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.

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