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# Office of Human Rights' Management of Purchasing Cards and Space Renovation

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

July 12, 2012



MONTGOMERY COUNTY MARYLAND

**OFFICE OF THE INSPECTOR GENERAL**



## Office of Human Rights' Management of Purchasing Cards and Space Renovation

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### 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.
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### 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
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### 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?**



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