



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

December 13, 2021

Victoria Newton  
Executive Council  
L O C A L

Subject: Catalytic Converter Stolen from Vehicle #1455 on April 1, 2021  
Department of Administrative Services  
Claim dated May 12, 2021  
AOS Claim ID: 2105

The Department's request included a supplemental allocation request of \$35.00; however, the additional costs included a vendor invoice for vehicle damage inspection costs of \$35.00. These costs 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. These costs will be deducted from the Department's request. 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	\$	2,103.16
Excluded vehicle damage inspection costs		<u>(35.00)</u>
Revised request	\$	<u>2,068.16</u>
Executive Council Allocation	\$	2,068.16
Less:		
Previous payments	\$	0.00
This payment		<u>2,068.16</u>
Total	\$	<u>2,068.16</u>
Remaining Executive Council allocation	\$	<u>0.00</u>

We recommend reimbursement be made in the amount of \$2,068.16. This represents full and final payment of the loss.

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