



## COUNTY OF PLACER

## OFFICE OF AUDITOR-CONTROLLER

ANDREW C. SISK, CPA  
Auditor-Controller  
E-mail: [asisk@placer.ca.gov](mailto:asisk@placer.ca.gov)

NICOLE C. HOWARD, CPA  
Assistant Auditor-Controller  
E-mail: [nhoward@placer.ca.gov](mailto:nhoward@placer.ca.gov)

April 28, 2022

Ms. Melissa Spak, Administrative and Fiscal Operations Manager  
Placer County Department of Information Technology  
2986 Richardson Drive  
Auburn, CA 95603

Re: Countywide Procurement Card Program Monitoring Review

Dear Ms. Spak:

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 Department of Information Technology'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: Jarrett Thiessen, Chief Information Officer  
Brett Wood, Purchasing Manager, County Executive Office  
Placer County Audit Committee