



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
INSPECTOR GENERAL

December 20, 2016

MEMORANDUM

SUBJECT: Project Notification:
Council of the Inspectors General on Integrity and Efficiency
Purchase Card Cross-Cutting Project
Project No. OA-FY17-0088

FROM: Michael Petscavage, Director *Michael Petscavage*
Contract and Assistance Agreement Audits
Office of Audit

TO: Donna Vizian, Acting Assistant Administrator
Office of Administration and Resources Management

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to participate in a Council of the Inspectors General on Integrity and Efficiency (CIGIE) purchase card cross-cutting project led by the U.S. Department of Agriculture OIG. This project is not included in our annual plan. Information gathered and reviewed in this project will also be used in our own purchase card audit, which we plan to start in the fourth quarter of fiscal year 2017.

The EPA OIG's objective is to support the CIGIE cross-cutting project, examining purchase cards transactions for the first two quarters of fiscal year 2017. The EPA's purchase card program is managed by the Office of Acquisition Management within the Office of Administration and Resources Management. The OIG plans to conduct work remotely and, therefore, does not plan any site visits.

We will contact the audit liaison to arrange a mutually agreeable time to discuss our objective and the purpose of the cross-cutting project. We will answer any of your questions about the project process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the course of the project.

To ensure the success and timely completion of this project, please provide the point of contact at the vendor bank prior to January 6, 2017.

We respectfully note that the EPA OIG is authorized by the Inspector General Act of 1978 to have timely access to personnel and all materials necessary to complete its objectives. We will request your resolution if an agency employee or contractor refuses to provide requested records to the EPA OIG, or otherwise fails to cooperate with the EPA OIG. We may report unresolved access matters to the Administrator and include the incident in the Semiannual Report to Congress.

I will supervise this project and the Project Manager will be Madeline Mullen. Any information related to the project should be addressed me at petscavage.michael@epa.gov or (202) 566-0897, or Madeline Mullen at mullen.madeline@epa.gov or (206) 553-4032.

cc: John Showman III, Acting Principal Deputy Assistant Administrator, Office of Administration and Resources Management
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