

**Audit Report
February 2008**

Subject: Purchasing Card Statement Review

Responsible Officers: Larry Hood, Purchasing Agent
David Bryant, Controller

Auditors: Steve Jackson, Audit Manager
Steve Wagner, Senior Auditor
Rick Rose, Auditor

Scope:

Test compliance with selected internal controls related to the City of Tulsa Purchasing Card Program.

Objectives:

Determine if purchases of goods and services using the Purchasing Card method are made in accordance with established criteria.

Review a sample of transactions to ensure purchases using the Purchasing Card method are properly authorized, approved, supported, recorded, and are made for City business-related purposes.

Overall Risk Exposure: (Low, Moderate or High)
Moderate

Conclusion: (Satisfactory, Satisfactory-needs improvement or Unsatisfactory)
Satisfactory—needs improvement

Significant Results:

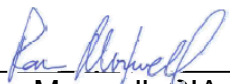
Purchasing card policies regarding cardholder conflict of interest, charitable contributions, charitable activities expenses, gifts, gratuities and late fees should be included in the Purchasing Card Policies and Procedures Manual.

The Purchasing Card Policies and Procedures Manual should be periodically updated to provide a reliable reference source for any new and revised policies and procedures.


Management Response: (Accepts recommendations, Accepts recommendations with Modifications or Disagrees)
The Finance Department accepts the recommendations.

Implementation Date

Of Recommendations: March 2008



Ron Maxwell, CIA, CFE
Chief Internal Auditor



Phil Wood, CIA, CFA
City Auditor