

JEFF GLAZIER
Controller

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Karen El-Chaar, Parks Rec Trail Director
Matthew L. Leibert, Chief Information Officer
Craig Messinger, Public Works Director
Bina Patel, Treas & Acct Manager
Sarrah McNeil, Purchasing Agent

FROM: Jeff Glazier, Controller

DATE: December 09, 2021

SUBJECT: P-Card Review
For the month: September 2021



Our office reviews all the transactions paid using the P-Card. Testing includes a review of the invoices being paid and their corresponding documentation, approvals, compliance to AIMS and reasonableness of expenditure.

Attached is a recap of the exceptions and their corresponding resolutions identified for the P-Card period referenced above. The initial inquiries were forwarded to the individual(s) responsible for the expense resulting in either clarification of the inquiry or an audit exception with a corresponding resolution; no formal audit responses were required.

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