



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

Rob Sand
Auditor of State

State Capitol Building
Des Moines, Iowa 50319-0004
Telephone (515) 281-5834

July 29, 2025

Kristi Onstot
Executive Council
LOCAL

Subject: Raccoon Damage to Vehicle #105126 on April 14, 2025
Department of Administrative Services
Claim dated April 21, 2025
AOS Claim ID: 4032

In accordance with Executive Council policy, we have examined the invoices and supporting documentation for final payment related to the loss and have found the items to be in order as shown below:

Documented request		\$ 4,651.96
Executive Council Allocation		\$ 4,651.96
Less:		
Previous payments	\$ 0.00	
This payment	<u>4,651.96</u>	
Total		\$ <u>4,651.96</u>
Remaining Executive Council allocation		\$ <u>0.00</u>

We recommend reimbursement be made in the amount of \$4,651.96. This represents full and final payment of the loss.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian R. Brustkern".

Brian R. Brustkern, CPA
Deputy Auditor of State

CC: Adam Steen, Director, Department of Administrative Services
Mariah Fucaloro, Fleet Services Manager, Department of Administrative Services



Department of
Administrative Services

KIM REYNOLDS, GOVERNOR
CHRIS COURNOYER, LT. GOVERNOR

ADAM STEEN, DIRECTOR

Date: July 2, 2025

To: Tammy Hollingsworth, Auditor of State
Victoria Newton, Treasurer of State
Executive Council

From: Ryan Betts, DAS Fleet Risk Manager
DAS Fleet Services
Department of Administrative Services

Re: REIMBURSEMENT REQUEST - 29C20 Claim

AOS Claim #	4032
Vehicle / Event	#105126 / Raccoon
Event Date	April 14, 2025
Summary	Vehicle 105126 struck a raccoon (Claim 304680)
Amount Requested	\$1,581.50 - Body Repair Total + \$3,070.46 - Mechanical Repair Total ----- \$4,651.96 TOTAL

The Department of Administrative Services, Central Procurement Fleet Services Enterprise, has paid all vendors to date. We are seeking an allocation for those funds under 29C20 Contingency Fund – Disaster Aid. Please deposit into the following account: **0665-005-5790-0657**. If you have any questions or need additional information, please do not hesitate to contact me.

Thank you,

Ryan Betts
DAS Fleet Risk Manager
ryan.betts1@iowa.gov
515-281-8008

Filters

Bank Account

External Disbursement ID

Disbursement Type

Transaction Code

Check / EFT

External Issue Date

Record Date

Transaction Dept

Issue Date

Status

Transaction ID

Apply

Reset

Grid Actions

1 - 1 of 1 Records

View per Page - 20 50 100

Page 1 of 1

<input type="checkbox"/>	Bank Account	Check / EFT	Issue Date	Status	Record Date	Amount	Transaction Code	Transaction Dept	Transaction ID	Disbursement Type
<input checked="" type="checkbox"/>	0100	000002000000890	05/02/2025	Paid	05/02/2025	\$1,581.50	EFT	005	ADC05022500000285835	EFT



www.karlchevrolet.com



0101ICVCB575222

1-35 AT EXIT 90
1101 S.E. ORALABOR
ANKENY, IOWA 50021
PHONE (515) 299-4402
TOLL FREE 1-800-622-8264

CELL: 515-509-4051

CUSTOMER NO. 8723	ADVISOR JOSEPH SINGLETON	4310	TAG NO. 3745	INVOICE DATE 04/30/25	INVOICE NO. CVCB575222
STATE OF IOWA 301 E 7TH ST DES MOINES, IA 50319-1934	LABOR RATE	LICENSE NO.	MILEAGE 22,166	COLOR /	STOCK NO.
	YEAR / MAKE / MODEL 24/CHRYSLER/PACIFICA/4DR FWD TOURING			DELIVERY DATE	DELIVERY MILES
	VEHICLE I.D. NO. 2 C 4 R C 1 B G 1 R R 1 1 4 7 9 8			SELLING DEALER NO.	PRODUCTION DATE
	F.T.E. NO. GOVT			P.O. NO.	R.O. DATE 04/17/25
COMMENTS					M0: 22166

JOB# 1 CHARGES-----

LABOR-----
J# 1 96CTZ BODY REPAIR TECH(S):4465 300.00
REPLACE F COVER

PARTS-----QTY---FP-NUMBER-----DESCRIPTION-----LIST PRICE-UNIT PRICE-				
1 68505028-AB	frt fasci	510.60	444.00	444.00
1 6WR86XXX-AA	adaptive	34.21	29.75	29.75
TOTAL - PARTS				473.75

MISC-----CODE-----DESCRIPTION-----CONTROL NO-----
DISB DISC BODY PARTS SPLIT -112.25
TOTAL - MISC -112.25

JOB# 1 TOTALS-----
LABOR 300.00
PARTS 473.75
MISC -112.25

JOB# 1 JOURNAL PREFIX CVCB JOB# 1 TOTAL 661.50

JOB# 2 CHARGES-----

LABOR-----
J# 2 95CTZ BODYSHOP REFINISH TECH(S):5137 306.00
REFINISH F COVER

MISC-----CODE-----DESCRIPTION-----CONTROL NO-----
1PM PAINT & MATERIAL 255.00
TOTAL - MISC 255.00

JOB# 2 TOTALS-----
LABOR 306.00
MISC 255.00

JOB# 2 JOURNAL PREFIX CVCB JOB# 2 TOTAL 561.00

JOB# 3 CHARGES-----

LABOR-----
J# 3 93CTZ PRE-SCAN FOR CODES TECH(S):4503 60.00
PRE SCAN VEHICLE FOR CODES

JOB# 3 TOTALS-----
LABOR 60.00

JOB# 3 JOURNAL PREFIX CVCB JOB# 3 TOTAL 60.00

JOB# 4 CHARGES-----

LABOR-----
J# 4 93CTZ002 PROGRAM MODULES TECH(S):4503 299.00
PROGRAM MODULES

THE SELLING DEALER MAKES NO WARRANTY OF ANY KIND WHATSOEVER AS TO THE MERCHANTABILITY OF THE PRODUCTS LISTED HEREON OR AS TO THEIR FITNESS FOR ANY PARTICULAR PURPOSE. ANY WARRANTY WHICH MAY EXIST IS AN AGREEMENT SOLELY BETWEEN THE MANUFACTURER AND THE PURCHASER.



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www.karlchevrolet.com



0101ICVCB575222

CELL: 515-509-4051

CUSTOMER NO. 8723	ADVISOR JOSEPH SINGLETON	4310	TAG NO. 3745	INVOICE DATE 04/30/25	INVOICE NO. CVCB575222
STATE OF IOWA 301 E 7TH ST DES MOINES, IA 50319-1934	LABOR RATE	LICENSE NO.	MILEAGE 22,166	COLOR /	STOCK NO.
	YEAR / MAKE / MODEL 24/CHRYSLER/PACIFICA/4DR FWD TOURING				
	VEHICLE I.D. NO. 2 C 4 R C 1 B G 1 R R 1 1 4 7 9 8				
	F.T.E. NO. GOVT				
	P.Q. NO.			R.O. DATE 04/17/25	
COMMENTS MO: 22166					

JOB# 4 TOTALS-----
LABOR 299.00
JOB# 4 JOURNAL PREFIX CVCB JOB# 4 TOTAL 299.00

COMMENTS-----
CTA
TOTALS-----
HERE AT KARL CHEVROLET INC WE APPRECIATE YOUR BUSINESS.
IF YOU ARE SATISFIED, PLEASE TELL A FRIEND. IF YOU ARE NOT
SATISFIED PLEASE TELL US.
PAYMENT METHODS:
[] CASH [] VISA/MC [] AMERICAN EXPRESS
[] CHECK W/#..... [] ACCT. REC.
CUSTOMER REQUIRED WHEELS RETORQUED 50-100 MILES FROM SERVICE
24 MONTH UNLIMITED MILE WARRANTY ON ALL GM PARTS INSTALLED
GSP LIFETIME WARRANTY PARTS ARE IDENTIFIED BY AN ASTERIK (*)
PARTS REPLACED DURING THE FACTORY WARRANTY PERIOD HAVE A 12
MONTH OR REMAINDER OF BUMPER TO BUMPER WHICHEVER IS GREATEST
AFTERMARKET PARTS WARRANTIES EXCLUDE LABOR
OUR SERVICE DEPARTMENT IS OPEN 6 DAYS A WEEK,
MON-THUR 6:30 AM-7 PM, FRI 6:30 AM-6 PM, SAT 7:30 AM-4 PM
CERTIFIED LUBE CENTER M-TH 6AM-7PM FR/SAT 6AM-6PM SUN 9AM-2P

TOTAL LABOR....	965.00
TOTAL PARTS....	473.75
TOTAL SUBLET...	0.00
TOTAL G.O.G....	0.00
TOTAL MISC CHG.	255.00
TOTAL MISC DISC	-112.25
TOTAL TAX.....	0.00

TOTAL INVOICE \$	1581.50

CUSTOMER SIGNATURE

THE SELLING DEALER MAKES NO WARRANTY
OF ANY KIND WHATSOEVER AS TO THE
MERCHANTABILITY OF THE PRODUCTS
LISTED HEREON OR AS TO THEIR FITNESS
FOR ANY PARTICULAR PURPOSE. ANY
WARRANTY WHICH MAY EXIST IS AN
AGREEMENT SOLELY BETWEEN THE
MANUFACTURER AND THE PURCHASER.



ALL

Search here...



RB

Ryan Betts
Financial User



Warrants

Edit

Cancel

* Required fields

Warrant Information

Fiscal Year	2025	Amount	\$3,070.46	Warrant Number	73576392
Vendor Customer	00003109201	Line Number	1	Last Updated	04/24/2025 07:32 PM

Issue Information

Issued	04/24/2025 12:00 AM	Void	No	Transaction ID	RISK00525114507
Duplicate	No	Transaction Line Number	1	Stop	No
Line Amount	\$3,070.46	Comments			

Redeemed Information

Redeemed	Batch Number	Redeemed Bank
-	-	-
Sequence Number	Redeemed Fund	Redeemed Department
-	-	-

▼ COA

Fund	Object	Dept Object
0665	2715	-
Sub Fund	Sub Object	Dept Revenue
-	-	-
Department	Unit	Sub Unit
005	5790	-
Object Class	Revenue Source	Sub Revenue Source
-	-	-
Appropriation	Revenue Source Class	BSA
0000	-	-
Sub BSA		
-		

► Show More



INVOICE #245661
04/24/2025
(Acct#: 137133)

HILLTOP TIRE SERVICE
DOWNTOWN LOCATION
201 EAST WALNUT STREET
DES MOINES, IA 50309
PH. 515-282-0205

YOUR COMPLETE AUTO CARE CENTER

STATE OF IOWA- DHS
DAS 3RD FLOOR FINANCE HOOVER
1305 E WALNUT ST
DES MOINES, IA, 50319
(712) 212-4247
(515) 281-3162 XPO#

2024 CHRYSLER PACIFICA
Mileage: 22250
Lic: IA 105126-1
VIN: 2C4RC1BG1RR114798
ENG: 3.6L V6

Sold By: HOLT
Billed By: DSERVICEWRITER

das.finance.payables@iowa.gov

Qty	Product #	Size/Description/Mfr#	Unit	Amount
-----	-----------	-----------------------	------	--------

CUSTOMER STATES THAT THERE IS A COOLANT LEAK. CHECK AND ADVISE

6	OPL_C	REMOVE & REPLACE RADIATOR	160.00	960.00
1	OPP	RADIATOR CONDENSER ASSEMBLY	621.99	621.99
1	OPP	LOWER RADIATOR SUPPORT	149.99	149.99
1	OPP	ADAS FACIA COVER	49.99	49.99
1	OPP	RADIATOR		
1	OPL	R&R ACTIVE GRILLE SHUDDER	160.00	160.00
1	OPP	ACTIVE GRILLE SHUTTER	449.99	449.99
3	7001945	ANTIFREEZE COOLANT GLOBAL	24.00	72.00
1	ACYFER	ACYFER R1234YF EVAC & RECHARGE	210.00	210.00
1	R1234YF	R1234YF/ KILOGRAMFREON	300.00	300.00

Parts/Tires	Labor/Other	Supplies	Disc/Adj	F.E.T.	Subtotal	Sales Tax	Total
1643.96	1330.00	96.50	0.00		3070.46	0.00	3070.46
PO#	Terms: 1 CHARGE			DUE DATE	AMT. DUE	Misc. Adj. \$	0.00
	137133 INVOICE 04/24/2025			05/10/25	3070.46	Cash or Check #: \$	0.00
						Credit Card. . . \$	0.00
						Balance \$	3070.46

Pg: 1/1



www.hilltoptireservice.com

EAST: (515) 262-5641

DOWNTOWN: (515) 282-0205

WEST: (515) 331-9030

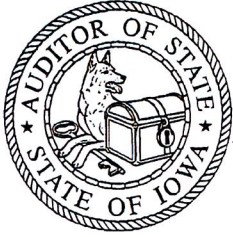
Please stop back between 50 and 100 miles for lug nut retorque.

The undersigned customer ("Customer") hereby acknowledges that the above-listed merchandise and/or services (collectively, the "Services") were provided to the Customer by Hilltop Tire Service. By signing below, Customer hereby certifies that THE SERVICES HAVE BEEN RECEIVED AT CUSTOMER'S REQUEST AND COMPLETED TO CUSTOMER'S COMPLETE SATISFACTION. Customer further acknowledge that ALL SERVICES WERE PROVIDED AS A FINAL SALE, AND CUSTOMER SHALL NOT BE ENTITLED TO AND RETURN, EXCHANGE, REFUND, OR SETOFF. Customer agrees to pay the above-stated price for the Services within 30 days of the 10th day of the month first stated above. If for any reason Customer fails to pay in full by the due date or payment is returned or denied by Customer's merchant or financial institution, Customer agrees to pay a finance charge of \$1.00 or 1.5% per month (18% per annum), whichever is greater, and Customer shall be liable for all collection costs, including reasonable attorney fees and costs, incurred by Hilltop Tire Service in connection with the collection of any delinquent portion of the invoiced amount.



Find us on Facebook and Google Plus!

Signed: _____



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STATE OF IOWA

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Des Moines, Iowa 50319-0004
Telephone (515) 281-5834

Rob Sand
Auditor of State

June 27, 2025

Kristi Onstot
Executive Council
L O C A L

Subject: Raccoon Damage to Vehicle #105126 on April 14, 2025
Department of Administrative Services
Claim dated April 21, 2025
AOS Claim ID: 4032

In accordance with Executive Council policy, we have examined the claim for 29C.20 funds for the above-mentioned damage. It is our conclusion that the above damage incurred by the Department of Administrative Services is covered by Chapter 29C.20 of the Code of Iowa. Therefore, we recommend an Executive Council allocation in the amount of \$4,651.96, subject to an audit of actual invoices.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian R. Brustkern".

Brian R. Brustkern, CPA
Deputy Auditor of State

CC: Adam Steen, Director, Department of Administrative Services
Mariah Fucaloro, Fleet Services Manager, Department of Administrative Services
Heather Hackbarth, Department of Management