



## Office of Inspector General

May 7, 2024

TO: Arrie Etheridge  
Acting Director, Procurement Department

FROM: John Seger  
Assistant Inspector General for Audits, Evaluations, and Inspections

SUBJECT: FY 2024 Purchase Card Risk Assessment (Project No. SR-24-181)

The Office of the Inspector General is initiating a risk assessment of PBGC's purchase card program. The OIG is charged with that responsibility under the Government Charge Card Abuse Prevention Act of 2012 (Public Law 112-194). The Act requires Offices of Inspector General to (1) conduct periodic assessments of the government purchase card program to identify and analyze risks of illegal, improper or erroneous purchases and payments in order to develop a plan for using such risk assessments to determine the scope, frequency, and number of periodic audits of purchase card transactions; (2) perform analysis and audits, as necessary, to identify potentially illegal, improper, or erroneous uses of purchase cards; and (3) report results to the agency head.

We will begin work on this engagement immediately and will coordinate with the Corporate Controls and Review Department to help facilitate interviews and documentation requests, as needed.

If you have any questions or need any additional information, please contact Charles Yao, Audit Manager, at [Yao.Charles@pbgc.gov](mailto:Yao.Charles@pbgc.gov) or (202) 406-0360, or me, at [seger.john@pbgc.gov](mailto:seger.john@pbgc.gov) or (202) 229-3315. Thank you in advance for your time and consideration.

cc: Ann Orr, Acting Director  
Karen Morris, General Counsel  
Lisa Carter, Director, CCRD  
Latrece Wade, Risk Management Officer

**Documentation Requested** (latest version in PDF, Word or Excel or linked document):

We don't need all documentation at entrance, rather this is the bulk of the documentation we will need to complete the assessment.

- PBGC Charge Card Management Plan
- Purchase Card Manual
- Purchase Card Statistical Report
- CCRD reviews such as the "Limited Evaluation of Selected Purchase Card Transaction and Accounts for FY 2018"
- MCC Code – Active and Restricted
- All Transactions Since October 1, 2022
- An example of designation of Approving Official
- An example of Delegation of Authority for Use of the U.S. Government Purchase Card
- Training records of Approving Officials and Cardholder
- Three cases of cardholder audit files (including documentation related to each transaction, reconciliation to bank billing, checklist and other record)

**Points of Contact Requested:**

- Purchase Card Program Coordinator and Alternate