



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
INSPECTOR GENERAL

November 2, 2015

MEMORANDUM

SUBJECT: Project Notification:
Audit of EPA Purchase Orders
Project No. OA-FY15-0193

FROM: Michael Petscavage, Director
Contract and Assistance Agreement Audits

A handwritten signature in cursive script, appearing to read "Michael Petscavage", is written over the printed name of the sender.

TO: Karl Brooks, Acting Assistant Administrator
Office of Administration and Resources Management

The U.S. Environmental Protection Agency (EPA) Office of Inspector General (OIG) plans to begin the field work phase of our audit of EPA purchase orders. The field work objective is to determine if EPA purchase orders were awarded in accordance with applicable laws, regulations and guidance. This project was included in our fiscal year 2015 annual plan and will be conducted using applicable generally accepted government auditing standards. The anticipated benefit of this project is improved operational efficiency.

We will contact your audit liaison to arrange a mutually agreeable time to discuss our objective and planned work. We will answer any questions you have about our audit process, reporting procedures, methods used to gather and analyze data, and products you should expect. Throughout the project, we will provide updates on a regular basis through monthly status meetings held via email, phone or video conference.

We respectfully note that the Office of Inspector General is authorized by the Inspector General Act of 1978 to have timely access to personnel and all materials necessary to complete its objectives. We will request your resolution if an agency employee or contractor refuses to provide requested records to the OIG, or otherwise fails to cooperate with the OIG. We may report unresolved access matters to the Administrator and include the incident in the Semiannual Report to Congress.

I will supervise the project, and the Project Manager will be Teren Crawford. Should you or your staff have any questions, please contact me at (202) 566-0897 or petscavage.michael@epa.gov, or Teren Crawford at (202) 566-2547 or crawford.teren@epa.gov.

cc: John Bashista, Director, Office of Acquisition Management, Office of Administration and Resources Management

Lisa Maass, Procurement Analyst, Office of Acquisition Management, Office of Administration and Resources Management

Nic Grzegozewski, Agency Audit Follow-Up Coordinator

Brandon McDowell, Audit Follow-Up Coordinator, Office of Administration and Resources Management

Regional Administrator, Region 1 to 10

Regional Audit Liaison, Region 1 to 10

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