United States Department of the Interior

BUREAU OF LAND MANAGEMENT
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April 17, 2002

In Reply Refer To:
1510 **(N)**
CA-944

EMS TRANSMISSION: 4/17/02
Instruction Memorandum **No. CA-2002-045**
Expiration: 09/30/03

To: CASO Management Team

From: State Director

Subject: Master Card Review - Findings and Recommendations **DD: 06/17/02**

On February 4-8, a review of the State Office Master Card Program was conducted by a six person team, led by the State Procurement Analyst. The review was conducted in all Divisions, Branches and special staff offices. The purpose of this review was to ensure that the program was being properly managed and to provide guidance on ways to improve the program wherever possible. Draft reports and a verbal close out were provided to all offices reviewed.

The team conducted reviews of all available card holder records for approximately a two-year period.

The team was very impressed by the interest and dedication of the administrative staff and management. They are trying to do a good job and welcomed any comments and suggestions on how to improve.

We found that there were several areas of positive performance. We applaud the strong performance in these areas:

< files were generally being properly secured
< many statements were being properly processed
< most offices had no serious problems with misuse or abuse of the card system

There are some significant problems with the management of this program which require immediate attention. This program is in need of heightened management interest and oversight. Management must establish and enforce a program of proper management for the Master Card program. There must also be a commitment on the part of management to oversee the proper administration of this critically important program.

The State Office Procurement and Master Card staff are always available to provide advice and counsel to help avoid problems such as those identified here.

There were some common problems found in most offices reviewed. Some of these problems are:

1. In most offices several card holders had never submitted monthly statements for review. *(Statements must be submitted for review, even though there are only travel expenses on it.)*
2. There were several statements which had either no receipts or inadequate receipts.
3. Most statements did not have brief descriptions for items purchased.
4. Most statements did not have fund codes listed for the items purchased.
5. Most statements were not having the proper fund codes adjusted in the Federal Financial System.
6. There were several instances where information technology equipment was being purchased, without obtaining IRM approval.
7. There were several instances of purchases of sensitive or controlled property items, without following the appropriate property procedures.
8. There were several instances where statements were not being reviewed by reviewing officials.

We request that each of you provide a written response which details the program you have developed to address the concerns raised in this review not later than **June 17, 2002**. The DSD, Support Services report should also address the concerns raised for each Branch in the Division. The written report should be sent to me, with a copy to the State Procurement Analyst.

The review team wishes to convey their thanks to the administrative staff and managers of all offices for their assistance and the time they spent making this review successful.

Questions regarding this memorandum and the attached reports may be addressed to Dave Peeples, State Procurement Analyst at (916) 978-4525.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

1 Attachment:
Master Card Review - Findings and Recommendations (16 pp)

Master Card Review - Findings and Recommendations

OFFICE REVIEWED: **External Affairs**

GENERAL: Statements for the period of September 1999 through the present were reviewed.

AREAS OF POSITIVE PERFORMANCE:

< Documentation is generally very good.
< Most statements had item descriptions and fund codes placed on each line item.
< Adjustments are being made in the Federal Financial System (FFS).
< Receipts are usually attached or an explanation of why they are missing is added.
< The statements are kept centrally in a lockable cabinet.

AREAS NEEDING IMPROVEMENT:

1. Over the last year one card holder purchased sixteen (16) Kodak and three (3) Sony digital cameras for other offices. We now have no paper trail to discover whether or not anyone followed the property procedures for receiving these sensitive items or signed a hand receipt for them.

2. This has the appearance of artificially split purchases.

3. There was one purchase at the NBC "What's Hot Now" website of several items of clothing (shirts, jackets and baseball caps). Upon first review this appeared to be purchases of personal commercial promotional item clothing. It was later explained to me (and confirmed) that these were undercover items for use by the law enforcement staff to conduct interviews in the Imperial Sand Dunes/ Glamis situation.

4. There was one purchase of a Compaq PDA (Personal Digital Assistant - similar to a Palm Pilot), with no evidence that either IRM approval was obtained, nor that the property procedures were followed and a hand receipt for the property was submitted.

RECOMMENDATIONS FOR IMPROVEMENT:

1. Although the card holder is commended for his customer service ethic, he should discontinue the practice of purchasing equipment for other offices. These purchases should be completed by procurement personnel in the appropriate office.

2. Ensure that any future purchases of this type (undercover items) are handled by procurement personnel. That will assure that all of the appropriate documentation and approvals are obtained and provided in the purchase file.

3. Ensure that all purchase of property or sensitive items are accounted for and processed through the property specialist.

AREAS OF SERIOUS CONCERN:

Master Card Review - Findings and Recommendations

OFFICE REVIEWED: **Law Enforcement Staff**

GENERAL: Statements for the time period of September 1999 through the present were reviewed.

AREAS OF POSITIVE PERFORMANCE:

< All statements were available for review
< All statements were kept in a lockable file
< Statements had item descriptions for each line item
< Statements had receipts, or a complete statement of circumstances when receipts were missing
< Statements had fund codes on each line item
< All statements are reviewed, signed by the employee and reviewing official and entered into the Federal Financial System (FFS).
< If statements are not submitted or the office is not notified that there was no statement, a follow-up call is made to the card holder.
< If any receipts are not submitted, a follow-up inquiry is made.

RECOMMENDATION :

* Keep up the good work !!

NOTE FOR THE STATE DIRECTOR:

This is the absolutely best management of the Integrated card program I have ever seen. The law enforcement staff deserves the highest commendation for their conscientious and dedicated management of this program !!

Master Card Review - Findings and Recommendations

OFFICE REVIEWED: **Equal Employment Opportunity Staff**

GENERAL: Sept 1999 through Jan 2002 MasterCard Statements were reviewed

AREAS OF POSITIVE PERFORMANCE:

< Files were secured in a locked file cabinet
< Statements for all 5 cardholder were available and reviewed.

AREAS NEEDING IMPROVEMENT:

1. Several statements were not signed by employee and reviewing official (indicating that those statements were not reviewed.

2. There were many instances where no description was provided for line items on the statement.

3. Several purchases of videos and books were made, with no indication these items went through the library.

4. Purchase of TV/VCR with no documentation to indicate that a DI-105 was submitted to Property Management

5. There was no evidence that the statements were being adjusted in the Federal Financial System (FFS) through Remote Data Entry (RDE).

RECOMMENDATIONS FOR IMPROVEMENT:

1. Individual files set-up for each cardholder

2. Ensure that the fund codes for all statements are adjusted in the Federal Financial System (FFS) through RDE.

3. Books and videos that are purchased must be logged in to the BLM Library and then signed out by the purchaser.

4. Issue and vigorously enforce an office policy which requires all employees to reconcile and submit complete statements, which include all of the items addressed in IM 2000-048.
   a. funding code and a brief description for each line item;
   b. card holder signature;
   c. complete receipts with itemized descriptions [no receipts required for purely travel expenditures - these are submitted with the travel voucher];
   d. reviewing official signature

Master Card Review - Findings and Recommendations

OFFICE REVIEWED: **Division of Minerals**

GENERAL: Statements were reviewed for the time period of September 1999 through the present.

AREAS OF POSITIVE PERFORMANCE:

< Files were secured in a locked file cabinet
< Employee's statements and invoices were in individual folders

AREAS NEEDING IMPROVEMENT:

1. Descriptions were not written on statement.
2. Charge codes were not written on statement.
3. Several statements were not signed by employee and reviewing official. None of the travel cards were being signed by the employee nor reviewed and signed by the reviewing official.
4. Radios, Digital Cameras, TV, and VCR were purchased with no evidence that property procedures were followed.
5. There were purchases to RoundTable and Cheezer's Pizzeria's for an awards ceremony. Only "light refreshments" are authorized for purchase and the purchase of food items that could be considered a meal are specifically excluded. Pizza is a meal, not a light refreshment.
6. Books and videos were purchased with no evidence of them having been logged into the Library.
7. Decorations were purchased for the DSD's office. This is not an authorized purchase, as it is for the primary benefit and personal convenience of one individual.
8. Software was purchased with no evidence of approval from IRM.
9. Several statements were not available for review.

RECOMMENDATIONS FOR IMPROVEMENT:

1. Issue and vigorously enforce an office policy which requires all employees to reconcile and submit complete statements, which include all of the items addressed in IM 2000-048.
   a. funding code and a brief description for each line item;
   b. card holder signature;
   c. complete receipts with itemized descriptions [no receipts required for purely travel expenditures - these are submitted with the travel voucher].
2. Ensure that reviewing officials follow the procedures outlined in IB BC 2001-075
3. Ensure that all purchase of property or sensitive items are accounted for and processed through the property specialist.
4. Ensure that any books or videos purchased are first logged into the BLM library, then signed out by the user.
5. For any future purchases of office decorations, check with the procurement staff prior to purchase to discuss the need and determine whether or not such purchases are allowable.
6. Ensure that any future purchases of food items for awards ceremonies are light refreshments and fall within the dollar limitations ($ 2 per person, up to a maximum amount of $ 500)
7. Disseminate to all employees I.M. 2000-174, "Information Resources Management Review and Approval Prior to the Purchase of Information Technology Assets". And ensure that employees follow the procedures outlined in that IM.

Master Card Review - Findings and Recommendations

Division of Minerals (continued)

AREAS OF SERIOUS CONCERN:

1. The splitting of purchases between two individuals to pay for the Minerals conference in August 2001. Meals were definitely purchased during the conference, without authorization.

2. Several purchases to Hotels with high amounts for a one day conference. The per day cost averaged $ 1,500 as opposed to the normal maximum of $ 400 /day. The invoices also clearly stated "Food" and "Banquet". The purchase of food was not authorized and this requirement should have been given to Procurement for processing.

3. There appears to be a very lax attitude on the part of management regarding the review of card holder statements and an obvious blatant lack of concern about procurement regulations and requirements. Management appears to have abdicated their responsibility to oversee and manage the program.

RESOLUTIONS FOR AREAS OF SERIOUS CONCERN:

1. Counsel the employees about the unacceptable nature of artificially split purchases and the consequences of such actions.

2. Counsel management and reviewing officials about the unacceptable nature of these purchases and the proper procedures to be followed in the future.

3. Cancel the purchasing authority for all integrated charge cards in the Division of Minerals for a two year period, at which time the prevailing situation will be reevaluated.

Master Card Review - Findings and Recommendations

OFFICE REVIEWED: Division of Renewable Resources

GENERAL: Reviewed September 1999 thru current January 2002 Statements

AREAS OF POSITIVE PERFORMANCE:

< Files were secured in a locked file cabinet.
< All of the statements that were given to the two Staff Assistants were adjusted in FFS.
< There were at least three employees who had excellent reconciliation of statements. They were doing exactly everything that is required to do.

AREAS NEEDING IMPROVEMENT:

1. There were several instances of food/cooking materials being purchased with no justification, i.e., in conjunction with an awards ceremony.
2. Many Software purchases were made with no evidence of IRM approval.
3. Folders that were labeled "Misc. credit card statements" not filed in employees folders.
4. Most statements were **not signed** by employee and reviewing official.
5. Not all statements were input into the FFS Card Table.
6. There were many instances where descriptions were not provided for each line item.
7. Several instances where charge codes for each transaction were not provided.
8. Many statements had missing receipts, also some statements had wrong receipts attached.
9. Digital Cameras, binoculars, slide projector, printer, GPS Units, and a Tripod were all purchased with no evidence of a DI-105 being completed.
10. Many books (over 100) were purchased with no evidence of having been checked into the BLM Library.

RECOMMENDATIONS FOR IMPROVEMENT:

1. All statements should be kept in one central location for the entire office.
2. All employees need to give their statements to the staff assistants so they can input into FFS and file in a central location.
3. Make sure receipts are attached to the correct statement.
4. When purchasing food you need to attach justification (food purchased in conjunction with an awards ceremony).
5. When purchasing GPS Units they need to go to a Warranted Contracting Officer to be procured via a Purchase Order. This is sensitive equipment. A DI-105 needs to be completed and also this type of equipment needs to be given a property number.
6. All books purchased need to be checked into the BLM Library. These books belong to BLM. Write on the book receipt that this book has been checked into the BLM Library and date or you may have the Library personnel do this.
7. Issue and vigorously enforce an office policy which requires all employees to reconcile and submit complete statements, which include all of the items addressed in IM 2000-048.
   a) funding code and a brief description for each line item;
   b) card holder signature;
   c) complete receipts with itemized descriptions [no receipts required for purely travel expenditures] - these are submitted with the travel voucher];
   e) reviewing official signature

Master Card Review - Findings and Recommendations

Division of Renewable Resources (continued)

AREAS OF SERIOUS CONCERN:

1. $3,070.00 purchase from Math Soft Inc. This dollar amount exceeds the single purchase limit. This should have gone to a Warranted Contracting Officer to be put on a Purchase Order. There was also no evidence of IRM approval of this Software.

RECOMMENDATIONS FOR AREAS OF SERIOUS CONCERN:

1. Counsel employees that any purchase exceeding $2,500 must be given to a Warranted Contracting Officer. Also let these employees know that it is not acceptable to split these purchases.

Master Card Review - Findings and Recommendations

OFFICE REVIEWED: **Office of DSD, Support Services**

GENERAL: All available statements were reviewed for the period of September 1999 through the present

AREAS OF POSITIVE PERFORMANCE:

1. All available statements were kept in individual folders.
2. All statements had been reviewed and signed by the reviewing official.
3. All available statements had been adjusted in FFS.

AREAS NEEDING IMPROVEMENT:

1. Several statements were missing brief descriptions for line items.
2. Several statements were missing fund codes.
3. Two Branch Chiefs have never submitted a statement for review and adjustment.
4. Most of the statements for two card holders were missing.

RECOMMENDATIONS FOR IMPROVEMENT:

1. Issue and vigorously enforce an office policy which requires all employees to reconcile and submit complete statements, which include all of the items addressed in IM 2000-048.
   a.) funding code and a brief description for each line item;
   b.) card holder signature;
   c.) complete receipts with itemized descriptions
2. Ensure that all statements are properly reviewed and signed, as required by IB BC 2001-075.

Master Card Review - Findings and Recommendations

OFFICE REVIEWED: Division of Support Services, Branch of Customer Service/Records Mgmt.

GENERAL: Sept 1999 through Jan 2002 MasterCard Statements were reviewed

AREAS OF POSITIVE PERFORMANCE:

< The one cardholder with purchasing authority was available and reviewed.
< Receipts were attached.

AREAS NEEDING IMPROVEMENT:

1. 11 travel only cardholder statements were not available for review
2. There were many instances where no description was provided each line item on the statement.
3. There were a few cases where signs were purchased from non-mandatory sources with no documentation regarding why.

RECOMMENDATIONS FOR IMPROVEMENT:

1. Issue and vigorously enforce an office policy which requires all employees to reconcile and submit complete statements, which include all of the items addressed in IM 2000-048.
   a) funding code and a brief description for each line item;
   b) card holder signature;
   c) complete receipts with itemized descriptions [no receipts required for purely travel expenditures- these are submitted with the travel voucher];
   d) reviewing official signatures
2. Ensure that future purchases of signs are processed through the BLM sign shop.

AREAS OF SERIOUS CONCERN:

1. Purchase of a hearing aid for employee. - Government funds may not be used to buy items intended for any employee's personal convenience. (*It was stated by the Branch Chief that this purchase was made under the Americans with Disabilities Act, however, no documentation was available to substantiate that.*
2. Purchase of hearing aid repair and six month warranty for employee.
3. None of the travel statements are currently being submitted or reviewed.

RESOLUTIONS FOR AREAS OF SERIOUS CONCERN:

1. Provide support documentation and appropriate approval for the purchase of the hearing aid and repair and warranty.
2. Have the travel statements reviewed by the reviewing official, as required.

Master Card Review - Findings and Recommendations

OFFICE REVIEWED: Division of Support Services - Branch of Fiscal and Business Services

GENERAL: All available statements were reviewed for the time period of September 1999 through the present.

AREAS OF POSITIVE PERFORMANCE:

< Most personnel regularly submit statements for review approval and adjustment.
< Most statements submitted are generally well documented and have been reviewed.
< Most submitted statements are kept in a central location in a lockable cabinet.

AREAS NEEDING IMPROVEMENT:

1. Several of the statements were missing descriptions on line items.
2. Several of the statements were missing fund codes.
3. Nine (9) out of twenty (20) card holders have never submitted a statement for review and adjustment (one additional card holder had never submitted a statement until approximately nine months ago, when he was advised to do so by the State Procurement Analyst).

RECOMMENDATIONS FOR IMPROVEMENT:

1. Issue and vigorously enforce an office policy which requires all employees to reconcile and submit complete statements, which include all of the items addressed in IM 2000-048.
   a.) funding code and a brief description for each line item;
   b.) card holder signature;
   c.) complete receipts with itemized descriptions
2. Ensure that all statements are properly reviewed and signed, as required by IB BC 2001-075.

AREAS OF SERIOUS CONCERN:

None

RESOLUTIONS FOR AREAS OF SERIOUS CONCERN:

N/A

Master Card Review - Findings and Recommendations

OFFICE REVIEWED: Division of Support Services, Branch of Fire & Aviation

GENERAL: Reviewed September 1999 thru current January 2002 Statements

AREAS OF POSITIVE PERFORMANCE:

< Files were secured in a locked file cabinet.
< Most Employee's statements and invoices were in individual folders.
< All 14 cardholders statements were reviewed.
< At least one cardholder had excellent reconciliation and documentation of statements.

AREAS NEEDING IMPROVEMENT:

1. Not all credit card statement were kept in one location.
2. Not all statements showed evidence of being input in the Federal Financial System (FFS) through Remote Data Entry (RDE)
3. Several statements were not signed by employee and reviewing official (which indicates that those statements were not reviewed).
4. Charge codes for each transaction were not always provided.
5. There were several instances where no description was provided on each line item of the statement.
6. Many statements had missing receipts(with no explanation provided).
7. Not all statements were the original.
8. There were numerous recurring purchases made with West Mark for the maintenance and repair of Fire vehicles. It is more efficient and cost effective to set up Blanket Purchase Arrangements for regularly recurring requirements.
9. There were several instances of the purchase of IT equipment (printers, FAX machine, etc.) with no evidence that approval had been obtained from IRM. There was also evidence that the purchases had been signed for on a DI-105.
10. There were some instances where a receipt was attached to the wrong statement.
11. Books were purchased with no evidence of being checked into the BLM Library.
12. Some receipts showed evidence of tax being charged.
13. There were several instances of purchased items /repairs for Government Vehicles without referencing the Government Vehicle License Plate Number on the monthly statement.
14. Uniform card statements were co-mingled with Integrated card statements.

RECOMMENDATIONS FOR IMPROVEMENT:

1. All credit card statements for the office need to be kept in one central location.
2. Ensure that ALL statements are reconciled in FFS through RDE.
3. Issue and vigorously enforce an office policy which requires all employees to reconcile and submit complete statements, which include all of the items addressed in IM 2000-048.
   a) funding code and a brief description for each line item;
   b) card holder signature;
   c) complete receipts with itemized descriptions [no receipts required for purely travel expenditures- these are submitted with the travel voucher];
   e) reviewing official signatures

Master Card Review - Findings and Recommendations

Branch of Fire & Aviation (cont'd)

4. Insist upon the submission of original statements.
5. Establish a Blanket Purchase Arrangement (BPA) with West-Mark.
6. Ensure that all employees are aware of and adhere to the requirement to obtain IRM approval for IT purchases and sign and submit a DI-105 for all accountable and sensitive items.
7. Make sure that receipts are attached to the appropriate statement.
8. Ensure that all purchased books are logged through the BLM library and then checked out by the purchaser.
9. When purchasing supplies for a Government Vehicle please reference the Government Vehicle License Plate # on the Master Card Statement.
10. Keep the UNIFORM credit card statements separate from the Integrated Card statements. Keep in separate folders

AREAS OF SERIOUS CONCERN:

1. One employee (who has since left the agency) purchased a membership to a gym ($190). Purchase in April 1999, prior to our wellness program.
2. There were several instances of split procurements to West-Mark. At least two of the instances were one employee ordered the services from the vendor and then asked another employee to put them on their credit card(because first employee had their card taken away for abuse).
3. There was also evidence of a split procurement to Awards By Kay in the total amount of $2,968.25 and another to Singh Chevrolet totaling $2,791.20 for vehicle #I168312.
4. There was evidence of one employee using the Government Credit Card for personal purchases. Appropriate disciplinary action was taken and the employee has repaid the government for the cost of these items.
5. One employee purchased a refrigerator for the office($150). The justification for buying this was to put film and batteries in to keep longer.
6. Two cellular connections @$170.00 each were put on one employee's credit card statement. This should have gone to our Telecommunications Specialist in the State Office.

RESOLUTIONS FOR AREAS OF SERIOUS CONCERN:

1. Gym or health club memberships must NOT be purchased with the government charge card. Reimbursement for such memberships are partially reimbursed through the use of an approved wellness program.
2. Employees need to know that any purchases that are over $2,500 **cannot** be put on their credit card. These requirements must be given to a Warranted Contracting Officer for action. Artificial splitting of requirements to stay below the per transaction limitation of $ 2,500 is also prohibited and is subject to disciplinary action and the loss of purchase authority.
3. Ensure that the purchase of potential convenience items (refrigerators, microwave ovens, coffee machines) are for an essential mission requirement or are otherwise authorized by statute.
4. Ensure that all requirements for telecommunication services or devices/equipment are sent through the Telecommunications Specialist for acquisition.

Master Card Review - Findings and Recommendations

BRANCH REVIEWED: Division of Support Services, Branch of Geographic Services

GENERAL: Sept. 99 through present MasterCard Statements were reviewed

AREAS OF POSITIVE PERFORMANCE:

< Files were secured in locked file cabinets.
< Employee's statements and invoices were in individual folders.
< Most of the 47 cardholders statements were available and reviewed.
< Remote Data Entry (RDE) adjustments were being made.
< All statements reviewed were reconciled by employees and signed by reviewing official.
< Several of the cardholders statements were in excellent order.

AREAS NEEDING IMPROVEMENT:

1. Several employees do not turn in their statements.
2. Digital cameras, software and computer equipment were purchased with no evidence that property procedures had been followed .
3. There were many instances where no description was provided on the statement.
4. There were many instances where no receipts were attached to the statement.
5. There were some instances of the purchase of personal safety clothing or equipment, without the proper documentation (Job Hazard Analysis and safety officer approval).
6. There were purchases of meals and lodging for crews, which did not include a list of the names of individual employees in the crew on the statement or receipt.
7. There some occurrences of large copying projects being done through local printing shops without utilizing GPO contracts.
8. Some cardholders have the special authorities for crew boss, but had not used it.
9. There were numerous recurring purchases of batteries.

RECOMMENDATIONS FOR IMPROVEMENT:

1. Ensure that cardholders reconcile and submit complete statements, so that the reviewing official can perform his duty stated in IB no. BC-2001-075. The statement should include all of the items addressed in IM 2000-048:
   a) funding code and a brief description for each line item;
   b) card holder signature;
   c) complete receipts with itemized descriptions [no receipts required for purely travel expenditures - these are submitted with the travel voucher]
2. Ensure that all purchase of property or sensitive items are accounted for and processed through the property specialist.
3. Disseminate to all employees I.M. 2000-174, "Information Resources Management Review and Approval Prior to the Purchase of Information Technology Assets".
4. Ensure that documentation (Job Hazard Analysis and safety officer approval) has been completed for any requested personal safety clothing or equipment.
5. When purchases of meals, lodging or transportation are made for crew employees, a list of the names of the individual employees must be on the receipt.
6. For the regularly recurring purchases (batteries, poison oak cleanser, and etc.), government sources (such as GSA Advantage) should be considered for bulk purchases, at a great cost savings to the Government.
7. Documentation/authorization is required for any copy projects purchased at local printing stores.

GPO is the mandatory source. Check with the State Office Printing Specialist for guidance.

Division of Support Services, Branch of Geographic Services (cont'd)

AREAS OF SERIOUS CONCERN:

1. There was one instance of a split purchase for a truck cover. The invoice showed that the purchase was for 2515.00, but 2265.00 was paid one month and 250.00 was charged the next month.
2. There was one instance where a cardholder made a purchase for $2646.50.

RESOLUTIONS FOR AREAS OF SERIOUS CONCERN:

1. Both employees should be counseled about making purchases over their authorized limit. If anticipated purchases go over an individuals limit they must get a contracting officer involved to complete the transaction.

2. Remind all employees of the $ 2,500.00 per transaction limit for all card holders except contracting officers.

Master Card Review - Findings and Recommendations

OFFICE REVIEWED: **Division of Support Services, Branch of Human Resources**

GENERAL: Sept 1999 through Jan 2002 MasterCard Statements were reviewed

AREAS OF POSITIVE PERFORMANCE:

< Files were secured in a locked file cabinet.
< Employee's statements and invoices were in individual folders.
< All 18 cardholder statements were available and reviewed.

AREAS NEEDING IMPROVEMENT:

1. Several statements were not signed by employee and reviewing official.
2. There were several instances where statements were not being adjusted in the Federal Financial System (FFS) through Remote Data Entry (RDE).
3. There were many instances where no charge code data was provided
4. There were many instances where no description was provided for line items on the statement.
5. At times some employees would provide itemized receipts for all items and other times would provide no receipts at all.
6. There was a purchase of gift baskets "You're a star", with no description or justification provided.
7. Not all cardholders are providing monthly statements to be filed.
8. Several name plates were purchased on the open market, without going through or consulting with the BLM sign shop.

RECOMMENDATIONS FOR IMPROVEMENT:

1. Ensure that future purchases of name plates are processed through the BLM sign shop, or a waiver obtained .
2. Ensure that the fund codes for all statements are adjusted in FFS through RDE.
3. Ensure that future purchases of non-monetary awards are appropriately documented and meet the requirements of the non-monetary awards program (*administered by the Branch of Human Resources)*
4. Issue and vigorously enforce an office policy which requires all employees to reconcile and submit complete statements, which include all of the items addressed in IM 2000-048
   a) funding code and a brief description for each line item;
   b) card holder signature;
   c) complete receipts with itemized descriptions [no receipts required for purely travel expenditures - these are submitted with the travel voucher];
   d) reviewing official signature

AREAS OF SERIOUS CONCERNS:

None

Master Card Review - Findings and Recommendations

OFFICE REVIEWED: **Division of Support Services, Branch of Information Resources Mgmt.**

GENERAL: Statements were reviewed for the time period of September 1999 through the present.

AREAS OF POSITIVE PERFORMANCE:

< Files were secured in a locked file cabinet.
< Employee's statements and invoices were in individual folders.

AREAS NEEDING IMPROVEMENT:

1. There were several employees who were submitting copies of statements, instead of originals
2. Several statements were not signed by the employee.
3. Several statements were not signed by the reviewing official, indicating that these statements were not reviewed.
4. Binoculars were purchased, with no evidence of the submission of a DI-105.
5. There were several purchases of software and hardware with no evidence of IRMs configuration managers approval.

RECOMMENDATIONS FOR IMPROVEMENT:

1. Ensure that originals of statements are submitted for review.
2. Issue and vigorously enforce an office policy which requires all employees to reconcile and submit complete statements, which include all of the items addressed in IM 2000-048.
   a) funding code and a brief description for each line item;
   b) card holder signature;
   c) complete receipts with itemized descriptions
3. Ensure that all statements are properly reviewed and signed, as required by IB BC 2001-075.
4. Ensure that all purchase of property or sensitive items are accounted for and processed through the property specialist.
5. Disseminate I.M. 2000-174, "Information Resources Management Review and Approval Prior to the Purchase of Information Technology Assets" to all employees and ensure their compliance with those requirements. This IM applies to all employees, even those working in IRM.

AREAS OF SERIOUS CONCERN:

None

RESOLUTIONS FOR AREAS OF SERIOUS CONCERN:

N/A