

MARCUS J. MOLINARO  
COUNTY EXECUTIVE



NOEL H.S. KNILLE, AIA, ASLA  
COMMISSIONER

ROBERT H. BALKIND, P.E.  
DEPUTY COMMISSIONER

**COUNTY OF DUTCHESS**  
DEPARTMENT OF PUBLIC WORKS  
**ADMINISTRATION**

MEMORANDUM

TO: Jim Coughlan, DC Comptroller

FROM: Noel H.S. Knille, Commissioner of Public Works

Date: October 17, 2014

Re: DPW Audit on Material Tickets - Response

Thank you for forwarding the findings from the audit of DPW Highway Materials Tickets. We are confident in our procedures and documentation and it was good to read that your office concurs overall. The audit's observations were helpful and going forward DPW Highway will remind staff and contractors to:

1. Make note of truck numbers on tickets.
2. Sign/initial tickets.
3. Verify electronic information; hand correct if necessary.
4. Code tickets correctly.

ecc: Mary Aldrich  
Robert Balkind  
Michelle Cavaliere  
Valerie Sommerville  
Kathy Thurston