

State of Vermont
Department of Buildings and General Services
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Date: March 2, 2018

To: Purchasing Card Administrator's

From: Deborah Damore, Purchasing and Contracting Director

Subject: Purchasing Card Program Audit

Pursuant to the Purchasing Card Program Requirements, all agencies/departments are required to perform a full fiscal year audit under the card program every other year.

Although we are delayed in our audit process for FY17, a Purchasing Card Program audit will be conducted to verify compliance with procedures. Audit requirements that will be verified during the course of the audit are identified in the Audit Forms that are available on-line at <http://bgs.vermont.gov/purchasing-contracting/pcard/audit>. The audit period is for FY17.

Please complete and return the audit results utilizing Audit Forms or an excel spreadsheet by June 30, 2018. When submitting audit results, please include a list of cardholders audited for FY17, identifying when the card was issued, and when the card was last audited. Also identify any cards within your respective programs that have been suspended and/or cancelled due to inappropriate use during FY17.

In addition, we are in the process of reviewing process and procedures for future audits and will be distributing updating requirements by July 1, 2018 for the FY19 Audit.

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.

