



**Department of Buildings and General Services
BGS Financial Operations
Office of Purchasing & Contracting**

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Agency of Administration

MEMORANDUM

Date: July 23, 2015
To: Purchasing Card Administrator's
From: Deborah Damore, Purchasing and Contracting Director
Subject: Purchasing Card Program Audit

A Purchasing Card Program audit will be conducted to verify compliance with procedures. Forms that will be needed to be complete during the course of the audit are available on-line at <http://bgs.vermont.gov/purchasing/pcardaudit> . The audit period is for FY15.

Please complete and return the audit reports by September 30, 2015. When submitting audit reports, please include a list of cardholders audited for FY15, identifying when the card was issued, and when the card was last audited.

If you have any questions or concerns regarding this audit or need assistance, please contact me at 802/828-5784.

Thank you for your cooperation.

