



GENERAL SERVICES AGENCY

Administrative Services
County Government Center
Administration Building
800 South Victoria Avenue
Ventura, CA 93009
(805) 654-3776

June 8, 2000

TO: Honorable Charles Campbell, Superior Court, L# 2130

FROM: Johnny Johnston, Director, L# 1000

SUBJECT: 1999-2000 GRAND JURY RESPONSE

I wish to thank the Grand Jury for the opportunity to review General Services Agency (GSA) policies, procedures, and current practice with regard to Purchase Orders. The following responses to each recommendation were prepared by GSA staff.

R-1: That the General Services Agency review the newly generated policies and procedures for Centralized Purchase Orders, Decentralized Purchase Orders, and Price Agreement Purchase Orders to ensure they contain appropriate performance and compliance oversight.

Response: GSA will formalize their current performance and compliance oversight practices into a published Policy and Procedure Manual.

R-2: That Materials Management, General Services Agency, and Accounts Payable, Auditor-Controller's Office, should define their respective responsibility to ensure compliance to County procedures for all purchase orders, with clear compliance review procedures for purchase orders in amounts under \$5000.

Response: GSA would like to clarify our current Purchase Order review practice. Reviewing purchase orders for compliance with procedures is the responsibility of the Purchasing Agent and his Deputized Purchasing Agents. This review is taking place. GSA is unaware of any internal uncertainty or confusion on this point.

R-3: That the Auditor-Controller initiate an audit of Fleet Services purchasing practices to assess the efficacy and efficiency of these purchasing practices.

Response: The current purchasing practices of Fleet Services were jointly designed by GSA Materials Management, GSA Fleet Services, and the Auditor-Controller's Office in order to streamline the process. Should the Auditor-Controller wish to audit the process, GSA would be pleased to assist.

JFJ/me

c: Grand Jury