



MEMBERS OF COUNCIL

HON. KIM REYNOLDS
GOVERNOR

HON. PAUL D. PATE
SECRETARY OF STATE

HON. ROB SAND
AUDITOR OF STATE

HON. ROBY SMITH
TREASURER OF STATE

HON. MIKE NAIG
SECRETARY OF AGRICULTURE

Executive Council of Iowa

CAPITOL BUILDING
DES MOINES, IOWA 50319
PHONE: 515 281-5368

May 1, 2023

Accounting Department
Office of the Treasurer
Lucas Building
321 E 12th Street
Des Moines, IA, 50319

The Executive Council, in a meeting held on this date, approved payment of the following cost item:

Department of Administrative Services\$4,130.43
On December 14, 2022, Vehicle #1343 was damaged by a deer. Request was to cover repair costs.

This represents full and final payment.

EXECUTIVE COUNCIL OF IOWA

Victoria Newton

Victoria Newton
Executive Secretary

cc: Adam Steen, Director, Department of Administrative Services
DAS Fleet Services, Risk
Joel Lunde, Department of Management

AOS Claim # 2423
TOS Job # 2371



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 Facsimile (515) 281-6518

April 18, 2023

Victoria Newton
Executive Council
L O C A L

Subject: Deer Damage to Vehicle #1343 on December 14, 2022
Department of Administrative Services
Claim dated January 20, 2023
AOS Claim ID: 2423

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			<u>\$ 4,130.43</u>
Executive Council Allocation			\$ 4,130.43
Less:			
Previous payments	\$	0.00	
This payment		<u>4,130.43</u>	
Total			<u>\$ 4,130.43</u>
Remaining Executive Council allocation			<u>\$ 0.00</u>

We recommend reimbursement be made in the amount of \$4,130.43. This represents full and final payment of the loss.

Sincerely,

Ernest H. Ruben, Jr., CPA
Deputy Auditor of State

cc: Adam Steen, Director, Department of Administrative Services
Mariah Flowers, Fleet Services Manager, Department of Administrative Services



Governor Kim Reynolds
Lt. Governor Adam Gregg
Adam Steen, Director

Date: March 8, 2023

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

From: Mariah Flowers, Fleet Manager
DAS Fleet Services
Department of Administrative Services

Re: REIMBURSEMENT REQUEST - 29C20 Claim

Claim #	2423
Vehicle / Event	#1343/Deer
Event Date	December 14, 2022
Summary	Vehicle 1343 struck a deer. (249275)
Amount Requested	\$4,130.43 - Final Invoice

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,

Mariah Flowers, Fleet Manager
DAS Fleet Services
Mariah.Flowers@iowa.gov
515-414-6582

Warrants

[Menu](#)

	Fiscal Year	Warrant Number	Line Number	Line Amount	Issued	Redeemed	Vendor Customer
✓	2023	72362935	1	\$570.00	02/17/2023	02/24/2023	00003088463
	2023	72362935	2	\$150.00	02/17/2023	02/24/2023	00003088463
	2023	72362935	3	\$3,410.43	02/17/2023	02/24/2023	00003088463

First Prev Next Last

Search

▼Warrant Information

Fiscal Year : 2023 Amount : \$4,130.43
Warrant Number : 72362935 Vendor Customer : 00003088463
Line Number : 1 Last Updated : 2/24/23

▼Issue Information

Issued : 02/17/2023 Void :
Document ID : RISK00523030002 Duplicate :
Document Line Number : 1 Stop :
Line Amount : \$570.00
Comments :

▼Redeemed Information

Redeemed : 02/24/2023 Batch Number : 0000
Redeemed Bank : 0000 Sequence Number : 02058
Redeemed Fund : 0665
Redeemed Department : 005

▼Fund Accounting

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

▼Detail Accounting

Location : Reporting : Major Program :
Sub Location : Sub Reporting : Program :
Activity : 2920 Task : Phase :
Sub Activity : Sub Task : Program Period :
Function : Task Order :
Sub Function :

[Top](#)



1019 Hwy 30 West P.O. Box 396 Carroll, IA 51401
 Phone: (712) 792-9234 Fax (712) 792-4434
 Toll Free: 1-800-792-9234
 service@wittrockmotors.com
 www.wittrockmotors.com

SO # 244632

**SERVICE ORDER
 CUSTOMER COPY**



Printed 01/20/2023 5:03:15 PM

User 535 Page 1

Customer No STATE OF IOWA DNR 109 SE 13TH ST STATE OF IOWA, IA 50319	19718	Advisor Shop Priority	JOEL PIETIG BS 10	Promised Opened Cashiered	12/20/2022 5:30 PM 12/20/2022 1:49 PM	Tag Location PO #
Home Cell Email	Bus Today rod.nelsen@dnr.iowa.gov	License No C-337	Odometer In 18171	Odometer Out 18173	InServ Date	Stock No
	Term CHARGE	Year 2022	Make CHEVROLET	Model SILVERADO 1500 LTD	Model No CK18543	Color
		Vehicle ID No 1GCUYAED2NZ208542	Selling Dealer	Extended Warranty	Delivery Date	
		Engine Size 5.3L ECOTEC3 V8		Fleet #		

Request	Description	Job	CSR	Status		
BODY	REPL FRT BUMPER, RT BRACKETS, RT FILLER PANEL, RT OUTER MLDG; REPL GRILLE; REPL RT HEADLAMP	1	535	Original		
Labor			Type	Amount		
BODY	REPL FRT BUMPER, RT BRACKETS, RT FILLER PANEL, RT OUTER MLDG; REPL GRILLE; REPL RT HEADLAMP		CPBS	570.00		
MECH	POST SCAN		CPBS	80.00		
Part	Description	Shp	Bin	Type	Price	Amount
NPN	84588809 BAR	1		CBSRO	761.87	761.87
NPN	84219066 BRACKET	1		CBSRO	85.41	85.41
NPN	84219064 BRACKET	1		CBSRO	85.41	85.41
NPN	84658018 FILLER	1		CBSRO	91.49	91.49
NPN	84588811 MOLDING	1		CBSRO	54.57	54.57
NPN	11516807 RIVET	4		CBSRO	9.05	36.20
NPN	84401129 GRILLE	1		CBSRO	721.77	721.77
NPN	84621849 HEADLAMP	1		CBSRO	897.71	897.71
NPN	84219065 BRACKET	1		CBSRO	85.41	85.41
NPN	23388669 BRACKET	1		CBSRO	32.99	32.99
NPN	84624944 GUIDE	1		CBSRO	9.35	9.35
NPN	84652494 SHUTTER	1		CBSRO	384.48	384.48
NPN	84455536 BRACKET	1		CBSRO	43.61	43.61
NASN345	HS RED CONNECTOR	16	BC-C	CBSRO	1.76	28.16
Rate	65.00	Parts Total				3,318.43
Technician	521 - QUINCY OHL	Labor Total				650.00
		Request Sub-total				3,968.43

Request	Description	Job	CSR	Status
REFINISH	REFINISH AS PER ESTIMATE	2	535	Original
Labor			Type	Amount
REFINISH	REFINISH AS PER ESTIMATE		CPBS	90.00
PNT	PAINT & MATERIALS		CBPNT	60.00
HAZ	HAZARDOUS WASTE DISPOSAL		CBHAZ	4.00
FLEX	FLEX ADDITIVE		CBMISCT	8.00
Rate	65.00	Parts Total		0.00
		Labor Total		162.00

TERMS: STRICTLY CASH UNLESS ARRANGEMENTS ARE MADE. "I hereby authorize the repair work hereinafter to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in the vehicle in case of fire, theft, or any other cause beyond your control or for any delays caused by unavailability of parts or delays in parts shipments by the supplier or transporter. I hereby grant you or your employees permission to operate the vehicle herein described on streets, highways, or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto."

DISCLAIMER OF WARRANTIES. Any warranties on the products sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Any limitation contained herein does not apply where prohibited by law.

NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS.

X _____
 CUSTOMER SIGNATURE

Pg 1 - FINAL INVOICE -



1019 Hwy 30 West P.O. Box 396 Carroll, IA 51401
 Phone: (712) 792-9234 Fax (712) 792-4434
 Toll Free: 1-800-792-9234
 service@wittrockmotors.com
 www.wittrockmotors.com

SO # 244632

**SERVICE ORDER
 CUSTOMER COPY**



Printed 01/20/2023 5:03:15 PM

User 535 Page 2

Customer No 19718
 STATE OF IOWA DNR
 109 SE 13TH ST
 STATE OF IOWA, IA 50319
 Home Bus
 Cell (641) 747-3591 Today
 Email rod.nelsen@dnr.iowa.gov
 Term CHARGE

Advisor	JOEL PIETIG	Promised	12/20/2022 5:30 PM	Tag
Shop	BS	Opened	12/20/2022 1:49 PM	Location
Priority	10	Cashiered		PO #

License No	Odometer In	Odometer Out	InServ Date	Stock No
C-337	18171	18173		
Year	Make	Model	Model No	Color
2022	CHEVROLET	SILVERADO 1500 LTD	CK18543	
Vehicle ID No	Selling Dealer	Extended Warranty	Delivery Date	
1GCUYAED2NZ208542				
Engine Size	5.3L ECOTEC3 V8	Fleet #		

Technician 651 - DOUG TOWNE
 535 - JOEL PIETIG

Request Sub-total 162.00

Labor	740.00
Parts	3,318.43
SALES TAX ON DEDUCTIBLE	0.00
Misc.	72.00
Supplies	0.00
SUB-TOTAL	4,130.43
Tax	0.00

FINAL TOTAL INVOICE 4,130.43

TERMS: STRICTLY CASH UNLESS ARRANGEMENTS ARE MADE. "I hereby authorize the repair work hereinafter to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in the vehicle in case of fire, theft, or any other cause beyond your control or for any delays caused by unavailability of parts or delays in parts shipments by the supplier or transporter. I hereby grant you or your employees permission to operate the vehicle herein described on streets, highways, or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto."

DISCLAIMER OF WARRANTIES. Any warranties on the products sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. Any limitation contained herein does not apply where prohibited by law.

NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS.

X _____
 CUSTOMER SIGNATURE

Pg 2 - FINAL INVOICE -



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 Facsimile (515) 281-6518

February 20, 2023

Victoria Newton
Executive Council
LOCAL

Subject: Deer Damage to Vehicle #1343 on December 14, 2022
Department of Administrative Services
Claim dated January 20, 2023
AOS Claim ID: 2423

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 \$4,130.43, subject to an audit of actual invoices.

Sincerely,

A handwritten signature in black ink, appearing to read "Ernest H. Ruben, Jr.".

Ernest H. Ruben, Jr., CPA
Deputy Auditor of State

cc: Adam Steen, Director, Department of Administrative Services
Mariah Flowers, Fleet Services Manager, Department of Administrative Services
Joel Lunde, Department of Management



MEMBERS OF COUNCIL

HON. KIM REYNOLDS
GOVERNOR

HON. PAUL D. PATE
SECRETARY OF STATE

HON. ROB SAND
AUDITOR OF STATE

HON. ROBY SMITH
TREASURER OF STATE

HON. MIKE. NAIG
SECRETARY OF AGRICULTURE

Executive Council of Iowa

CAPITOL BUILDING
DES MOINES, IOWA 50319
PHONE: 515 281-5368

March 6, 2023

Mr. Kyle Harms
Office of the Treasurer
LOCAL

Dear Mr. Harms:

The Executive Council, in a meeting held on today's date, approved Department of Administrative Services request for an emergency allocation in the amount of \$4,130.43, subject to audit of actual invoices. On December 14, 2022, Vehicle #1343 was damaged by a deer. Request was to cover repair costs.

EXECUTIVE COUNCIL OF IOWA

Victoria Newton

Victoria Newton
Executive Secretary

cc: Adam Steen, Director, Department of Administrative Services
DAS Fleet Services, Risk
Joel Lunde, Department of Management

AOS Claim # 2423
TOS Job # _____