STATE OF OKLAHOMA

OKLAHOMA
Office of Management
& Enterprise Services

Oklahoma Department of Public Safety
Purchase Card Program Audit

Published by:

**Office of Management and Enterprise Services
Central Purchasing Audit**

Report Released November 2021

Table of Contents

Audit Performed by
Caitlyn Walker, CPO, Auditor
Luciana Perez, CPO, Senior Auditor

Supervised by
Brittany Smith, MAFM, CPO, Procurement Audit Lead

AUDIT HIGHLIGHTS

Oklahoma Department of Public Safety - Purchase Card Program Audit

Why we conducted this audit

This report provides information on the Department of Public Safety's compliance with the State Purchase Card Procedures and agency-defined purchase card procedures. We also reviewed the strength and execution of the agency's internal controls within the purchase card program.

What we found

We have determined the Department of Public Safety has significantly complied with the State Purchase Card Procedures and the agency's internal purchase card procedures. The Department of Public Safety has implemented internal controls that are operating effectively in relation to the agency's purchase card program. We performed analytical testwork during our planning phase, completed internal control walkthroughs, and tested 140 purchases against defined compliance requirements. We reported three formal findings.

Figure 1: Oklahoma State Capitol

Agency accomplishments

We commend the Department of Public Safety for their proactivity and willingness to improve their purchase card procedures when deficiencies were identified throughout the audit. Purchasing leadership has created a system of accountability to reduce risk within the program by having in-depth knowledge of state purchase card procedures. Additionally, the agency has an exceptionally responsive and well-organized purchase card administrator who provides quality leadership and diligently oversees the program.

AUDIT FINDING SUMMARY

Finding 21-585-01: IT Purchases:

Altogether, we found that 13 of 34 information technology transactions totaling $30,194.94 were purchased with the state purchase card and were not listed on the Office of Management and Enterprise Services (OMES) Information Services Approved Hardware/Software list or approved by the OMES Chief Information Officer via current methods.

Finding 21-585-02: Receiving Documents:

We found that 14 of 43 transactions totaling $36,851.09 did not contain a receiving documentation or other proof of delivery within the purchase card documentation.

[Finding 21-585-03: Purchase Card Controls and Limits:](#)
Review of purchase card controls and limits found 12 of 54 active cards averaged less than 20% of the card's monthly credit limit and did not once exceed 60% of the monthly credit limit.

AUDIT OVERVIEW

This audit was performed pursuant to 74 O.S. §85.5.E. and the State of Oklahoma Purchase Card Procedures. Our audit was to determine if the Department of Public Safety's purchase card program complied with the audit objectives during the period of Jan. 1, 2020 to Feb. 23, 2021. During the audit period, there were 92 purchase cardholders and 27 approving officials.

In total, the Department of Public Safety processed 4,105 purchase card transactions totaling $1,917,621.52 during the audit period. Categories for purchase card transactions for the agency included: purchases for lodging, under $5,000, over $5,000 and Information Technology (IT)-related purchase card transactions. We used the classical variable sampling method to randomly select our sample for testing. We exercised auditor's discretion in adjusting the confidence level and expected proportion of errors based on a risk assessment when applying the classical variable sampling technique. To ensure a sound statistical sample, a random sample of 40 transactions less than or equal to $5,000, 34 IT transactions, 34 lodging transactions, and 9 transactions greater than $5,000 were extracted for testing. In addition, 23 transactions were selected for audit based upon auditor's discretion and tested against a pre-determined criterion.

DETAILED FINDINGS

[Finding 21-585-01: IT Purchases:](#)

Condition: During the substantive testwork phase of the audit, 11 Information Technology (IT) transactions out of 32 (34% error rate) were noted as purchases for hardware and/or software that are not listed on the Office of Management and Enterprise Services (OMES) – Information Services Approved Hardware/Software list.

We used the Approved Hardware/Software list posted on the OMES website at the time of testing. Information Services does not archive previous Approved Hardware/Software lists; therefore, the list for items at the time of purchase is unobtainable.

#	TRANSACTION NUMBER	ITEM TOTAL	VENDOR NAME	PURCHASE DATE	POST DATE	CARD LAST 4 DIGITS
1	TXN01346627	$1,740.00	SHI INTERNATIONAL CORP	01/15/2020	01/17/2020	7181

#	TRANSACTION NUMBER	ITEM TOTAL	VENDOR NAME	PURCHASE DATE	POST DATE	CARD LAST 4 DIGITS
2	TXN01347370	$116.00	SHI INTERNATIONAL CORP	01/18/2020	01/20/2020	5094
3	TXN01388440	$1,250.00	SOI NEXIQ	04/27/2020	04/28/2020	3201
4	TXN01396742	$3,375.00	MSAB INC	05/21/2020	05/22/2020	5495
5	TXN01442337	$4,960.00	AERIAL ARMOR	09/22/2020	09/23/2020	5795
6	TXN01443833	$1,077.36	IBM CORPORATION	09/25/2020	09/28/2020	8888
7	TXN01458447	$4,000.00	SYNERCON TECHNOLOGIES LLC	11/09/2020	11/10/2020	8391
8	TXN01460233	$40.00	SHI INTERNATIONAL CORP	11/13/2020	11/16/2020	8919
9	TXN01461081	$3,590.00	PAYPAL AERLMETRICS	11/17/2020	11/18/2020	7181
10	TXN01472481	$1,998.00	APPLE.COM/US	12/22/2020	12/23/2020	7850
11	TXN01487371	$1,282.20	SHI INTERNATIONAL CORP	02/04/2021	02/08/2021	1970
	Total	**$23,428.56**				

Additionally, two non-hardware/non-software IT transactions out of two (100% error rate) were noted as purchases for services that were neither included on the IT authority order nor supported by individual ePro. IT services or items that are not hardware or software should be estimated and included on the IT authority order or change order of the IT authority order. Also, an individual ePro can be used for non-hardware/non-software IT purchases but is not recommended.

#	TRANSACTION NUMBER	ITEM TOTAL	VENDOR NAME	PURCHASE DATE	POST DATE	CARD LAST 4 DIGITS
1	TXN01442333	$2,520.93	DISCOUNTCELL INC	09/03/2020	09/23/2020	5013
2	TXN01462750	$4,245.00	CORYS AUDIO VISUAL SERVIC	11/20/2020	11/23/2020	5495
	Total	**$6,765.93**				

Cause: IT items are emailed to the agency's IT strategist prior to purchasing. The agency was aware that this was sufficient approval.

Effect or potential effect: Purchase cardholders and agency administration will most likely abandon or greatly reduce the use of the state purchase card to purchase IT items costing the state approximately $300 to $500 per transaction in rebates and cost related to resources

for processing the acquisition including state employees' time. The additional cost, loss of savings and added resources is absorbed through non-IT funding.

Criteria: The **State of Oklahoma Policy and Procedures for Purchase Card § 7.13, Information Technology** states:

IT purchases shall be made in accordance with Title 62 O.S. § 34.12.B and the IT Standards and Policies located at https://omes.ok.gov/services/information-services/policy-standards-publications. All hardware and software acquisitions must be on the *Approved Hardware/Software* list located on the above website, or be approved by IT through the ePro process. **All IT purchases exceeding the statutory single transaction limit must be listed on a statewide contract.** IT acquisitions shall comply with the applicable Oklahoma Information Technology Accessibility Standards issued by OMES, also available on the above website.

Refer to Title 62 O.S.§ 34.12.B. and the Central Purchasing Rules (OMES Administrative Rules, OAC 260:115-7-54) for rules and procedures regarding information technology acquisitions and exceptions at https://omes.ok.gov/services/purchasing/purchasing-processes-rules-statutes and to the Procurement Information Memorandum (PIM) Delegation of Authority at https://omes.ok.gov/services/purchasing/reference-guide/pims. IT & Telecom services and repairs are not included in this delegation of authority.

IT & Telecom services and repairs are **not** listed on the *Approved Hardware/Software* list, although they may be included in the contract covering the items on the list. The annual cost of services and repairs should be estimated and included on the IT authority order. Single transactions for IT repairs and services are capped at the single transaction limit of $5000 or up to $25,000 approved for the agency by the State Purchasing Director unless listed on a statewide contract.

Additional information regarding IT procurement may be obtained from the agency's IT strategist and account executive. IS contact information can be accessed by clicking on the *Partnering with OMES IS Contact List* located at http://omes.ok.gov/services/information-services/partnering-with-information-services.

The **Oklahoma Statute Title 62 O.S. § 34.12.B – Duties of Information Services Division** states:

No agency of the executive branch of the state shall use state funds for or enter into any agreement for the acquisition of any category of computer hardware, software or any contract for information technology or telecommunication services and equipment, service costs, maintenance costs, or any other costs or fees associated with the acquisition of the services or equipment, without written authorization of the Chief Information Officer or a designee except the following:

1. A purchase less than or equal to Five Thousand Dollars ($5,000.00) if such product is purchased using a state purchase card and the product is listed on either the Approved Hardware or Approved Software list located on the Office of Management and Enterprise Services website; or

2. A purchase over Five Thousand Dollars ($5,000.00) and less than or equal to Twenty-five Thousand Dollars ($25,000.00) if such product is purchased using a state purchase card, the product is listed on an information technology or telecommunications statewide contract, and the product is listed on either the Approved Hardware or Approved Software list located on the Office of Management and Enterprise Services website.

Recommendation: We recommend the agency provide additional education to purchase card program participants involved in the process of IT purchases to understand the requirements and procedures when using the purchase card to obtain IT products and services. The current options for making IT purchases with the purchase card are:

1. Make a direct purchase when the item is listed on the Approved Hardware/Software list.
2. Submit a help ticket to have the item placed on the Approved Hardware/Software list, then make the purchase directly to the vendor once the item has been added to the list.
3. Add the item or service to the IT Authority Order (IT AO) at the beginning of the year, then make the purchase directly to the vendor.
4. Add the item or service using a change order to the IT AO during the year, then make the purchase directly to the vendor.
5. Obtain an individual ePro prior to making the IT purchase.
6. Obtain an ePro charged to the agency's IT AO, creating a new line for each individual IT purchase made.

Management's response
> **Date**: Nov. 15, 2021
> **Respondent**: Purchase card administrator
> **Response:** Partially concur
> Our agency's previous PCard Administrator did not enforce the proper method of acquisition regarding IT PCard purchases. Cardholders were instructed to obtain email approval from our IT Strategist and if approved by him, they were allowed to proceed with their purchase. Our agency has historically obtained ePro approval for our IT PCard Authority Order with a very general description of our agency's IT needs, not providing specifics.
>
> Upon being appointed PCard Administrator in December of 2020, I held trainings wherein I attempted to bring all of our cardholders up to date with all the correct information including executing IT related purchases.

I received pushback from some divisions of DPS amongst the OHP when I asked that cardholders ensure their software was listed on the Approved Hardware/Software List prior to purchase. Their argument was that they didn't feel it was appropriate to post law enforcement software on a public website. An argument that our IT Strategist at the time agreed with. These cardholders were allowed to purchase their software as long as they sent an email to the OMES Service Desk, requesting their item be added to the Approved List. No action was ever taken by our IT Strategist to allow an exemption from the list for law enforcement software.

Responses by the OMES Service Desk to emails requesting an item be added to the Approved List, in some instances, took months to receive. And after receiving a response regarding some hardware items, those items were not added to the Approved List, and instead the cardholders were told there was no "state standard" for the item and that they could proceed with their purchase. After receiving responses from the Service Desk regarding software, it took months for the vendors to be contacted about the Cyber Command Security Assessment. As lengthy as the assessment is, some vendors refused to take the time to fill it out, especially when the software license is less than $2,500.00. It is not worth the vendor's time. The process to request an item be added to the Approved List is extremely lengthy and often ends in no action taken by OMES to update the list.

I was told by an OMES Buyer that items listed on a SW Contract were considered approved for purchase on PCard without having to be listed on the Approved List. A lot of the transactions listed above specifically from SHI International, are all listed on SW1040. Since that Buyer provided me with incorrect information, 8 of the 13 above SW Contract IT purchases which were not in compliance with the State PCard Procedures. We were under the impression that since the CIO approved the IT SW Contracts in question, that we would be approved by buy off of those contracts without issue. It is unclear why a redundant second approval from the CIO is needed for purchases off of a SW Contract.

Corrective action plan
    Contact person: Purchase card administrator
    Anticipated completion date: Feb. 1, 2022
    Corrective action planned: Our cardholders at DPS have had a lot of misdirection on to how to obtain approval for IT purchases. Now that we have complete direction from OMES Audit, I will direct our cardholders with the correct actions to take prior to making IT purchases with PCard.

    I will also ensure that our IT Authority Order ePro requisition includes specific items including but not limited to an estimate of repairs and services we anticipate through the year.

    I will implement Refresher Training with all DPS cardholders and approvers which points out each possible method of acquisition when purchasing IT hardware and software using PCard. If an item is not listed on the Approved Hardware/Software

List, I will ensure that each cardholder is submitting an ePro requisition for approval prior to making their purchase.

Finding 21-585-02: Receiving Documents:

Condition: During the substantive testing phase of the audit, we tested 43 transactions to verify proof of delivery for each purchase. Of the sample tested, 14 of 43 transactions (33% error rate) did not contain receiving documentation or other proof of delivery.

#	TRANSACTION NUMBER	ITEM TOTAL	VENDOR NAME	PURCHASE DATE	POST DATE	CARD LAST 4 DIGITS
1	TXN01347374	$993.27	AIR POWER INC	01/17/2020	01/20/2020	8716
2	TXN01363728	$2,091.92	MID CONTINENT INSTRUMENTS	02/25/2020	02/26/2020	8716
3	TXN01381768	$1,134.00	STOLZ TELECOM	04/07/2020	04/08/2020	2656
4	TXN01393828	$1,405.00	GIT AMERICA INC	05/12/2020	05/14/2020	3201
5	TXN01398701	$4,971.44	TYR TACTICAL	05/29/2020	05/29/2020	2266
6	TXN01400212	$2,190.00	COPS PRODUCTS	06/02/2020	06/03/2020	2502
7	TXN01408651	$97.99	AMZN Mktp US MS4690VB2	06/23/2020	06/24/2020	7181
8	TXN01410429	$1,002.12	OK CORRECTIONAL INDUST	06/26/2020	06/29/2020	5013
9	TXN01410957	$1,656.25	CRASHDATAGR	06/29/2020	06/30/2020	3201
10	TXN01412810	$3,850.14	DMI DELL K-12/GOVT	07/04/2020	07/06/2020	7181
11	TXN01413499	$15,400.56	DMI DELL K-12/GOVT	07/08/2020	07/08/2020	7181
12	TXN01448975	$132.52	DMI DELL K-12/GOVT	10/10/2020	10/12/2020	5795
13	TXN01448979	$1,364.98	DMI DELL K-12/GOVT	10/10/2020	10/12/2020	5795
14	TXN01462146	$560.90	SOL SNAP-ON INDUSTRIAL	11/19/2020	11/20/2020	2656
	Total	**$36,851.09**				

Cause: Unknown.

Effect or potential effect: When the cardholder does not obtain a packing slip, there is no documentation to support the products were received by the agency.

Criteria: The **State of Oklahoma Policy and Procedures for Purchase Card § 10.6, Products Shipped** states:

In addition to the receipt, a packing slip or proof of delivery must be obtained (proof of delivery may be obtained from carrier's website). The receiver's signature is recommended on the packing slip or proof of delivery.

Agencies that determine that it is advantageous to the agency to ship items to the location of usage, must include this process in their internal purchasing procedures. The agency must obtain proof of receipt and confirm that items are not used for personal use. The agency is required to ensure that all items are properly accounted for, according to all rules and policies, and ensure items are returned to the agency upon employee termination.

Recommendation: We recommend the agency develop, implement, and communicate to all cardholders the importance of collecting and maintaining receiving documentation for items purchased that were shipped to the agency. Additionally, we recommend the agency create procedures to conduct monitoring activities to autonomously review the supporting documentation to determine compliance with the receiving documentation requirements.

Management's response
Date: Oct. 15, 2021
Respondent: Purchase card administrator
Response: Concur
Our agency's previous PCard Administrator did not enforce our cardholders turning in receiving documents each month with their PCard Report.

Upon being appointed PCard Administrator in December of 2020, I held trainings wherein I attempted to bring all of our cardholders up to date with correct procedures including the different ways to obtain delivery confirmation for items shipped: 1.) packing slip signed, 2.) delivery confirmation from the vendor's website or an email from the vendor showing delivered, 3.) tracking information from the freight carrier showing the item is delivered. There has been a learning curve in our cardholders implementing this practice when reconciling their monthly PCard Report.

Corrective action plan
Contact person: Purchase card administrator
Anticipated completion date: Feb. 1, 2022
Corrective action planned: I will implement Refresher Training with all DPS cardholders and approvers which will stress the importance of obtaining receiving documents.

I will also implement training with our agency's Supply Division to ensure that any receiving documents obtained at the time of arrival are retained and sent to the purchaser.

I will also begin reviewing a portion of our cardholder's monthly reports to ensure that they are in compliance with the State PCard Procedure's documentation requirements.

Finding 21-585-03: Purchase Card Controls and Limits:

Condition: During the testwork phase of the audit for purchase card control and limits, we determined 12 of 54 active cards (22% error rate) exceeded predetermined percentage thresholds for monthly credit limits set during our purchase card risk analysis. We analyzed the total expenditures on each card and total number of months each card was used to calculate an average spend and highest cycle spend for each card. A 14-month period was analyzed. The spend on each of the cards noted below averaged less than 20% of the card's monthly credit limit and did not once exceed 60% of the monthly credit limit. It was determined that 12 cardholders monthly credit limits could be reduced without affecting agency operations. This finding is related to the audit objective to determine if the agency has implemented controls and if those controls are effective.

#	Last 4 Digits of Card	Monthly Credit Limit	Active Months	Total Spend	Avg Monthly Spend	Avg % Spent	Highest Cycle Spend	% Of Credit Limit on Highest Spend
1	8198	$7,500.00	7	$590.54	$84.36	1.12%	$207.27	2.76%
2	3953	$7,500.00	5	$696.12	$139.22	1.86%	$322.59	4.30%
3	8202	$10,000.00	6	$2,102.35	$350.39	3.50%	$742.40	7.42%
4	8384	$20,000.00	6	$4,705.97	$784.33	3.92%	2,304.00	11.52%
5	3336	$7,500.00	1	$300.00	$300.00	4.00%	$300.00	4.00%
6	6275	$7,500.00	1	$461.83	$461.83	6.16%	$461.83	6.16%
7	6223	$15,000.00	5	$6,160.00	$1,232.00	8.21%	3,850.00	25.67%
8	6333	$7,500.00	13	$8,587.50	$660.58	8.81%	3,236.27	43.15%
9	8984	$7,500.00	11	$9,241.69	$840.15	11.20%	2,561.34	34.15%
10	0569	$10,000.00	7	$8,699.23	$1,242.75	12.43%	3,721.21	37.21%
11	1970	$10,000.00	5	$6,484.35	$1,296.87	12.97%	4,990.20	49.90%
12	2500	$7,500.00	1	$1,200.00	$1,200.00	16.00%	1,200.00	16.00%

Cause: Unknown.

Effect or potential effect: There is unnecessary risk on the cardholder and the agency when the transaction limit or credit limit is set in excess of the individual cardholder's needs.

Criteria: The **State of Oklahoma Policy and Procedures for Purchase Card § 3.2.2, P-card Controls and Limits** states in part:

> State agencies are required to establish the following categories of controls and limits on each P-card. These mandatory limits are required by the issuing bank and the card provider, Visa. The mandatory categories are:
>
> - Card limit (dollar amount per cycle).
> - Single purchase limit (dollar amount per transaction).

- Merchant category code group. (See section 7.1.1 of these procedures for exception process).

Single transaction limits for the individual p-card accounts should be set based on state agency needs. Utilizing $5,000 per transaction as the baseline, cards assigned higher single transaction limits should be limited to those assigned procurement duties requiring higher transaction limits, such as purchasing from statewide contracts or paying utilities. Agencies with OMES-approved higher fair market limits up to $25,000 (an application for higher limits must be approved by the State Purchasing Director) should restrict the higher single transaction limit to a select few cards. Agencies may also choose to set single transaction limits below the $5,000 baseline. Single transaction limit assignment over $5,000 should be reviewed no less than annually by the agency P-card administrator, and may be reviewed periodically by OMES for appropriateness of assignment.

The **State of Oklahoma Policy and Procedures for Purchase Card § 6.1, Agency P-card Administrator Responsibilities** states in part:

The state agency P-card administrator is the primary interface between the agency's cardholders and the State P-card Office, and the issuing bank. Agency P-card administrators must have a signed State Purchase Card Employee Agreement form on file in their office for themselves and any backup administrators, and both primary and backup P-card administrators must be current with P-card training.

Agency administrators are responsible for:

- Processing authorized requests for P-cards and maintaining controls for active cards, including setting and changing card spend profiles, ordering cards, deactivating cards, adding and deleting users, and setting permissions.

Recommendation: We recommend the purchase card administrator evaluate the usage of each purchase card and adjust individual credit limits as needed. In addition, we recommend management implement a minimum usage calculation that can be used by the purchase card administration to lower credit limits when necessary.

We recommend that cards with a highest monthly cycle spend of less than $1,000 have the credit limit reduced to $1,000, cards with a highest monthly cycle spend between $1,000 and $3,000 have the credit limit reduced to $3,000, cards with a highest monthly cycle spend between $3,000 and $5,000 have the credit limit reduced to $5,000, and cards with a highest monthly cycle spend between $5,000 and $7,500 have the credit limit reduced to $7,500. Currently, the credit limit risk per month totals $117,500 for the 12 cards noted in this finding. With the recommended credit limit reductions, the credit limit risk per month would total $34,000. This would result in a $83,500 (71%) credit limit risk reduction per month

without affecting the cardholders' ability to make purchases or interfering with agency operations.

Management's response
    Date: Oct. 15, 2021
    Respondent: Purchase card administrator
    Response: Partially concur
    Five of the twelve cards listed above with average spend less than 60% of their monthly spend limit, are employees of our agency's Property Management Division. I discussed lowering the limits of those 5 people with the Division's Director, and he determined that it would be best to keep the purchasing power for those cards in the event of an emergency fix to a building or a part that may be needed in a quick turnaround time for a plumbing/electrical/mechanical issue in a building.

    Two of the twelve cards listed above are travel coordinators. Due to the testwork taking place during the COVID-19 pandemic, their spend was significantly lower than normal. Their Approving Officials deemed their higher limits still necessary due to the pandemic receding and our agency's travel needs increasing.

    One of the twelve cards has been closed due to the cardholder retiring in 2 weeks.

Corrective action plan
    Contact person: Purchase card administrator
    Anticipated completion date: Feb. 1, 2022
    Corrective action planned: I plan to begin doing a monthly review of actual cardholder spend vs. spend profile limits and adjust those cardholders accordingly, as long as their Approving Officials agree that it won't negatively impact agency operations. Due to the nature of the cardholder's position, such as those I named in my response above, it is necessary to retain higher spend limits.

APPENDIX

Methodology
- Interviews were conducted with the Agency's staff members.
- Internal controls over the purchase card program were documented and evaluated.
- A statistical sample of transactions from cardholders was examined.
- Overall program compliance with the State of Oklahoma Purchase Card Procedures and rules promulgated thereto were evaluated.

Sampling

	Transactions	Amount ($)
Total Expenditures:	**4,105**	**$1,917,621.52**
Reverse Transactions	102	$583.28
Agent Fees	22	$445.74
Negative Transactions	100	$16,812.57
Filtered Population:	**3,881**	**$1,934,571.63**
Subpopulations:		
IT	117	$113,153.93
Airfare	86	$21,987.38
Lodging	289	$117,182.46
Over $5,000	12	$128,732.44
Under $5,000	3,377	$1,553,515.42
Total:	**3,881**	**$1,934,571.63**
Samples:		
IT	34	$76,442.68
Airfare	0	$0.00
Lodging	34	$17,125.56
Over $5,000	9	$110,720.50
Under $5,000	40	$51,538.57
Auditor's Discretion	23	$76,066.96
Total:	**140**	**$331,894.27**

EXECUTIVE SUMMARY

Oklahoma Department of Public Safety

Mission statement: Working to provide a safe and secure environment for the public through courteous, quality, and professional services.

History and overview: The Oklahoma Department of Public Safety is a multi-service safety and law enforcement organization, created by state statute to administer to the protection and needs of Oklahoma citizens including both their personal well-being and their vehicular safety.

Agency information

The agency is made up of 1,316 classified, 57 unclassified, and 12 temporary employees according to the [Oklahoma Agencies, Boards and Commissions Book](#) as of Sep. 1, 2020.

Key staff

John Scully, Commissioner

Patrick Mays, Chief Administrator

Stephanie Vinson, Comptroller

Michael Boock, Administrative Programs Officer

George Selvidge, Administrative Programs Officer, Purchase Card Administrator (preceding December 2020)

Theresa Dunn, Contracting and Acquisitions Administrator, Purchase Card Administrator (as of December 2020)

Mittye Zimmerman, Contracting and Acquisitions Agent, Backup Purchase Card Administrator

Amy Cullen, Budget Analyst