From: Michelle Courtney
To: Ruud, Andy (SAO)
Cc: Darren White
Subject: RE: SAO: Single Audit - Invoice Pink Slips
Date: Wednesday, November 3, 2021 3:08:14 PM
Attachments: image001.png

External Email

Hi Andy,
I spoke with Steve and I they are gathering this information for you. We can meet on Thursday at 2:00pm or Friday at 1:00pm.

Michelle Courtney
Administrative Assistant
Clarkston Fire Department
820 5th Street
Clarkston, WA 99403
509-758-8681

From: Ruud, Andy (SAO) [mailto:andy.ruud@sao.wa.gov]
Sent: Wednesday, November 3, 2021 2:22 PM
To: Michelle Courtney
Cc: Darren White; Jones, Travis (SAO)
Subject: RE: SAO: Single Audit - Invoice Pink Slips

Hi Michelle,
Thank you for providing this standard pink slip. In addition to this, I do need the original slips that were attached to the AFG invoices.
Now that you are back in the office, would you and the Fire Chief be available for a follow-up meeting tomorrow afternoon or sometime on Friday?
I have some follow-up items I'd like to discuss regarding the following areas:

- Equipment Maintenance
- Performance Reports
- Procurement

Based on your email below, I understand your schedules are full this week. Please let me know if you have time for a 30 min – 1 hr meeting tomorrow or Friday and I will send a TEAMS meeting invitation.
Please let me know if you have any questions.
Thank you,

Andy Ruud
Assistant State Auditor
Office of the Washington State Auditor
www.sao.wa.gov

From: Michelle Courtney <mcourtney@clarkston-wa.com>
Sent: Wednesday, November 3, 2021 1:05 PM
To: Ruud, Andy (SAO) <andy.ruud@sao.wa.gov>

Subject: RE: SAO: Single Audit - Invoice Pink Slips

External Email

Hi Andy,

I am back in the office. I've attached the slip we attach to invoices that get submitted to the City for payables. If you are needing the ones that were attached to invoices, I will need to go pull those from City Hall, scan and send them over on Friday or next week. I have meetings tomorrow am and we have recruit testing on Saturday, so will be preparing for that on Friday.

Michelle Courtney
Administrative Assistant
Clarkston Fire Department
820 5th Street
Clarkston, WA 99403
509-758-8681

From: Ruud, Andy (SAO) [mailto:andy.ruud@sao.wa.gov]
Sent: Friday, October 29, 2021 4:28 PM
To: Darren White; Michelle Courtney
Cc: Jones, Travis (SAO); Brillantes, Heide (SAO); Steve Austin
Subject: SAO: Single Audit - Invoice Pink Slips

Hi Darren and Michelle,

In our meeting earlier this week, you mentioned that a review of each invoice is indicated by a Pink Slip showing the reviewers signature and other relevant information. This Pink Slip is attached to each invoice before being sent to the Accounting Department.

Could you provide copies of those pink slips for each invoice charged to the AFG program?

Please let me know if you have any questions.

Thank you,

Andy Ruud
Assistant State Auditor
Office of the Washington State Auditor
www.sao.wa.gov