

August 18, 2003

MEMORANDUM TO: Michael L. Springer, Director  
Office of Administration

Thomas O. Martin, Director  
Division of Facilities and Security

Valeria H. Wilson, Director  
Division of Administration Services

FROM: Kathryn O. Greene, Director  
Division of Contracts **/RA/**  
Office of Administration

SUBJECT: PURCHASE CARD REVIEW

We have completed our review of Purchase Card transactions completed by the Office of Administration. This is to provide you with the results of our review.

#### Review Process and Scope

We reviewed two consecutive months and a third randomly selected month of transactions completed by the ADM cardholders from October 1, 2001, through September 30, 2002, to ensure that purchases and requisite record keeping are in compliance with NRC's "Procedures for the Use of the U.S. Government Purchase Card" and applicable laws and regulations. During the course of our review, we also met with the cardholders and approving officials to discuss specific transactions and obtain clarification where needed.

#### Findings

ADM completed 1,017 transactions totaling \$512,964.94 during the review period; we reviewed 328 transactions totaling \$198,767.27. We found that the cardholders are using the Purchase Card in accordance with NRC Purchase Card procedures.

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