



**Allentown**  
City without limits.

**JEFF GLAZIER**

**Controller**

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**TO:** Joseph McMahon, Managing Director (Administration)  
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**CC:** Glenn Granitz Jr., Police Chief  
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Meloney Sallie-Dosunmu, Human Resource Director  
James D. Wehr, Fire Department Director  
Jessica Baraket, Purchasing Agent  
Luisa Follweiler, Treas & Acct Manager  
Teresa Mori, Purchasing Coordinator

**FROM:** Jeff Glazier, Controller

**DATE:** February 04, 2020

**SUBJECT:** P-Card Review  
For the month: December 2019

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.

P-Card Review  
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