

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

September 5, 2023

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

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 \$2,505.12, subject to the audit of actual invoices. On May 7, 2023, Vehicle #712 was damaged by hail. 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 # 3523  
TOS Job # \_\_\_\_\_



**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

August 4, 2023

Victoria Newton  
Executive Council  
L O C A L

Subject: Hail Damage to Vehicle #712 on May 7, 2023  
Department of Administrative Services  
Claim dated June 20, 2023  
AOS Claim ID: 3523

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 \$2,505.12, subject to an audit of actual invoices.

Sincerely,

A handwritten signature in blue 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



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

Date: August 7, 2023

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

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

**Re: REIMBURSEMENT REQUEST - 29C20 Claim**

Claim #	3530
Vehicle / Event	#712/Hail
Event Date	May 7, 2023
Summary	Vehicle 712 sustained hail damage during a storm. (257145)
Amount Requested	<b>\$2,505.12 - Total</b>

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 Fucaloro, Fleet Manager  
DAS Fleet Services  
[Mariah.Fucaloro@iowa.gov](mailto:Mariah.Fucaloro@iowa.gov)  
515-414-6542+

Warrants

[Menu](#)

Fiscal Year	Warrant Number	Line Number	Line Amount	Issued	Redeemed	Vendor Customer
✓ 2023	72566445	1	\$348.00	06/28/2023		00003088463
2023	72566445	2	\$2,157.12	06/28/2023		00003088463

First Prev Next Last

Search

▼Warrant Information

Fiscal Year : 2023 Amount : \$2,505.12  
 Warrant Number : 72566445 Vendor Customer : 00003088463  
 Line Number : 1 Last Updated : 6/28/23

▼Issue Information

Issued : 06/28/2023 Void :   
 Document ID : RISK00523177006 Duplicate :   
 Document Line Number : 1 Stop :   
 Line Amount : \$348.00  
 Comments :

▼Redeemed Information

Redeemed : Batch Number :  
 Redeemed Bank : Sequence Number :  
 Redeemed Fund :  
 Redeemed Department :

▼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 :

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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 # 248057**

**SERVICE ORDER  
 CUSTOMER COPY**



Printed 06/20/2023 1:47:45 PM

User 535 Page 1

**Customer No** 20360  
 Attn: DAS FINANCE  
 STATE OF IOWA  
 1305 E WALNUT  
 DES MOINES, IA 50319  
 Tax: 1-11-1111111  
 Home (515) 281-7702 Bus (515) 281-7702  
 Cell (712) 830-3572 Today  
 Email motorpool@iowa.gov  
 Term CHARGE

**Advisor** JOEL PIETIG **Promised** 06/06/2023 5:30 PM **Tag**  
**Shop** BS **Opened** 06/06/2023 3:11 PM **Location**  
**Priority** 10 **Cashiered** **PO #**

**License No** JKN676 **Odometer In** 81470 **Odometer Out** 81472 **InServ Date**  
**Year Make Model Model No Color**  
 2019 DODGE DURANGO WHITE  
**Vehicle ID No** 1C4RDHFG4KC681571 **Selling Dealer** **Extended Warranty** **Delivery Date**  
**Engine Size** **Fleet #**

Request	Description	Job	CSR	Status	
BODY	HAIL DAMAGE PDR	1	535	Original	
Labor	Description	Type	Amount		
BODY	HAIL DAMAGE PDR	CPBS	0.00		
HARWA	HOOD INSULATOR PINS	CBMISCT	42.12		
Sublet	Description	Type	CSR	Amount	
	PDR - DENTBUSTERS	CBSUB	535	2,463.00	
Rate	65.00				
Technician	535 - JOEL PIETIG				
				Parts Total	0.00
				Labor Total	2,505.12
				<b>Request Sub-total</b>	<b>2,505.12</b>

Labor	0.00
Parts	0.00
SALES TAX ON DEDUCTIBLE	0.00
Misc.	42.12
Supplies	0.00
Sublet/Tow	2,463.00
<b>SUB-TOTAL</b>	<b>2,505.12</b>
Tax	0.00
<b>TOTAL INVOICE</b>	<b>2,505.12</b>

*Final Invoice*

*Claim APDSOI0257145-001  
 Vehicle 712*

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."

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NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS.

X \_\_\_\_\_  
 CUSTOMER SIGNATURE