

On August 6, 2018 the City of Robert Lee Debit card was unknowingly set to my personal digital Amazon orders. On September 18, 2018, the card was switched back to my personal debit card. I did not know how it happened & I was not aware of the occurrence until late December when the auditor brought it to my attention. I had been using my personal Amazon account to purchase goods for the City because we were unable to get into the City's account. Before this came to my attention, I had already requested Crystal to set up a new City Amazon account, which she did. This incident was not intentional; however, it has led me to some thoughts regarding debit card use & the protentional for problems, even if unintentional.

During the time listed above, there were 15 digital orders in the amount of \$108.32 & an electric bill (that is paid through Amazon Alexa home automation system) in the amount of \$248.98, totaling \$357.30 which I have reimbursed to the City of Robert Lee.

On Nov 26, 2018 I placed an order for City staff Christmas bags. I later learned this was a gift & could not be paid with City funds. I spoke with the City Attorney who said it should be paid for with private funds. I have also reimbursed the total amount of \$200 to the City. They were given to City staff as a personal gift in order not to violate any rules.