

<b>Audit Issue Date</b>	<b>Report Number</b>	<b>Division/ Department/ Agency</b>	<b>Audit Name</b>	<b>Recommendation</b>	<b>Internal Audit Status Comments</b>
3/10/23	23-512	Contracts Administration and Materials Management (CAMM)	State and Federal Consulting Contracts	CAMM should ensure that procurements of state and federal contracts comply with all policy requirements.	CAMM held a team meeting to remind staff to check evaluator scoring sheets for accuracy. CAMM also reminded staff to ensure compliance with policy related to the number of evaluators required.
8/23/22	22-512	Operations Division (Operations) and Finance and Administration Division (F&A)	Non-Revenue Vehicle Purchases and Assignment	Invoice review procedures should be enhanced to include validation of all charges. In addition, Accounts Payable should recover the identified duplicate payment and updated policies to reflect whether a three-way match process is allowable for vehicle purchases. Accounts Payable should consistently confirm the three-way match prior to payment and individuals who receive vehicles in the system should physically verify their delivery.	Invoice approval templates now require acknowledgement that invoice charges are in compliance with agreement terms, the duplicate payment identified has been recovered, and management has notified staff that a physical inspection is required prior to receiving vehicles in the system.
8/23/22	22-512	Operations and F&A	Non-Revenue Vehicle Purchases and Assignment	Management should enhance controls to ensure employees' eligibility to drive prior to granting a vehicle reservation. Management should re-evaluate whether employees should be allowed to reserve vehicles for weeks at a time. Finally, all relevant information should be reflected in the reservation system.	Base management now requires staff to present a valid driver's license before checking out a motor pool vehicle. In addition, base staff have made improvements to documenting all necessary information in the Fleet Commander system. Finally, General Services staff now allow only daily reservations and verify eligibility to drive for all administrative employees checking out motor pool vehicles.
6/30/23	22-513	Operations	Follow-up: Independent Cost Estimates	Maintenance Resource Management (MRM) should ensure proper oversight and monitoring of burn rate of towing services agreements. MRM should develop estimates to ensure funding is sufficient.	MRM enhanced the current Maintenance contracts tracking spreadsheet to include the burn rate calculation and the date of the last invoice paid. These enhancements will provide information to staff in advance of contracts running low on funds, funding commitments due on outstanding invoices, and flag missing invoices.
6/13/23	23-514	People and Community Engagement (PACE)	Customer Information Center (CIC) Services: Alta Resources, Agreement No. C-0-2698	Management should improve timeliness of invoice review, approval, and processing and enforce requirements for contractor certification of invoices.	Management has improved the timeliness of invoice review, approval, and processing and is enforcing requirements for contractor certification on invoices.
6/13/23	23-514	PACE	CIC Services: Alta Resources, Agreement No. C-0-2698	Management should review changes to key personnel and process amendments in a timely manner.	Management has communicated with the project manager and the contractor to advise of requirements for timely communication and processing of amendments for changes in key personnel.