



April 9, 2012

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Lee Gardner, Salt Lake County Assessor  
Assessor's Office  
2001 South State St. Suite N2300  
SLC, UT 84114

**RE: Purchasing Card Examination**

Dear Lee:

The Auditor's Office recently completed an examination of purchasing card expenditures at your agency. We reviewed transactions and related documentation for March 2010 to February 2012.

We found that purchases had a valid County business purpose and were allowable under Countywide Policy #7035, "Purchasing Card Authorization and Use." Exceptions to policy were noted, and have been discussed with the purchasing cardholder and Chief Deputy. The most significant findings have been included below.

- A purchasing card log was not always completed and transactions were not always approved.
- Request for Travel Allowance forms did not include airfare paid using the purchasing card and were not reconciled to the purchasing card statements.
- Receipts were not always signed.

**A purchasing card log was not consistently completed and transactions were not always approved.** "Salt Lake County Purchasing Card Training Manual and Operating Standards," Section 6.2, states, "*Record the purchase on the P-card Transaction Log... In the log, record the date of the transaction, the name of the supplier, and identify the merchandise purchased and the dollar value of the sale.*" The Assessor's Office purchasing card transactions are approved first by the cardholder and then by the Chief Deputy Assessor.

A log was not completed for 12 out of the 24 months examined. For most of those months, approvals were completed electronically using US Bank's online system. However, for two of the 12 months, electronic approvals were not performed. A transaction log should be created whether or not electronic approvals occur.

In addition, there were four transactions totaling \$397 during November 2010 which were not included on a log. Purchasing card duties were reassigned that

month and a new purchasing card was issued. The purchases in question were made using the purchasing card that was being retired.

A transaction log can be printed from US Bank's online system. See Attachment A for an example of the log generated. A log should be kept with monthly bank statements and purchase documentation.

**RECOMMENDATION:**

***A transaction log should be printed each month and retained with the monthly purchasing card statement and purchase documentation.***

**Request for Travel Allowance forms did not include airfare paid using the purchasing card and were not reconciled to the purchasing card statements.** Countywide Policy #1019, "Authorization and Payment of Travel Related Expenditures," Section 2.5, states, "When the Agency receives the monthly statement from the purchasing card issuer, the Agency Travel Coordinator shall reconcile the airfare charge to the original Request for Travel Allowance form, along with all other purchasing card expenses charged on that travel request." Section 2.6 states, "Agencies will be responsible for maintaining records of the reconciliations of monthly payment-card issuer statements with individual Requests for Travel."

Airline tickets paid for using the purchasing card were not included on Request for Travel Allowance forms and were not reconciled to purchasing card statements. See Attachment B for an example Request for Travel Allowance form.

**RECOMMENDATIONS:**

- 1. Airfare paid for using the purchasing card should be included on the Request for Travel Allowance form.***
- 2. The Request for Travel Allowance form should be reconciled to the purchasing card statement.***

**Receipts were not always signed.** "Salt Lake County Purchasing Card Training Manual and Operating Standards," Section 6.1, states, "When you purchase via phone, fax, e-mail, or other electronic means, print a copy of your order. Ask the supplier to include the receipt with the goods when the product is shipped to you. Always sign your receipts." With a few exceptions, receipts and invoices were not signed by the cardholder.

**RECOMMENDATION:**

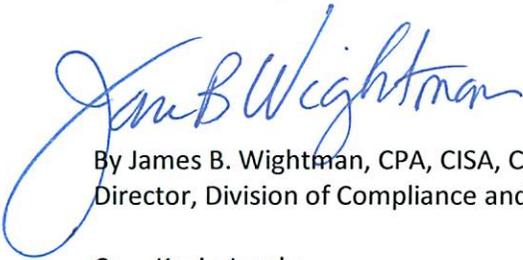
***Purchase documentation should be signed by the cardholder.***

We appreciate the assistance of Assessor's Office staff in completing this review. We commend their professional and conscientious attitude toward use of the purchasing card.

Please do not hesitate to contact me at 385-468-7172, or Wayne Bushman at 385-468-7173 if you have any comments or questions regarding the findings. We are confident that our work will be of benefit to you as you endeavor to strengthen internal controls and achieve compliance with County policy.

Sincerely,

Gregory P. Hawkins  
Salt Lake County Auditor



By James B. Wightman, CPA, CISA, CITP  
Director, Division of Compliance and Performance Assessment

Cc: Kevin Jacobs  
April Townsend  
Greg Folta  
Michelle Roach  
David Delquadro  
David Wilde

# Cardholder Activity

Name: TAMARA M PULLAN Account Number: \*\*\*\*\*0016914683 Cycle End Date: 12/22/2011

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
11/21/2011	DEPARTMENT OF COMMERCE 801-530-6431, UT	\$400.00	USD	400.00
11/23/2011		\$400.00	34010013002310FL40 LicenseRenewalFeeCStavros	
11/28/2011	PREMIER MEMORY LLC 847-581-6509, IL	\$63.50	USD	63.50
12/01/2011		\$63.50	34010013002416FL10 New Board for PersPropPrinter	
11/28/2011	CWD DENVER, LAKEWOOD LAKEWOOD, CO	(\$76.31)	USD	(76.31)
12/05/2011		(\$76.31)	34010013002580ff50 Cr - Overcharged Grace for hotel in CO.	
12/02/2011	VUE*APPRAISER TESTING 800-511-3478, MN	\$75.00	USD	75.00
12/02/2011		\$75.00	34010013002330FL40 Appr Exam WHutchison	
12/09/2011	LOOPNET INC 415-2434200, CA	\$26.96	USD	26.96
12/12/2011		\$26.96	34010013002310FL40 Commercial Sales Info Monthly Subscription Fee	
12/15/2011	DEPARTMENT OF COMMERCE 801-530-6431, UT	\$400.00	USD	400.00
12/19/2011		\$400.00	34010013002310ff40 License Renewal Fee CJohnson	
12/15/2011	DEPARTMENT OF COMMERCE 801-530-6431, UT	\$400.00	USD	400.00
12/19/2011		\$400.00	34010013002310FL40 License Renewal Fee DBULT	

Activity Totals  
\$1,289.15 Purchases \$1,289.15 Payments \$0.00

Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

