September 20, 2011

MEMORANDUM FOR: Scott Quehl, Chief Financial Officer
and Assistant Secretary for Administration

FROM: Ann Eilers
Principal Assistant Inspector General for
Audit and Evaluation

SUBJECT: Audit of Commerce Purchase Card Controls

The Office of Inspector General has scheduled an audit of your office's internal controls over the use of purchase cards throughout the Department of Commerce. We will perform the audit under the authority of the Inspector General Act of 1978, as amended, and Department Organization Order 10-13, dated May 22, 1980, as amended.

The objective of our audit is to determine whether the Department has adequate transaction-level internal controls over purchase card transactions. As part of our fieldwork, we will review the results of recent purchase card reviews completed by Commerce operating units to understand improvement initiatives that they have underway. We will use applicable federal procurement laws and regulations, best practices, and *Commerce Acquisition Manual* criteria related to the use of purchase cards when conducting the audit.

Within the next 2 weeks, we will contact the audit liaisons copied below to arrange an entrance conference. During the conference, we will provide additional information about the audit and our logistical requirements. Following the entrance conference, please make key staff and all relevant administrative records available to us. If you have any questions regarding this audit, please contact David Sheppard, Regional Inspector General for Audits, at (206) 220-7970.

cc: Elizabeth Barnaby, ITA Audit Liaison
Joshua Barnes, EDA Audit Liaison
Rachel Blanco, BEA Audit Liaison
Milton Brown, NTIA Audit Liaison
Mack Cato, NOAA Audit Liaison
Mark Crace, BIS Audit Liaison
Wesley Dias, ESA Audit Liaison
Trudy Anne Gallic, O/S Audit Liaison
Rachel Kinney, NIST Audit Liaison
Welton Lloyd, PTO Audit Liaison
Adam Miller, Census Audit Liaison
Andrea Patterson, NTIS Audit Liaison
Susan Schultz Searcy, OCIO Audit Liaison
Tania White, MBDA Audit Liaison