

## MEMORANDUM

**TO:** Audit Committee Members  
Matthew Dent, Sara Schmitz, and Tim Callicrate

**FROM:** Sara Schmitz  
Trustee and Audit Committee Member

**SUBJECT:** Review, discuss, and possibly provide direction to the Interim General Manager regarding the breakdown of internal controls as it relates to purchase/task orders issues by Staff.

**DATE:** February 28, 2020

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### **I. RECOMMENDATION**

Review, discuss, and possibly provide direction to the Interim General Manager regarding the breakdown of internal controls as it relates to purchase/task orders issues by Staff.

### **II. BACKGROUND**

The Board of Trustees approved the issuance of a task order in the amount of \$25,000 for the Water Pump Station 2-1. Staff issued the task order the next day in the amount of \$32,500, exceeding the Board authorized amount of \$25,000.

### **III. FINANCIAL IMPACT AND BUDGET**

This task order exceeded the approved amount by \$7,500.