



OFFICE OF AUDITOR OF STATE  
STATE OF IOWA

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December 13, 2021

Victoria Newton  
Executive Council  
LOCAL

Subject: Catalytic Converters Stolen from two vehicles on May 27, 2021  
Department of Administrative Services  
Claim dated July 1, 2021  
AOS Claim ID: 2123

The Department's request included a supplemental allocation request of \$612.28 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 \$542.28. 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	\$	5,327.25
Excluded vehicle damage inspection costs		<u>(70.00)</u>
Revised request	\$	<u>5,257.25</u>
Executive Council Allocation (Revised)	\$	5,257.25
Less:		
Previous payments	\$	0.00
This payment		<u>5,257.25</u>
Total	\$	<u>5,257.25</u>
Remaining Executive Council allocation	\$	<u>0.00</u>

We recommend that reimbursement be made in the amount of \$5,257.25. 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