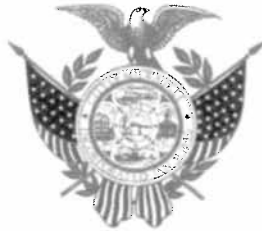


**Martin Matson**  
Comptroller

**John M. Egan, CPA**  
Deputy Comptroller



**Glenn Steinbrecher, CPA**  
Special Deputy Comptroller

**Toni Biscobing**  
Special Deputy Comptroller

**Office of the Comptroller**

February 28, 2013

To the Honorable  
The Common Council  
City of Milwaukee

Dear Council Members:

The attached report summarizes the results of our Audit of the Department of Administration - Procurement Services (Procurement) Procard Program. The objectives of the audit were to evaluate the adequacy of internal controls over card issuance, purchasing guidelines, and review of purchases with regard to the Procard program, to assess the adequacy and efficiency of Procurement's secondary review of Procard purchases, and finally to evaluate individual Procard holder and department compliance with purchasing guidelines of the Procard program including the timely and accurate recording of journal entries in FMIS.

Procurement has defined procedures for recording expenditures in the City's general ledger. The audit determined that there are opportunities for improvement in the processes and controls of the Procard program. This audit makes four recommendations to ensure that there are proper controls and notes two observations.

Audit findings are discussed in the Audit Conclusions and Recommendations section of this report, which is followed by Procurement's response.

Appreciation is expressed for the cooperation extended to the auditors by the staff of Procurement and all City departments that were involved in the audit.

Sincerely,

A handwritten signature in black ink, appearing to read "Aycha Sirvanci".

Aycha Sirvanci, CPA  
Audit Manager

AS:pad

