

Status of Audit Resolution

December 2015

Department of Ecology (ECY)

Agency: 461

Audit Report: 1014112

Finding Number: 001

Finding: The Department lacks adequate internal controls to safeguard and account for corporate travel card purchases.

Resolution: As of January 2015, the Department:

- Revised the travel card application process to require supervisor approval and employee acknowledgement of the cardholder requirements and appropriate use for the card.
- Revised the travel card certification document to include language prohibiting personal charges, notifying employees of spot audits, and allow for collection of unpaid charges through payroll deduction.
- Requires the employee and supervisor upon issuance of the card, and annually thereafter, to complete the travel card certification.

On a monthly basis, the travel liaison will conduct an audit of five percent of employee cardholders to ensure usage complies with the travel card certification. The travel liaison will report improper use to Department management, which may result in account suspension or cancellation.

Completion Date: April 2015, subject to audit follow-up

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