OFFICE OF INSPECTOR GENERAL
U.S. ENVIRONMENTAL PROTECTION AGENCY

July 7, 2026

MEMORANDUM

SUBJECT: Notification:
Risk Assessment of the EPA's Purchase Card Program
Project No. OA-FY26-0070

FROM: Katherine Trimble, Assistant Inspector General
Office of Audit

TO: C. Paige Hanson, Chief Financial Officer and Chief Administrative Officer
Office of Finance and Administration

The U.S. Environmental Protection Agency Office of Inspector General plans to begin a risk assessment of the EPA's purchase card program. The Government Charge Card Abuse Prevention Act of 2012 and the Office of Management and Budget's Circular A-123, Appendix B, *A Risk Management Framework for Government Charge Card Programs,* requires inspectors general to conduct periodic risk assessments of agency purchase card programs.

Our objectives are to assess the risk of illegal, improper, or erroneous purchases and payments in the EPA's purchase card program and determine the need for the EPA's Office of Inspector General to conduct an audit based on the results of the risk assessment. We plan to conduct work within the Office of Finance and Administration's Office of Chief Procurement Officer, the Office of Financial Operations and Management's Cincinnati Finance Division, and one other program office based on data analysis.

We will contact your office to arrange a mutually agreeable time to discuss our objectives. At that time, we can discuss any concerns and answer any questions about the risk assessment process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the risk assessment. Throughout the risk assessment, we will provide updates on a regular basis.

We respectfully note that the Inspector General Act of 1978, as amended, authorizes the OIG to have timely access to personnel and all materials necessary to complete our objectives. Similarly, EPA Manual 6500, *Functions and Activities of the Office of Inspector General* (1994), requires that each EPA employee cooperate with and fully disclose information to the OIG. Additionally, Administrator Lee Zeldin, in an email to EPA employees dated February 7, 2025, said that "the OIG requires information and assistance from EPA managers and staff on a regular basis" and outlined his expectation that EPA employees "report waste, fraud, and abuse to the OIG." He explained that this "responsibility to report appropriate activity to the OIG is one of the most important and successful means the OIG has for identifying and stopping wrongdoing" and that review and oversight enable the agency to be more effective in achieving its mission. If an agency employee or contractor refuses to provide requested materials to the OIG or otherwise fails to cooperate with the OIG, we will request that you immediately resolve the situation. Consistent with the Inspector General Act, we may report unresolved access matters to the administrator and to Congress.

We will post this memorandum on our public website at www.epa.gov/oig. Anyone with knowledge of potential fraud, waste, abuse, misconduct, or mismanagement related to this risk assessment should contact the OIG Hotline at OIG.Hotline@epa.gov or 888-546-8740 or via our online form.

cc: David Fotouhi, Deputy Administrator
Travis Voyles, Associate Deputy Administrator
Eric Amidon, Chief of Staff, Office of the Administrator
Wesley J. Carpenter, Deputy Chief of Staff, Office of the Administrator
Michael Molina, Principal Deputy Chief Administrative Officer and Chief Acquisition Officer
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