



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
INSPECTOR GENERAL

December 20, 2012

MEMORANDUM

SUBJECT: Review of the U.S. Environmental Protection Agency's Purchase Card and Convenience Check Program
Project No. OA-FY13-0116

FROM: *for* Melissa M. Heist *Richard Johnson DAIGA*
Assistant Inspector General for Audit

TO: Craig E. Hooks
Assistant Administrator
Office of Administration and Resources Management

John R. Bashista
Director
Office of Acquisition Management

The U.S. Environmental Protection Agency, Office of Inspector General, plans to begin preliminary research for an audit of the agency's purchase card and convenience check programs. According to requirements outlined in the Government Purchase Card Abuse Prevention Act of 2012, the inspector general is to conduct periodic assessments of the agency purchase card and convenience check programs to identify and analyze risks of illegal, improper, or erroneous purchases and payments.

The objective of the preliminary research phase of the audit is to identify and analyze risks. We plan to interview EPA personnel about internal controls, and review purchase card and convenience check policies, procedures, and guidance documents.

We will contact your audit coordinator within the next few days to arrange a mutually agreeable time for a kickoff meeting to discuss the assignment. At the meeting, we will answer any questions that you may have about this assignment, the audit process, reporting procedures, methods used to gather and analyze data, and what you should expect during the course of the project.

We request that you provide the following information at the kickoff meeting, or let us know where to find the requested information:

1. *EPA Purchase Card Biennial Review* (and supporting data).
2. Agency-wide internal control policies and procedures that pertain to purchase cards and convenience checks.
3. The results of any agency assessment related to purchase cards and convenience checks.
4. A current list of authorized purchasers and convenience check writers.
5. A current list of agency personnel who manage purchase card holders and convenience check writers.
6. A list of fiscal year 2012 purchase card and convenience check transactions, or provide directions for accessing EPA information systems that store this data.

If you have any questions, please contact Janet Kasper, Director, Contracts and Assistance Agreements Audits, at (312) 886-3059 or kasper.janet@epa.gov; or Madeline Mullen, Project Manager for this assignment, at (206) 553-4032 or mullen.madeline@epa.gov.

cc: Lisa M. Maass, Special Assistant to the Director, Office of Acquisition Management
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