



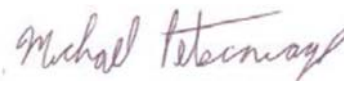
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

OFFICE OF  
INSPECTOR GENERAL

October 11, 2017

**MEMORANDUM**

**SUBJECT:** Project Notification:  
Audit of EPA's Purchase Card and Convenience Check Program  
Project No. OA-FY18-0045

**FROM:** Michael Petscavage, Director   
Contract and Assistance Agreement Audits

**TO:** Donna Vizian, Acting Assistant Administrator  
Office of Administration and Resources Management

The Office of Inspector General (OIG) of the U.S. Environmental Protection Agency (EPA) plans to begin an audit of the EPA's purchase card and convenience check program. This project is the result of the OIG report *Risk for EPA's Fiscal Year 2016 Purchase Card and Convenience Check Program Warrants an Audit* (Report No. 17-P-0113), dated February 14, 2017.

The OIG's objective is to determine whether the EPA's internal controls over its purchase card and convenience check program are adequate to prevent and detect material illegal, improper or erroneous purchases. The OIG plans to conduct work with the Office of Acquisition Management within the Office of Administration and Resources Management. The OIG plans to conduct work remotely and does not plan any site visits. Applicable generally accepted government auditing standards will be used in conducting our project. The anticipated benefits of this project are to determine effectiveness of oversight and management of the purchase card and convenience check program.

We will contact your audit coordinator to arrange a mutually agreeable time to discuss the objective of our project. We would also be particularly interested in any areas of concern that you may have. We will answer any questions about the project process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the course of the project. Throughout the project, we will provide regular updates on our progress.

We respectfully note that the OIG 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.

The project will be supervised by me and the Project Manager will be Madeline Mullen. Any information related to the project should be addressed to me at (202) 566-0897 or [petscavage.michael@epa.gov](mailto:petscavage.michael@epa.gov) or Madeline Mullen at (206) 553-4032 or [mullen.madeline@epa.gov](mailto:mullen.madeline@epa.gov).

cc: Ryan Jackson, Chief of Staff  
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