

Reply to Common Council File No. 031386
From DOA-Budget and Management Division

February 19, 2004

Ref: 04002

Common Council file 031386 contains a communication from the Comptroller regarding an audit of the City's ProCard Program.

The audit provides 25 recommendations that will intensify the controls over use of the ProCard. The Department of Administration has agreed with the recommendation and is already in the process of implementing them. Most recommendations appear to enhance training and control usage. It is not clear whether all the recommendations can be accomplished without added cost. The city should weigh the benefits to the cost of any of the recommendations that would increase budgetary expenses.

RECOMMENDATION: PLACE ON FILE.


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FINANCE: 031386sr.doc