Office of Human Rights’ Management of Purchasing Cards and Space Renovation

Presentation of Final Report to the Montgomery County Council Health & Human Services Committee

July 12, 2012
Office of Human Rights' Management of Purchasing Cards and Space Renovation

**Why We Did This Review**

- We received allegations regarding misuse of Purchasing Cards by the Office of Human Rights.

- We received reports expressing concerns about the potential waste of taxpayer dollars on renovating additional space for OHR’s use.
Transactions Findings and Recommendations

- We questioned almost 45% of 508 transactions made with OHR’s P-Cards, because
  - Itemized receipts were lacking (92 transactions), or
  - Purposes were questionable (107 transactions), or
  - Both (22 transactions)

- Questioned purposes: food, ice, greeting cards, kitchen supplies, table cloths, lanyards, sweatshirts, gift cards, flowers

- We recommended
  - Ensure all merchandise ordered was received and no duplicate payments were made
  - Restitution for purchases that did not further the business of the County
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Transaction Review Findings and Recommendations

• OHR did not comply with transaction review policy
  – OHR transaction reviewers did not question transactions without supporting documentation or transactions that may not have been for business purposes

• We recommended that transaction reviewers make sure
  – Documentation is attached, and
  – Purpose is reviewed

• We recommended that transaction reviewers be trained in transaction reviews
Space Renovation Findings and Recommendations

- The space renovation adhered to County procedures, and costs were consistent with contractual terms.
- We recommended that OHR examine its available space and determine whether it is appropriate for current needs.
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Management Response from the Chief Administrative Officer

- Agreement with all recommendations relating to P-Cards
- CAO’s office conducted a review of all transactions
  - Services and merchandise were fully received
  - Accuracy of payments was verified
- County was reimbursed for cost of transactions the CAO determined to be non-compliant
- OHR office space is currently fully occupied
  - Community Engagement Cluster employees recently relocated there
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Questions or Comments?