

Mike: a lot of the invoices submitted were not signed by the vendor/payee. Need to get those signed then it becomes a valid invoice.
 Too late to sign the ones that have been paid.

General Fund

Check #	Item Description	Vendor Name/Payee	Invoice Amount	Amount Paid	Proper Amount? Y/N	Proper Auth.? Y/N	Proper Documents? Y/N	Goods/Services Received? Y/N	comments
1	1118 Address Fee/Treasurer support/stamps	NCWVRC	\$ 445.50	\$ 445.50	n/a	N, 4	N	n/a	5 No invoice
2	1119 Contracted Services	Rebecca Harlan	\$ 167.00	\$ 167.00	n/a	N, 4	N	n/a	5 No invoice
3	1120 Treasurer support	Sandra Malcolm	\$ 67.00	\$ 67.00	n/a	N, 4	N	n/a	5 No invoice
4	1121 Contracted Services	Rebecca Harlan	\$ 167.00	\$ 167.00	n/a	N, 4	N	n/a	5 No invoice
5	1122 Travel expense - mileage	Joyce Thacker	\$ 38.85	\$ 38.85	n/a	N, 4	N	n/a	7 No invoice
6	1123 Treasurer support - Travel - Mileage	Sandra Malcolm	\$ 75.32	\$ 75.32	n/a	N, 4	N	n/a	5 No invoice
7	1124 Travel expense - mileage	Joyce Thacker	\$ 166.50	\$ 166.50	n/a	N, 4	N	n/a	No invoice
8	1125 Address Fee/Treasurer support	NCWVRC/Sandra Malcolm	\$ 367.00	\$ 367.00	n/a	N, 4	N	n/a	5 No invoice
9	1126 Travel expense - mileage	Sandra Malcolm	\$ 67.00	\$ 67.00	n/a	N, 4	N	n/a	7 No invoice
10	1127 Contracted Services	Rebecca Harlan	\$ 668.00	\$ 668.00	n/a	N, 4	N	n/a	5 No invoice
11	1128 Travel expense - mileage	Joyce Thacker	\$ 166.50	\$ 166.50	n/a	N, 4	N	n/a	No invoice
12	1129 Contracted Services	Rebecca Harlan	\$ 167.00	\$ 167.00	n/a	N, 4	N	n/a	5 No invoice
13	1130 Travel expense - mileage	Robert Wines	\$ 388.65	\$ 388.65	Y	N, 4	Y	n/a	
14	1131 Travel expense - mileage	Jeff Palmer	\$ 194.59	\$ 194.59	Y	N, 6	Y	n/a	
15	1132 Shipping/postage reimbursement	Robert Wines	\$ 33.99	\$ 33.99	n/a	Y	N	Y	No invoice
16	1133 Laptop & software reimbursement	Michael Reese	\$ 1,129.97	\$ 1,129.97	Y	N, 2	N	Y	No invoice
17	1134 Postage	US Postmaster	\$ 92.00	\$ 92.00	Y	Y	Y	n/a	
18	1135 Contracted Services	Rebecca Harlan	\$ 167.00	\$ 167.00	n/a	N, 2	N	n/a	5 No invoice
19	1136 Printer cartridges	Staples	\$ 162.75	\$ 162.75	Y	Y	Y	Y	
20	1137 Travel expense - mileage	Jeff Palmer	\$ 124.55	\$ 124.55	Y	N, 6	Y	n/a	
21	1138 Travel expense - mileage	Michael Reese	\$ 118.44	\$ 118.44	Y	N, 2	Y	n/a	
22	1139 Contracted Services	Rebecca Harlan	\$ 167.00	167.00	n/a	N, 2	N	n/a	No invoice
23	1140 Travel expense - mileage	Michael Reese	\$ 118.44	\$ 118.44	Y	N, 2	Y	n/a	
24	1141 Travel expense - mileage	Jeff Palmer	\$ 101.05	\$ 101.05	Y	N, 6	Y	n/a	
25	1142 Contracted Services	Rebecca Harlan	\$ 167.00	\$ 167.00	n/a	N, 2	N	n/a	5 No invoice
26	1143 Traveler's Insurance debit of \$501.00		\$ 501.00	\$ 501.00	n/a	n/a	N	n/a	8 No check
27	1144 Travel expense - mileage	Michael Reese	\$ 47.00	\$ 47.00	Y	N, 2	Y	n/a	
28	1145 Contracted Services	Rebecca Harlan	\$ 167.00	\$ 167.00	n/a	N, 2	N	n/a	5 No invoice
29	1146 Contracted Services	Rebecca Harlan	\$ 167.00	\$ 167.00	n/a	N, 2	N	n/a	5 No invoice
30	1147 Travel expense - mileage	Michael Reese	\$ 28.20	\$ 28.20	Y	N, 2	Y	n/a	
31	1148 Contracted Services	Rebecca Harlan	\$ 167.00	\$ 167.00	n/a	Y	N	n/a	5 No invoice
			<u>\$ 6,605.30</u>	<u>\$ 6,605.30</u>	<u>0</u>	<u>26</u>	<u>21</u>		

Tickmarks

- 1 = Omitted. guidelines to follow.
- 2 = The Treasurer signed his own check.
- 3 = Omitted.
- 4 = Only one authorizing signature on the check. From 01/2013 forward there were to be two signatures on the check according to the Authority Treasurer.
- 5 = There was no written agreement to support the secretarial services provided.
- 6 = The payee signed his own check.
- 7 = Mileage was not calculated; was a set price.
- 8 = AWVSWA said transaction was originally paid with check 1143. See supporting documentation from vendor Bondins.com. Check is unaccounted for.

End.