

Lowes Rebate investigation 3/28/2018

Today, Randy Olson called me about a rebate card from Lowes that purchasing was trying to track down. I told him that I would look into it and he forwarded the email from Barbara Tosland 3/27/18 2:53pm.

As soon as I got the email. I had asked Randy Geiger if anyone had used the rebate card from facilities or if anyone in the department had used it. He said he would have to check but did think he'd seen one.

About the same time I asked Candace Alvarez (approx. 9:30am 3/28/18) If she knew about any Rebate Card from Lowes. (Candace Manages P-Cards for facilities department)

I forward the email from Randy Olson to Candace Alvarez to have her track down purchases in facilities.

Approximately 1 hour later, Candace reported back to me in my office at FSB 214 that she thought that she may have accidentally used the Gift Card. She looked very concerned. I asked her what did she mean by that and she said that she wasn't sure but thought she may have accidentally picked up the gift card.

She said that she remembered the Lowes Gift card (Rebate Card) coming to Facilities in the mail but didn't remember what she had done with it. She claims that she was super busy trying to manage Security and facilities but didn't remember what had happen to the Lowes card as lots of mail comes through the department.

I told her that she needed to be sure if she had accidentally used the rebate card or not. She admitted that she had and that she uses Lowes gift cards in her personal life frequently. She felt that she must have had a mix-up and wanted to correct the issue.

I told her this really doesn't look good and for her to contact Purchasing to discuss what had happen how you used the Rebate card/Gift Card.

After Candace contacted purchasing she said she would working with them.

Glynnis called my cell phone on Joan Hantan's cell phone at 12:13pm left a message asking for me to contact them regarding an employee.

I called Joan back and she requested from me not to discuss this issue with anyone and to write down what happened. This is what happen to the best of my recollection.