



OFFICE OF AUDITOR OF STATE
STATE OF IOWA

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December 13, 2021

Victoria Newton
Executive Council
L O C A L

Subject: Catalytic Converters stolen from two vehicles on January 25, 2021
Department of Administrative Services
Claim dated March 2, 2021
AOS Claim ID: 2063

The Department's request included a supplemental allocation request of \$260.44 because additional damages were identified. However, one of the vendor invoices included was for vehicle damage inspection costs of \$70.00, which are considered administrative costs since they are incurred regardless of whether or not a claim is allowed under Chapter 29C.20 of the Code of Iowa. We recommend Executive Council approval of the supplemental allocation, net of these costs, for a total of \$190.44. In accordance with Executive Council policy, we have examined the invoices and supporting documentation for final payment related to this loss. We have found the items to be in order as shown below:

Documented request	\$	3,852.65
Excluded vehicle damage inspection costs		<u>(70.00)</u>
Revised request	\$	<u>3,782.65</u>
Executive Council Allocation (Revised)	\$	3,782.65
Less:		
Previous payments	\$	0.00
This payment		<u>3,782.65</u>
Total	\$	<u>3,782.65</u>
Remaining Executive Council allocation	\$	<u>0.00</u>

We recommend that reimbursement be made in the amount of \$3,782.65. This represents full and final payment on this allocation.

Sincerely,

Marlys K. Gaston, CPA
Deputy Auditor of State

cc: Adam Steen, Director, Department of Administrative Services
Jacquie Holm-Smith, Fleet Services Manager, Department of Administrative Services