Fairfax County Internal Audit Office

OFFICE OF THE COUNTY ATTORNEY
PROCUREMENT CARD AUDIT

MARCH 2004

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Executive Summary

Our review of procurement cards revealed that internal controls were adequate. Internal control procedures were well documented, a well designed separation of duties was in place, and the Office of the County Attorney appeared to be in compliance with internal controls outlined in the County Procedural Memorandum (PM) 12-02. Our review resulted in no reportable findings.

Scope and Objectives

This audit was performed as part of our Fiscal Year 2004 Annual Audit Plan and was conducted in accordance with generally accepted government auditing standards. The audit covered the period of November 2003 through January 2004, and our audit objectives were to determine if the department:

1. had developed written internal procedures in accordance with PM 12-02.

2. followed the County rules and procedures for the use of procurement cards.

3. had adequate internal control procedures in place and that these procedures were being followed by cardholders.

Methodology

Audit methodology included a review and analysis of internal control procedures, procurement card expenditures and related accounting records of the department. Our audit approach included: an examination of Procurement Card expenditures, records and statements; interviews of appropriate employees; and a review of internal manuals and procedures. We evaluated the processes for compliance with County PM 12-02 *Use of the County Procurement Card*. Information was extracted from the Procurement Card Management System for sampling and verification to source documentation during the audit; however, our audit did not include an independent review of the system controls.

The Fairfax County Internal Audit Office is free from organizational impairments to independence in our reporting as defined by Government Auditing Standards. We report directly and are accountable to the County Executive. Organizationally, we are outside the staff or line management function of the units that we audit. We report the results of our audits to the County Executive and the Board of Supervisors, and reports are available to the public.