



Office of the Inspector General

Date December 28, 2012

To Albert Horvath, Under Secretary for Finance and Administration/Chief Financial Officer

cc Dorothy A. Leffler, Director, Office of Contracting & Personal Property Management

From Michael Sinko, Assistant Inspector General for Audits *ms*

Subject Audit of Management of the Government Purchase Card Program, Number A-13-04

We are initiating this audit as part of our Fiscal Year 2013 Audit Plan. The overall objective will be to determine if the Smithsonian exercises effective management and oversight of the government purchase card program.

We plan to hold preliminary meetings with your staff in order to obtain background information. Following these meetings, we will contact you to schedule an entrance conference to explain the objective, scope, and methodology of the review. Brian Lowe will be the Supervisory Auditor and Kimm Richards will be the Auditor-in-Charge for this assignment.

Please contact me or Brian Lowe at 202.633.7050 if you have any questions or comments. Thank you for your anticipated cooperation.