



COUNTY OF PLACER

OFFICE OF AUDITOR-CONTROLLER

ANDREW C. SISK, CPA
Auditor-Controller
E-mail: asisk@placer.ca.gov

NICOLE C. HOWARD, CPA
Assistant Auditor-Controller
E-mail: nhoward@placer.ca.gov

April 28, 2022

Mr. Chris Artim, Administrative and Fiscal Operations Manager
Placer County Probation Department
2929 Richardson Drive, Suite B
Auburn, CA 95603

Re: Countywide Procurement Card Program Monitoring Review

Dear Mr. Artim:

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 3, 2021 through September 24, 2021 for compliance with County policies.

We reviewed a sample of the Probation Department's (Department) Procurement Card purchases and related documentation files to ensure the Department'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 Department's processes and internal controls over Procurement Card purchases are operating effectively as designed.

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

Respectfully,

Nicole C. Howard, CPA
Assistant Auditor-Controller

cc: Marshall Hopper, Chief Probation Officer
Brett Wood, Purchasing Manager, County Executive Office
Placer County Audit Committee