



## COUNTY OF PLACER

## OFFICE OF AUDITOR-CONTROLLER

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June 3, 2021

Ms. Sandy Lawicka, Administrative and Fiscal Officer II  
Placer County Clerk – Recorder – Elections Office  
2954 Richardson Drive  
Auburn, CA 95603

Re: Countywide Procurement Card Program Monitoring Review

Dear Ms. Lawicka:

The Internal Audit Division of the Auditor-Controller's Office routinely reviews and/or audits the Procurement Card purchases. The objective of this monitoring review was to review Procurement Card usage during the statement period from July 4, 2020 through September 25, 2020 for compliance with County policies.

We reviewed a sample of the Clerk – Recorder – Elections Office's (Office) Procurement Card purchases and related documentation files to ensure the Office's compliance with current policies and procedures, and to determine if adequate internal controls are in place and operating as designed. Based on our monitoring review, we determined that the Office's processes and internal controls over Procurement Card purchases are operating effectively as designed.

We appreciate the courtesy and cooperation of the Office's staff throughout the course of the review.

Respectfully,

Nicole C. Howard, CPA  
Assistant Auditor-Controller

cc: Ryan Ronco, County Clerk – Recorder – Registrar of Voters  
Lisa Cramer, Assistant County Clerk  
Brett Wood, Purchasing Manager, County Executive Office  
Placer County Audit Committee