




INTEROFFICE MEMORANDUM
DEPARTMENT OF PURCHASING

TO: Anthony Nicks, County Auditor
Office of the County Auditor

FROM: Felicia Strong-Whitaker, Director 
Department of Purchasing

DATE: November 6, 2015

RE: Travel Training Expense Audit Report

The Department of Purchasing has reviewed the Travel Training Expense Audit Report and attached is our response to Finding 3. The Department of Purchasing concurs with the finding and recommendation of the Audit.

Finding 3 - Late Submission of Travel Card Reconciliation Documents

Purchasing Response:

- The Department of Purchasing and the Department of Finance is currently working with Bank of America (BOA) to fully implement WORKS® which will allow the Department Travel Card Coordinator (DTC) to complete the reconciliation process entirely in WORKS®. Currently, the Department Travel Coordinator (DTC) must reconcile in two systems which is a duplication of efforts and results in additional processing time and errors.
- WORKS® will be in place beginning January 2016 before the Travel Cards (T-Cards) are reactivated for FY2016.
- Training for Travel (T-Card) Cardholders and Department Travel Coordinators will be conducted in December 2015 by Bank of America.
- Effective as of September 10, 2015, the Purchasing Cards Program Administrator will document and report as a non-compliance violation.
- A monthly report will be generated for review by the Director of Purchasing and will be used to notify the respective User Department Head of violations and non-compliance issues for corrective action(s).