

Winnebago County Auditor  
 Monthly Credit Card Review Comments Log  
 06-2017 stmt to current stmt

Department	Card	Comment:
County Board	9321	Card used for personal purchase by accident. Was reimbursed by cardholder. 2nd occurrence
Human Resources	3226	paid sales tax and failed to approve receipt. Auditor has contacted dept
Maintenance	9097	Cardholder paid sales tax. Auditor sent tax ID info to dept
Human Resources	3226	Cardholder paid sales tax. Dept asked for refund
Recorder	8396	support documents not properly approved. Auditor contacted dept to correct
Recorder	3325	support documents not properly approved. Auditor contacted dept to correct
Supervisor of Assess	8973	Accidental personal use of card was reimbursed with personal check
Probation	4798	support documents not properly approved. Auditor contacted dept to correct
States Atty	3523	cardholder paid small amt of sales tax. Auditor reminded dept regarding policy
River Bluff	3382	support documents not properly approved. Auditor contacted dept to correct
Animal Services	2417	credit memo not provided. Auditor contacted dept to correct
County Board	9321	Card used for personal purchase by accident. Was reimbursed by cardholder
River Bluff	3382	River Bluff purchased many gift cards in violation of policy. Auditor will send policy to RB admin
Health Dept	0607	Meals purchased without proper documentation of meeting as req by policy. Auditor will send policy and acquire additional support.
Highway	1969	Card log not filled out properly. Auditor returned for correction:
Probation	4798	\$378 Pinnons purchase includes no support or detail of meeting as required by policy. Auditor will seek support.
IT	2269	Receipt not signed. Auditor returned for approval
Board Chairman	0648	\$26 Rockford Office Supply expense has no support. Auditor will send policy
Maintenance	2681	Cardholder submitted unsigned receipt. Auditor sent back for sign off
Nursing Home Maint	3390	Cardholder did not sign receipts as req by policy. Auditor acquired sign off
Animal Services	1413	Cardholder did not sign receipts as req by policy. Auditor acquired sign off
Admin	4567	Cardholder did not sign receipts as req by policy. Auditor acquired sign off
IT	2269	Computer equip charged to capital and should be supplies. Auditor emailed finance
Coroner	8878	Sales tax on food receipt. Coroner told auditor dept will request reimbursement
Wingis	6440	Card needs to be closed. Alerted purchasing. Card is stay autopaying internet service
County Clerk	4567	Cardholder did not signs various receipts relating to nov election as req by policy
County Board	9321	Cardholder paid sales tax on flowers for grieving employee. Auditor sent tax exempt lette

States Atty	3523	Cardholder paid sales tax. We will send SA the tax exempt letter
Human Resources	2210	Receipt not approved as required by policy
Maintenance	4623	Charge for \$629.48 at Bosch Security has no detail. Will obtain from dept
Memorial Hall	3267	Cardholder paid sales tax at menards. Auditor will email cardholder policy and tax exempt letter
Coroner	8878	Various invoices are missing required cardholder initial as evidence of approval
Circuit Court	1874	Transaction log not filled in properly and receipts are missing proper initial approval
Circuit Court	0122	Sales tax paid for \$114.38 noted to be refunded. Auditor will follow up in following month
States Atty	3523	Gift card purchase made which is against policy. Auditor emailed SA office the current policy
Human Resources	3226	2 Receipts are not initialed and 1 receipt (\$200 Crimson Ridge) shows no detail of purchase
County Clerk	4567	Paypal purchase receipt is not initialed as req by policy
Admin	9321	2 Amazon purchases do not have sufficient detail as req by policy
Admin	9321	Cardholder did not approve various invoices as req by policy
Memorial Hall	3267	Cardholder did not approve supporting documentation as req by policy
Information tech	2269	Payment through paypal. No support for what transaction is for. Auditor will follow up
Information tech	2269	Payment through paypal. 2nd occur. No support for what transaction is for. Auditor will follow up
County Clerk	7401	Cardholder did not approve invoice. Auditor will follow up with dept
County Board	0648	Cardholder paid sales tax at the Stockholm Inn
Nursing Home	3382	Cardholder did not sign or initial invoices indicating approval as req by policy. Auditor contacted office to follow up
Health Dept	8013	Cardholder not approving individual receipts as req by policy. Auditor is contacting dept head
Health Dept	8423	Cardholder not approving individual receipts as req by policy. Auditor is contacting dept head
Health Dept	2942	Cardholder not approving individual receipts as req by policy. Auditor is contacting dept head
Health Dept	3077	Cardholder not approving individual receipts as req by policy. Auditor is contacting dept head
Coroner	8878	Cardholder did not sign or initial invoices indicating approval as req by policy. Auditor contacted office to follow up
County Clerk	7401	Cardholder paid sales tax at walmart. Policy and tax exempt ID emailed to dept head
Human Resources	3226	Cardholder failed to approve all invoices as required by policy
County Clerk	7401	Cardholder did not approve intuit invoice as required by policy
Admin	9321	transaction log is not approved by a authorized department head
Admin	0648	Sales tax 6.07 paid to Papa John's online. Sales tax can be avoided by placing order directly to store. Auditor emailed cardholder
Admin	0648	Missing cardholder signature on Red Roof invoice. Auditor emailed cardholder
Admin	0648	Missing receipt for Jimmy Johns \$32.49. Auditor emailed cardholder
Admin	0648	Missing cardholder signature on Homewood Suites invoice. Auditor emailed cardholder

Coroner	8878	Cardholder did not fill out the required business purpose of purchases. Auditor will send reminder to elected official.
Jury Commission	4830	An outdated cardholder log is being used which does not provide a space to indicate the business purpose of the transaction. A reminder will be sent to department.
Health Dept	8013	Amazon gift card purchase which is against policy.
Health Dept	8013	Cardholder did not initial / approve individual receipts as req by policy. Will send policy to dept.
Health Dept	8090	Cardholder did not initial / approve receipts as req by policy
Health Dept	5243	Cardholder used wrong form which does not provide business purpose
Health Dept	5243	Cardholder did not initial certain receipts
Maintenance	0649	Vague business purpose all with poor support provided for \$2,200 in battery purchases Auditor obtained additional information including photos from department.
State's Attorney	3892	Hotel reservation information does not provide a detailed list of charges at Westin hotel Auditor emailed cardholder for additional information.
Admin	9796	Another employee within department signed on the credit card signature line for vendor for food delivery.
IT	2269	Cardholder did not approve Indeed invoice as req by policy
IT	2269	Cardholder did not approve Crashplan invoice as req by policy
States Atty	2787	Paid small amounts of sales tax on a variety of Illinois purchases
Circuit Court	Various	Several invoices are lacking individual approval by cardholders Auditor forwarded policy to dept
Coroner	8878	Two invoices were not signed by cardholder Auditor forwarded policy to dept
Jury Commission	4830	Wrong form used that does not include a space for business purpose of purchase
911	1322	Sales tax paid on Amazon order
Health Dept	5216	Purchased \$200 gift card from Amazon which is against purchasing card policy Auditor emailed department and forwarded policy
Health Dept	8013	Cardholder did not approve Comfort Inn receipts as req by policy Auditor forwarded policy to dept
Animal Services	2738	2 small purchases < \$200 charged to capital. Should be a supply item. Auditor communicated issue to animal services and finance dept
County Clerk	7401	cardholder did not initial/approve two invoices for gasoline as req by policy
County Clerk	4567	cardholder did not initial/approve two invoices for gasoline as req by policy
Circuit Court	various	Cardholders not signing receipts as req by policy
Coroner	8878	No detail provided for small purchase of 11.85
Coroner	8878	sales tax of 20.17 paid to Embroid This Inc.
Wingis	6440	Lunch for 60.09 is missing documentation that is req by policy (ex. attendees and purpose

Health Dept	2942	Incorrect form used which does not provide an option to enter a business of transaction
Maintenance	0649	87.48 car pool purchasing lacking the required approval of the purchasing director
County Board	0648	Cardholder did not approve Jimmy Johns receipt for meeting as req by policy
County Clerk	7401	Variety of purchases not approved individually as req by policy
Human Resources	2210	Cardholder did not sign as approval for 2 transactions
Circuit Court	1291	Insufficient support provided for hotel stay at geneva ridge resort
Circuit Court	various	Cardholders not signing receipts as req by policy
Health Dept	5243	Incorrect form used which does not provide an option to describe reason for purchase
Admin	9796	Roly Poly Lunch \$117.76 poorly documented not in accordance with policy
County Clerk	2798	Employee did not approve invoice as req by policy
Recorder	3325	Cardholder did not approve invoice from Par-A-Dice hotel
Recorder	8396	Cardholder did not approve invoice from Par-A-Dice hotel second occur
Circuit Court	0122	Cardholder did not approve amazon invoice as req by policy
Circuit Court	1874	Cardholder did not approve amazon invoice as req by policy
Coroner	8878	Paid sales tax of 6.46 on lands end order
911	1322	177.49 in computer equipment improperly charged as a capital outlay
Highway	6896	\$90 spend on "Funeral Token"
River Bluff	3390	Cardholder did not approve allpartitions invoice as req by policy
River Bluff	3390	Cardholder did not approve K-Kap Toppers invoice as req by policy
Animal Services	9825	Cardholder paid 6.80 in sales tax at walmart
Animal Services	1413	Employee did not approve IAWF invoice as req by policy
Animal Services	1413	Employee did not approve IAWF invoice as req by policy 2nd occur
IT	2269	Cardholder did not approve crashplan invoice as req by policy
County Clerk	2798	Poorly documented purchase for Par-A-Dice hotel 100.80
Recorder	8396	Cardholder did not approve invoice from Par-A-Dice hotel
Recorder	3325	Additional cardholder did not approve invoice from Par-A-Dice hotel
IT	2269	Invoice from FY17 253.80 CDW-G paid as a FY18 expense with purchasing card
IT	2269	Invoice from FY17 253.80 CDW-G paid as a FY18 expense with purchasing card 2nd occur
Probation	4798	Pinnon's food \$222.00 poorly documented and not in accordance with policy
Probation	4798	Pinnon's food \$100.67 poorly documented and not in accordance with policy
Probation	4798	Capri food \$39.75 poor documented and not in accordance with policy
Circuit Court	0122	Cardholder didn't approve verizon \$135.55 as req by policy

Circuit Court	0122	Cardholder didn't approve Amazon \$35.37 as req by policy
911	1322	Computer equipment purchase of \$144.95 improperly charged to capital outlay
Wingis	6440	Pinnon's food \$241.32 poorly documented and not in accordance with policy
Highway	6896	Employee other than County engineer approving card log various cardholder
Highway	6896	Pizza hut \$93.85 poorly documented relative to policy requirement
Animal Services	1413	cardholder paid 11.30 in sales tax at farm and fleet
River Bluff	3382	cardholder failed to approve all 7 invoices submitted as support
River Bluff	3382	no department head approval of card log
River Bluff	9549	\$458.38 in gift cards purchased for "Fun Committee". Not allowed by policy
Maintenance	4754	walmart \$138.60 indicates maint for animal services but is charged to nursing home
Admin	9796	sendinblue refund of 1,329.77 refund charged to wrong accounting year
Admin	9796	Jimmy Johns purchase of \$52 not signed by cardholder as required by policy
Admin	9796	Stockhold Inn purchase of \$103.91 not signed by cardholder as required by policy
Admin	9796	Roly Poly food purchase of \$95.05 has conflicting information on what dept to charge
Human Resources	2210	vistaprint receipt is not approved by cardholder
IT	2269	Purchase of County Board Office IT equipment charged to IT department
IT	2269	Crashplan invoice not approved by cardholder as required by policy
Probation	2089	cardholder did not approve invoice for illinois tollway
Probation	4798	cardholder improperly documented meals \$39.11 as required by purchasing card policy
Circuit Court	0122	cardholder didn't approve amazon invoice as req by policy
Circuit Court	0122	cardholder didn't approve home depot invoice as req by policy
Circuit Court	0122	cardholder didn't approve verizon invoice as req by policy
Circuit Court	0122	cardholder didn't approve hyatt invoices as req by policy
Coroner	8878	receipt provided by vendor is nothing more than a simple note from vendor indicating card has been charged. Provides no description of service provided
Jury Commission	4830	wrong form used that does not specific business purpose
911	1322	variety of invoices don't meet threshold to be charged as capital outlay but are
Highway	6896	card log approved by employee other than county engineer
Highway	6896	\$9.50 in sales paid at office depot
Highway	6896	cardholder did not approve amazon receipt as req by policy
Highway	6896	cardholder did not approve walmart receipt as req by policy
Highway	6896	cardholder did not approve alldata receipt as req by policy
Highway	1184	cardholder log approved by employee other than county engineer

Highway	1184	receipt submitted from MAH Springfield Petroleum with no detail
Health Dept	2942	wrong form used and no business purpose for \$244.88 in candy provided
Health Dept	2942	cardholder did not approve \$174.93 Amazon receipt as req by policy
Health Dept	9381	cardholder did not approve \$25.15 Indeed receipt as req by policy
Health Dept	9381	cardholder did not approve \$174.84 receipt as req by policy
Health Dept	5243	wrong form used providing no business purpose
Health Dept	5243	cardholder did not approve \$105.09 wyndham invoice as req by policy
River Bluff	6434	cardholder did not approve \$158.20 crown plaza invoice as req by policy
River Bluff	3382	cardholder log signed by employee other than river bluff administrator
Animal Services	9825	improper documentation of Jimmy Johns lunch for \$138.02
Animal Services	9825	sales tax of \$10.52 paid on Jimmy Johns lunch
Information Tech	3161	Contractor signing as department head is not appropriate
Information Tech	2269	Contractor signing as department head is not appropriate second occurrence
Information Tech	8489	Contractor signing as department head is not appropriate third occurrence
Coroner	8878	Cardholder did not sign various Amazon invoices.
Coroner	8878	Cardholder paid 17.05 in sales tax. County is tax exempt.
Jury Commission	4830	Cardholder used wrong form which provides no business purpose for transaction
Wingis	6440	No department head signature and approval of transactions
Circuit Court	2248	No transaction log provided. No department signature.
Circuit Court	2244	Cardholder failed to sign any receipts as required by policy
Circuit Court	1874	Cardholder provided poor descriptions of purchases
Circuit Court	1874	Cardholder did not sign several invoices as required by policy
Circuit Court	0122	Cardholder did not sign several invoices as required by policy
Highway	6896	No detail provided on Crimson Ridge receipt
Highway	5814	Employee other than County Engineer approved card log
Highway	1184	Employee other than County Engineer approved card log
Highway	4989	Employee other than County Engineer approved card log
Highway	3150	Employee other than County Engineer approved card log
Highway	3150	No receipt provided for SuperSuds car wash
Health Dept	9381	Employee other than Health Dept Director approved card log
Health Dept	2942	Employee other than Health Dept Director approved card log
Health Dept	2942	wrong form used providing no business purpose

River Bluff	3382	Cardholder failed to sign any invoices as req by policy
River Bluff	3465	Cardholder failed to sign any invoices as req by policy
River Bluff	9549	Cardholder did not approved purchase log
River Bluff	9549	Cardholder failed to sign all invoices as req by policy
River Bluff	9549	Cardholder paid 27.68 in sales tax at WalMart
Courier	4754	Individual signing card log is not maintenance dept head
Courier	4754	\$152.10 in batteries charged to wrong department
Maintenance	3390	gasoline purchase receipt not signed by cardholder as req by policy
Information tech	3161	contractor signing as department head is not appropriate
Information tech	2269	contractor signing as department head is not appropriate
information tech	8489	contractor signing as department head is not appropriate
coroner	8878	cardholder did not approve various amazon purchases as req by policy
coroner	8878	cardholder paid 17.05 in sales tax
jury commission	4830	cardholder used wrong form and provided no business purpose for transactor
wingis	6440	no dept head approval of transactions
circuit court	2248	no transaction log provided and not department head signature
circuit court	2244	cardholder failed to approve any receipts as req by policy
circuit court	1874	cardholder provided poor descriptions of purchases
circuit court	1874	cardholder did not sign several invoices as req by policy
circuit court	0122	cardholder did not sign several invoices as req by policy
highway	6896	no detail provided on crimson ridge receipt
highway	5814	employee other than county engineer approved card log
highway	1184	employee other than county engineer approved card log
highway	4989	employee other than county engineer approved card log
highway	3150	employee other than county engineer approved card log
highway	3150	employee other than county engineer approved card log
health dept	9381	Employer other than health dept director approved card log
health dept	2942	Employer other than health dept director approved card log
health dept	2942	Employer other than health dept director approved card log
river bluff	3382	cardholder failed to approve any invoices as req by policy
river bluff	3465	cardholder failed to approve any invoices as req by policy
river bluff	9549	cardholder failed to approve any invoices as req by policy

river bluff	9549	cardholder did not approve purchase log
river bluff	9549	cardholder paid 27.68 in sales tax at walmart
courier	4754	individual signing card log is not maint dept head
courier	4754	152.10 in batteries charged to the wrong dept
maintenance	3390	gasoline purchase not signed and approved by cardholder as req by policy
Human Resources		Cardholder did not sign SHRM receipt as required by policy
Human Resources		Cardholder did not sign Sullivans receipt and also paid sales tax
Human Resources		Cardholder did not sign Schnucks receipt and also paid sales tax
Human Resources		Cardholder did not sign Amazon receipt as required by policy
Human Resources		Cardholder did not sign SHRM second occurrence as required by policy
Purchasing		Cardholder did not sign Amazon receipt as required by policy
Purchasing		Cardholder did not sign I-Pass receipt as required by policy
Circuit Court		Various occurrences in which cardholder did not sign receipt as required by policy.
Circuit Court		paid 16.50 in sales tax for printer
Coroner		paid sales tax on 3 amazon orders
Jury Commission		travel done using actual expenses instead of mileage and per-diem
Highway		Several dept heads under County Engineer are approving purchasing log. policy is unclear is that is permissible.
Health Dept		Computer mouse, keyboard and power cord shipped to employees house
Health Dept		wrong form used for cardholder providing no business purpose of purchase
Health Dept		wrong form used for cardholder providing no business purpose of purchase 2nd occurrence
Health Dept		cardholder did not sign family safety products inc receipt as required by policy
Health Dept		cardholder did not sign northfield inn, suites and conference center receipt
River Bluff		Dept head under nursing home administrator is approving cardholder log. It is unclear if that is permissible under policy
River Bluff		108.65 at pizza hut for "low staffing" which is poorly documented as required by purchasing card policy.
Courier		individual who is not a department head is approving courier expenses. Policy says department head must approve.
County Board		Jimmy Johns purchase charged to misc county for a County Board Office expense Also charging misc county without prior approval by CFC
County Board		Jimmy Johns purchase with no detail support and no prior approval as req.
Probation		purchased 661.93 at walmart and provided no detail of the purchase
States Atty		Sales tax on gotomypc purchase



Circuit Court	cardholder did not approve transaction log required by policy
Circuit Court	cardholder did not sign various receipts as req by policy
Circuit Court	cardholder did not sign various receipts as req by policy (2nd cardholder
coroner	paid sales tax on Amazon purchase
911	several items are charged to capital which are clearly supplies
wingis	no department head approval of card log
Highway	no department head approval of card log
Highway	no department head approval of card log (2nd cardholder)
Highway	no department head approval of card log (3rd cardholder)
Health Dept	wrong form used and no business purpose for transaction provided
Nursing Home	no department head approval of card log. Approved by employee other than P. Gentner
Maintenance	no department head approval of card log
County Board	Roly Poly 48.93 Charging meals departmental in nature to misc county
County Board	Roly Poly paid sales tax on meals. Called Roly Poly to verify acceptance of tax id
County Clerk	wrong form with no business purpose. Quickbooks for 290.00
Court Services	discrepancy with oil change invoice being investigated
Court Services	41.02 at the district grill and bar without proper approval or support. Plus sales tax
States Atty	cardholder did not sign receipt as req by policy
Circuit Court	cardholder did not approve transaction log required by policy
Circuit Court	cardholder did not sign various receipts as req by policy
Circuit Court	cardholder did not sign various receipts as req by policy (2nd cardholder
Circuit Court	cardholder did not sign various receipts as req by policy (3rd cardholder)
Circuit Court	paid \$13.50 in sales tax
911	used computer purchase of 90.99 is not a capital outlay but rather supplies
wingis	no department head approval of card log
Highway	no department head approval of card log
Highway	no department head approval of card log (2nd cardholder)
Highway	no department head approval of card log (3rd cardholder)
Health Dept	wrong form used and no business purpose provided
Nursing Home	no department head approval of card log
Nursing Home	115.85 in food purchased. No detail support of items purchased and no business purpose or list of attendees as required by policy. Illegible receipt.

Maintenance	no department head approval of card log
IT	wrong form and no business purpose for photoshop and lansweeper provided
County Clerk	lpass purchase made with no business purpose provided as req by policy
County Clerk	cardholder did not sign receipt as req by policy
Human Resources	72.33 in spoons, forks, plates and towels for office
Human Resources	cardholder did not sign various receipts as req by policy
Purchasing	2.22 paid in sales tax
Supervisor of Assess	cardholder did not sign receipt as req by policy
Circuit Court	cardholder did not sign various receipts as req by policy
Circuit Court	cardholder did not sign various receipts as req by policy (2nd cardholder
Circuit Court	cardholder did not sign various receipts as req by policy (3rd cardholder
Coroner	5.09 in sales tax paid to Panera Bread. Panera accepts tax id #
Jury Commission	incorrect form used. No required business purpose provided for purchases
Wingis	No department head approval of charges
Highway	Department head didn't approve several card statements
Highway	cardholder did not sign receipt as req by policy
Nursing Home	No department head approval of charges
Nursing Home Maint.	No department head approval of charges
Maintenance	16.12 in sales tax paid
Maintenance	3.97 in sales tax paid
County Board	meals charged to misc county but are departmental in nature
County Board	5.62 in sales tax paid at roly poly
County Board	74.40 in roly poly meals charged to misc county but are departmental in nature
County Board	lunch for county staff with no list of attendees as req by policy
Health Dept	purchased 200 in gift cards not allowed by policy
Court Services	failed to provide business purpose for 1,719.67 in transactions
Court Services	cardholder failed to approve invoices in 2 cases
Circuit Court	various cardholders failed to approve several invoices
Coroner	old form used which provides no business purpose
911	676.74 in food purchases without proper support as required by policy
911	437.83 in food purchases at restoration café without itemized receipts
911	lack of department head approval on statement

wingis	no department head approval provided
highway	various cardholder logs are not signed by the county engineer as required
highway	invoices present without cardholder approval
health dept	improper support for lunch and sales tax paid to jimmy johns
river bluff	missing invoice for equifax
river bluff	missing department head approval on purchase log for two employees
river bluff	invoices are present without cardholder approval
county board	charging IT for facebook ads without approval of any IT staff or department head
county board	shipped 3 items from AMAZON to employee household
911	employee at 911 used another employees card for AMAZON purchase
county board	2 business lunches with no support of list of attendees
county board	2 occurrences of food being charged to miscellaneous but are departmental in nature
county board	sales tax paid on several meal purchases