



# INTEROFFICE MEMORANDUM

DEPARTMENT OF PURCHASING

**TO:** Anthony Nicks, County Auditor  
*Internal Audit*

**FROM:** Felicia Strong-Whitaker, Director *FSW*

**DATE:** October 30, 2018

**RE:** Travel and Training Audit Report

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Thank you for the opportunity to review and respond to the Travel and Training Audit Report.

The Department of Purchasing & Contract Compliance has reviewed the findings and recommendations and attached is our response to each finding.

### **Finding 1 – Untimely Submission of Reconciliations**

#### **Purchasing Response:**

A courtesy reminder of the submittal due date is provided each month to the Department Travel Card Coordinators (DTC's). (See Attachment 1)

### **Finding 2 – Failure to Submit Itemized Receipts for Travel-Related Expenses**

#### **Purchasing Response:**

We constantly remind all Department Travel Card Coordinators and all user departments that they must provide itemized invoices/receipts for all travel card transactions in the courtesy reminder that is provided each month (See Attachment 1).

## Blanding, Earl

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**From:** Blanding, Earl  
**Sent:** Thursday, August 16, 2018 3:00 PM  
**To:** Alphonso, Wayne; Alston-Brown, Michelle; Angall, Mariska; Anthony, Demetria; Bacon, Yvette; Bates, Donna; Bell, Douglass; Bentley, Karleshia; Bishop-Monroe, Robbie; Blake, Roxanne; Bodison, Mariska; Burke, Melissa; Burroughs, Alva; Butterfield, Audrey; Calhoun, Fran; Copemann, Linette; Cordy, Felisa; Crittendon, Natalie; Davis, Andrea; Davis, Darlene; Dixon, Alnita; Dupree, Sandra; Elder, Anthony; Evans, Crystal; Everhart, Tawanda; Fields, Erica; Fletcher, Christy; Geter, Pauline; Gleaton, Shirley; Goolsby, Rosalyn; Hamilton, Georgina; Hargis, Joi; Harris, Gibran; Hudson, Michelle; James, Marylan; Jenkins, Breana; Johnson, Patrice; Kadic, Eldar; Kumaka, Esther; Matthews, Leslie; McCracken, Marsha; Montgomery-Harrell, Fontella; Moses, Tamikia; Muhammad, Anthony; Murrell, Lee; Pearson, Winifred; Peterson, Nikki; Pye, Quanda; Redd, Mia; Reese, James; Robinson, Ed; Robinson, Marla; Schneider, Scott; Schofield, Latisha; Sears, Eileen; Shields, Carol; Shoates, Michael; Smith, Elaine; Smith, Jessica; Smith, Tisa; Starling, Reginald; Stevens, Ashley; Stevenson, Emmitt; Stewart, Sophia; Thornton, Florene; Tolbert, Maleitha; Tracey-Goff, Avanel; Vazquez, Fanny; Wells, Brandon; Whitlow, Andrenette; Wilder, Crystal; Williams, Carla; Williamson, Vanessa; Willis, Shena; Wilson, Anne; Wright, Wanda; Young, Diana; Young, Jared; Young, Yana  
**Subject:** Travel Card Reconciliation Reminder- August 2018

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### Attachments:

August 2018 Reminder - Travel Card Reconciliation Report Submittal.docx	(21 KB)
image001.jpg	(16 KB)

## Reminder

This is a reminder requesting that the completed reconciliation report for charges that processed and posted during the August 2018 billing cycle is hand delivered in a closed envelope with your department name (printed) and the words "Travel Card Report" to the Department of Purchasing, Front Desk Receptionist by 2:00 pm, Wednesday, August 22, 2018.

All accompanying TRVL entries must be correctly submitted into the AMS system before or by the same date and time previously stated. Valid fund accounting information must be listed with the correct object code for the item(s) purchased according to the Allowable Object Codes list. The TRVL document ID numbering order for the August 2018 billing cycle is 08/18 and the last four digits of the card number. For Example; 08/18-1234

Service Received From Date: 07/16/2018  
Service Received To Date: 08/15/2018

- Confirm your cardholder's charges by comparing the provided Travel Card Billing Statement Report to the provided Bank of America bank statement.
- Provide itemized invoices with signature sign-off, the vendor/supplier information clearly identified/listed on the invoice and the charged amount clearly listed and identified.
- List the traveler's name in the comment section on the hardcopy reconciliation report and in the description field on the Commodity screen of the TRVL document.
- List the invoice information where required on the TRVL document.
- **Provide the required Pre-approved (By the County Manager's Office/CFO) Travel In-Service/Training Expense Form for each transaction, the Travel Card Reconciliation Form and the Travel Card Checklist Form.**
- Include an unmarked copy of the provided Billing Statement.
- Non-compliance of Fulton County Travel Card Program Policies and Procedures can result in suspension of your card use privileges.

**Note:** On time delivery of all reconciliation reports and TRVL entries is mandatory. The Department of Purchasing and the Department of Finance-Accounts Payable division can't be delayed in reconciling reports and payment processing of Fulton County's Travel Card charges.

\* **DO NOT** deliver the report in an inter-office envelope or open folder.

## Blanding, Earl

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**From:** Blanding, Earl  
**Sent:** Monday, July 16, 2018 3:56 PM  
**To:** Alphonso, Wayne; Alston-Brown, Michelle; Angall, Mariska; Anthony, Demetria; Bacon, Yvette; Bates, Donna; Bell, Douglass; Bentley, Karleshia; Bishop-Monroe, Robbie; Blake, Roxanne; Bodison, Mariska; Burke, Melissa; Burroughs, Alva; Butterfield, Audrey; Calhoun, Fran; Copemann, Linette; Cordy, Felisa; Crittendon, Natalie; Davis, Darlene; Dixon, Alnita; Dupree, Sandra; Elder, Anthony; Evans, Crystal; Everhart, Tawanda; Fields, Erica; Geter, Pauline; Gleaton, Shirley; Goolsby, Rosalyn; Hamilton, Georgina; Hargis, Joi; Harris, Gibran; Hudson, Michelle; James, Marylan; Jenkins, Breana; Johnson, Patrice; Kumaka, Esther; Matthews, Leslie; McCracken, Marsha; Montgomery-Harrell, Fontella; Moses, Tamikia; Muhammad, Anthony; Murrell, Lee; Pearson, Winifred; Peterson, Nikki; Pye, Quanda; Redd, Mia; Reese, James; Robinson, Ed; Robinson, Marla; Schneider, Scott; Schofield, Latisha; Sears, Eileen; Shoates, Michael; Smith, Elaine; Smith, Jessica; Smith, Tisa; Starling, Reginald; Stevens, Ashley; Stevenson, Emmitt; Stewart, Sophia; Thornton, Florene; Tolbert, Maleitha; Tracey-Goff, Avaneil; Vazquez, Fanny; Wells, Brandon; Whitlow, Andrenette; Wilder, Crystal; Williams, Carla; Williamson, Vanessa; Willis, Shena; Wilson, Anne; Wright, Wanda; Young, Yana  
**Subject:** Travel Card Report Submittal Reminder- July 2018  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### Attachments:

July 2018 Reminder - Travel Card Reconciliation Report Submittal.docx	(21 KB)
image001.jpg	(16 KB)

## Reminder

This is a reminder requesting that the completed reconciliation report for charges that processed and posted during the July 2018 billing cycle is hand delivered in a closed envelope with your department name (printed) and the words "Travel Card Report" to the Department of Purchasing, Front Desk Receptionist by 2:00 pm, Friday, July 20, 2018.

All accompanying TRVL entries must be correctly submitted into the AMS system before or by the same date and time previously stated. Valid fund accounting information must be listed with the correct object code for the item(s) purchased according to the Allowable Object Codes list. The TRVL document ID numbering order for the July 2018 billing cycle is 07/18 and the last four digits of the card number. For Example; 07/18-1234

Service Received From Date: 06/16/2018  
Service Received To Date: 07/15/2018

- Confirm your cardholder's charges by comparing the provided Travel Card Billing Statement Report to the provided Bank of America bank statement.
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