

1999-2000 GRAND JURY FINAL REPORT

POLICY AND PROCEDURES FOR USE OF PROCUREMENT BANK CARD

Respondent: Chief Administrative Officer

Recommendation (R-1):

*The Procurement Bank Card Program be reviewed by the Director, General Services Agency, to ensure that records are kept current, that there are criteria for card limits, that there is effective compliance oversight by GSA, and that procedures are implemented to ensure effective follow-up in instances of misuse.*

Response: Concur

The recommendation has not yet been implemented but will be implemented in the future. GSA will review the Procurement Bank Card Program and provide the CAO assurance of full compliance by December 31, 2000.

Recommendation (R-6):

*General Services Agency incorporate, as part of the exit procedures of all county departments/agencies, a document that will effectively track each procurement card and the employment status of approving officials in order to keep accurate up-to-date records of Procurement Bank Card holders and Approving Officials.*

Response: Concur

The recommendation has not yet been implemented but will be implemented in the future. GSA will provide the CAO an updated Procurement Bank Card Procedures Manual by December 31, 2000 to require agencies/departments to notify GSA Purchasing whenever procurement cardholders and/or approving officials terminate County employment. GSA will provide the CAO by December 31, 2000 a new exit procedure for the systematic return of procurement cards by agencies/departments for inclusion in the County Administrative Manual.

Recommendation (R-8):

*Support paperwork submitted to the approving official include a box to indicate if a discount to Ventura County was requested and/or received at the time of purchase.*

Response: Concur

The recommendation has been partially implemented and will be fully implemented by November 30, 2000. The procurement bank cardholder log which is submitted to the approving official has been modified to record if a discount to Ventura County was requested and/or received. The revised procurement bank cardholder log will be included in the updated Procurement Bank Card Procedures Manual to be provided to the CAO by December 31, 2000.

Recommendation (R-9):

*General Services Agency perform an annual comparative analysis of the Procurement Bank Card program to ensure that the costs of the procurement process have been effectively reduced.*

Response: Concur

The recommendation has not been implemented but will be implemented in the future. GSA Materials Division will provide the CAO a comparison of the Procurement Bank Card program to alternative procurement methods annually by December 31 as part of the Internal Service Fund (ISF) rate development process.