

ST. LAWRENCE-LEWIS BOCES
CLAIMS AUDITOR REPORT

Claims audited for the quarter ending December 31, 2025

October 31, 2025 722 Claims
November 30, 2025 576 Claims
December 31, 2025 961 Claims

Findings for the quarter were as follows:

Date Audited	Purchase Order #	Vendor	Purchase Order Date	Invoice Date	Amount	Requisitioner	Reason for Write Up	
10/15/25	A26-02048	Crown Awards	10/07/25	9/29/25	\$138.00	Section X	Invoice dated before Purchase Order	Prior Approval & Purchase Order required for all purchases
	A26-02087	LeBerge & Curtis Inc	10/08/25	9/11/25	\$202.00	Seaway Tech	Invoice dated before Purchase Order	Prior Approval & Purchase Order required for all purchases
10/22/25	A26-02145	NYSSMA/New York State School Music Assn	10/15/25	9/11/25	\$450.00	Instructional/ Staff Dev.	Invoice dated before Purchase Order	Prior Approval & Purchase Order required for all purchases
	A26-01838	Quavered, Inc.	9/24/25	9/16/25	\$885.00	Instructional/ Staff Dev.	Invoice dated before Purchase Order	Prior Approval & Purchase Order required for all purchases
10/29/25	F26-00170	Roxanna J. Boyd	10/22/25	6/30/25 mileage	\$227.50	Career, Alt & Adult Ed	Invoice dated before Purchase Order	Prior Fiscal Year Expense Not processed in timely manner to be charged back to 2024-2025
	A26-02058	Applewood Enterprises	10/07/25	9/22/25	\$840.00	Instruction/Staff Dev	Invoice dated before Purchase Order	Prior Approval & Purchase Order required for all purchases

11/05/25	F26-00187	Darcy Holmes	11/03/25	Mileage for June 2025	\$169.40	Career, Alt & Adult Ed	Invoice dated before Purchase Order	Prior Fiscal Year Expense Not processed in timely manner to be charged back to 2024-2025
	A26-02510	Syracuse University/ Minnowbrook Conference Center	10/29/25	8/14/25	\$17,074.00	Financial Affairs	Invoice dated before Purchase Order	Prior Approval & Purchase Order required for all purchases
11/13/25	A26-02633	North Country Chapter of NYSASSOC for Supt. Of School Buildings & Grounds	11/6/25	6/17/25 7/1/25-6/30/26 Dues	\$20.00	Financial Affairs	Invoice dated before Purchase Order	Prior Approval & Purchase Order required for all purchases
12/03/25	F26-00206	Cengage Learning	11/24/25	10/31/25	\$452.00	Career, Alt, & Adult Ed	Invoice dated before Purchase Order	Prior Approval & Purchase Order required for all purchases
	A26-03033	Potsdam CSD	11/24/25	11/05/25 Trip date	\$23.37	Special Ed	Invoice dated before Purchase Order/ Trip Request form dated 11/19/25	Prior Approval & Purchase Order required for all purchases
	A26-03034	Potsdam CSD	11/24/25	11/05/25 Trip date	\$23.37	Special Ed	Invoice dated before Purchase Order/ Trip Request form dated 11/19/25	Prior Approval & Purchase Order required for all purchases
12/23/25	A26-03349	Howland Pump & Supply Co.	12/16/25	11/07/25	\$57.97	Northwest Tech HVAC/Murray	Invoice dated before Purchase Order	Prior Approval & Purchase Order required for all purchases
	A26-03352	SUNY Research Foundation – Albany	12/16/25	7/16/25	\$11,411.10	Instruction/ Staff Devel	Invoice dated before Purchase Order – Grant year 4/24-3/25	Prior Fiscal Year Expense If processed in timely manner it could have been charged back to 2024-2025

All corrections were made; any questions were answered and problems promptly resolved. The Business Office staff continue to be very cooperative.

Diane Ladison, Internal Claims Auditor