

## Status of Resolution of Audit Findings

December 2011

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Department of Corrections (DOC)

Agency: 310

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**Audit Report:** 1004550

**Finding Number:** 001

**Finding:** Employees do not consistently follow the Department's policies and procedures on universal fuel cards and management does not properly monitor use to prevent or detect a misappropriation of public funds.

**Resolution:** The Department has limited allowable fuel card transactions to only "pay at the pump" and implemented limits of \$100 on single transactions and three transactions per day, per card.

Business staff in all institutions and community corrections regions continues auditing the 15 fuels cards with the highest monthly charges, as well as 5 randomly selected fuel cards. These audits include a review of all transactions and related vehicle logs to verify:

- the charges are properly logged,
- vehicle usage logs are completed consistent with Department policy, and
- fuel card usage is consistent with the use of the state vehicle.

Any single fuel charge above \$75 for a non-diesel fuel purchase is reviewed for appropriateness. Additionally, all transactions that show as "miscellaneous" are referred to the Department's universal fuel card administrator for research and resolution. Results are then submitted to regional business managers for review monthly. Feedback to staff on a regular basis has helped to significantly reduce exceptions by an average of 75 percent from a year ago.

Annually, the comptroller or designee randomly audits fuel card documentation maintained by regional business managers. Also staff is reminded of the Department's fuel card policy via an annual email.

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