO originated from NWT.

March- No issues to report.

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



Rebecca Washburn