
From: Smith, Kristen [REDACTED]
Sent: Thur 7/17/2025 8:28:47 AM (UTC-04:00)
To: Bailey, Gregory [REDACTED]
Cc: Damschroder, Cindy [REDACTED]
Subject: FW: BA30 PCard Audit Requesting Documents for 5/2025 - Item #3392352
Attachment: Laurentian Pilot 1.pdf
Attachment: St. Lawrence Pilots Justification.docx

Hey Greg can you please re-review and also get something showing Jim's approval

From: Seidler, Leslie <[REDACTED]>
Sent: Thursday, July 17, 2025 8:03 AM
To: Smith, Kristen <[REDACTED]>
Subject: FW: BA30 PCard Audit Requesting Documents for 5/2025 - Item #3392352

Hi Kristen,

The documentation attached doesn't match the total of the audit below.

Also, I would like to have an email or something from Jim Hall approving the purchase.

Thank you!

Leslie

Leslie Seidler
Accounting Technician
Purchasing Card Unit

Bureau of Payable Services | Purchasing Card Unit | Oracle Unit
Pennsylvania Office of the Budget | Comptroller Operations
555 Walnut Street 9th Floor | Harrisburg PA 17101
Phone: [REDACTED]

[BPS Customer Service Portal](#)
[Office of the Budget Website](#)

This email, including any files transmitted with it, is intended solely for the use of the individuals or entities to whom it is addressed and may contain confidential or privileged information. Unauthorized use or disclosure of this email by or to any individual or entity other than those to whom it was intended is prohibited. If you received this email in error, please notify the sender and completely delete the message from your email system.

From: Smith, Kristen <[REDACTED]>

Sent: Thursday, July 17, 2025 7:37 AM
To: Seidler, Leslie <[REDACTED]>
Subject: FW: BA30 PCard Audit Requesting Documents for 5/2025 - Item #3392352

From: Bailey, Gregory <[REDACTED]>
Sent: Wednesday, July 16, 2025 2:28 PM
To: Smith, Kristen <[REDACTED]>
Cc: Damschroder, Cindy <[REDACTED]>
Subject: Re: BA30 PCard Audit Requesting Documents for 5/2025 - Item #3392352

Kristin,

The vendor is not on state contract. They are the organization that provides pilots for navigating the St. Lawrence River. They are based out of Montreal. Please let me know if the justification I provided is sufficient; I can make edits if needed.

Does replying this way ensure that the "Please **FORWARD THIS EMAIL** along with your PCard documentation for the following PCard Audit(s) to me via email." condition is met.

What does an authorized approval signature look like? Jim Hall is my direct superior but Tyler and Melissa were both a part of all of these conversations about how to pay for certain things.

Lemme know what you need and I'll do my best to provide.

Thanks,
Greg

From: Smith, Kristen <[REDACTED]>
Sent: Tuesday, July 15, 2025 2:34 PM
To: Bailey, Gregory <[REDACTED]>
Cc: Damschroder, Cindy <[REDACTED]>
Subject: FW: BA30 PCard Audit Requesting Documents for 5/2025 - Item #3392352

Please be sure to let me know if this vendor is on state contract. If they are please, send me the contract number. Thank you!

Please **FORWARD THIS EMAIL** along with your PCard documentation for the following PCard Audit(s) to me via email.

PLEASE be sure to include:

- **Authorized approval signature for every purchase. ALL purchases require an approval signature, in writing, other than the cardholders. Electronic signatures are not acceptable unless in the form of an email from the approving supervisor.**
- **NOTE: Approval signature must be from someone other than the cardholder.**
- Legible copies: Make sure receipts are not copied over top of invoices and vice versa.
- Justification for the purchase. ****Just a short description explaining the reason for the purchase****
- Please include equipment number(s), if applicable.
- Include all quotes for purchases and estimates for repairs, if applicable.
- Meal purchases for a meeting must include an itemized list of items purchased, list of all attendees, list of employees in travel status listing their employee numbers, and a meeting agenda.
- CREDIT MEMOs must include copy of invoice showing original charges.

Please submit via email within 5 business days.

****NOTE: If you have a contract # or PO # for this PCard transaction(s), please let me know.**

Item Number	BA	Transaction Month	Name	Account Number	Transaction Date	Posting Date	Transaction Amount	Sales Tax	Merchant Name	Merchant City	Merchant State/Province
0003392352	30	05/2025	GREGORY BAILEY	**7510	5/22/2025	5/23/2025	\$8,314.96	\$0.00	ADMIN PILOTA GE LAURENT	MONTR EAL	QC

FYI – To summarize, the **PCard may no longer be used as a payment method for electric, natural gas, water or sewer utility invoices**. Please forward this email to any affected personnel within your agency. Please instruct your personnel to ensure their water, sewer, electric and natural gas utility companies are submitting their invoices to the Comptroller’s Utility invoice PO Box in Harrisburg via or by email to

[REDACTED] with the appropriate location code included the address in the following format:



Administration de pilotage des Laurentides
Laurentian Pilotage Authority
999, boul. De Maisonneuve Ouest, bur. 1410
999, De Maisonneuve Blvd. West, Suite 1410
Montréal, QC H3A 3L4 / Montreal (Quebec) H3A 3L4

poste 245

FACTURE / INVOICE # M026715

Reference / Reference

CLIENT / CLIENT # 984

Date de facturation / Invoicing date : 2025-05-21

Date d'échéance / Due date: 2025-06-19

U.S. BRIG NIAGARA
Commonwealth of Pennsylvania
150 E Front St. Suite 100

Erie,,PA
United States of America

Coordonnées bancaires pour transfert électronique /
Banking instructions for payment by wire
Banque Scotia TRANSIT #: 90001
Tour Scotia ACCOUNT #: 413010008818
1002, Sherbrooke street west SWIFT ADDRESS: NOSCCATTMTL
Montreal, P.Q.
H3A 3I2

Service Rendu / Service Rendered : 2025-05-19

Pilote(s) affecte(s) / Pilot(s) dispatched

- M-515 Perron Daniel: Écluse St-Lambert Station 2025-05-19 08:30
- M-538 Lafortune-Auger Mathieu: Écluse St-Lambert Station 2025-05-19 08:30
- M-477 Vandal Gilles: Trois-Rivières Station 2025-05-19 16:30
- M-529 Poirier Nicolas: Trois-Rivières Station 2025-05-19 16:30

Services de pilotage / Pilotage charges:

- Voyage/Trip: Écluse St-Lambert Station 2025-05-19 08:30 - Trois-Rivières Station 05-19 16:25
- Voyage/Trip: Trois-Rivières Station 2025-05-19 16:25 - Qbc Quai/Wharf 14 2025-05-2 10

Droits De Pilot / Pilotage Charges

Voyage / Trip

Voyage / Trip : 1.61 x 56.11\$	\$90,34
Tirant / Draft : 3.66m x 27.61\$ x (16.67 Hrs)	\$1 684,55
Voyage / Trip - Minimum : \$2,871.31 - \$1,774.89	\$1 096,42
Voyage / Trip : 1.61 x 56.11\$	\$90,34
Tirant / Draft : 3.66m x 27.61\$ x (16.67 Hrs)	\$1 684,55
Voyage / Trip - Minim 2,871 1 774.89	\$1 096,42

Accostage/Docking

Accostage/Docking : 382.32	\$382,32
Accostage unités/docking trip un 1.61 x 3.95	\$6,36

Rabais/Discount (1)

Rabais/Discount : \$6,13 x (-0.15)	-\$919,70
------------------------------------	-----------

Bateau pilote/Pilot boat

Bateau pilote/Pilot boat : Trois-Rivières Station	\$653,12
---------------------------------------------------	----------

TC frais administratifs / TC administrative fees

TC frais administratifs / TC administrative fees : 4 x 29.36	\$117,44
--------------------------------------------------------------	----------

Commentaire / Comment:

Sous-total / Sub-total	\$5 982,16
T.P.S. / G.S.T.: # 106685696 RT0001 (5.00 %)	\$0,00
T.V.Q. / Q.S.T.: # 1006081025 (9.975 %)	\$0,00
TOTAL	\$5 982,16

Taux d'intérêt en vigueur / Current interest rate :
0,75 % par mois / per month
9,00 % par année / per year.

IMPORTANT En vertu de la loi sur le pilotage ce compte est payable immédiatement. Toutefois, après 28 jours de la date de la facturation, ce compte est sujet à un supplément de retard aux taux ci-haut mentionnés.

Cette facture a été préparée sur la base des informations que vous nous avez transmises notamment quant à l'application des taxes à la consommation. Si elle comporte une erreur, ou si des circonstances nouvelles modifient votre assujettissement ou celle de vos clients aux taxes à la consommation, veuillez nous en aviser immédiatement.

IMPORTANT In accordance with pilotage act, this account is due immediately. However after 28 days of billing, it is subject to a late payment charge based on interest rate shown above.

This invoice was prepared based on the information provided by you concerning the application of consumption taxes. Please notify us immediately if the invoice contains a mistake or if circumstances, and hence your or your clients' liability for consumption taxes, change.

PAYED