



## NASA OFFICE OF INSPECTOR GENERAL

OFFICE OF AUDITS  
SUITE 8U71, 300 E ST SW  
WASHINGTON, D.C. 20546-0001

January 27, 2020

Mr. Russell T. Vought  
Acting Director  
Office of Management and Budget  
Executive Office of the President  
Washington, DC 20503

SUBJECT: *Fiscal Year 2019 Report on Status of Charge Card Audit Recommendations*  
(ML-20-002)

Dear Acting Director Vought,

The Government Charge Card Abuse Prevention Act of 2012, Public Law 112-194, as implemented by Office of Management and Budget (OMB) Memorandum M-13-21, requires Inspectors General to report to OMB within 120 days of the end of each fiscal year on their agency's progress in implementing charge card-related audit recommendations. This letter responds to that reporting requirement for fiscal year (FY) 2019.

On February 28, 2018, the NASA Office of Inspector General (OIG) issued a report entitled *Review of NASA's Purchase and Travel Card Programs* (IG-18-014). Our objective in this audit was to examine whether key internal controls in NASA's charge card programs detect and prevent potentially illegal, improper, or erroneous transactions. The report included 5 recommendations to NASA to improve the effectiveness of internal controls within its charge card programs. Recommendations 1 and 2 related to NASA's travel card program, while recommendations 3 through 5 related to its purchase card program. As of the end of FY 2019, one recommendation remained open and unimplemented. We discuss the current status of each recommendation below.

- **Recommendation 1.** We recommended the Chief Financial Officer (CFO) establish a procedure, which may be risk-based, to monitor whether travelers are using their travel cards for all official travel expenses.

Current Status: Open. NASA plans to increase the scope of its current annual travel card review to include an examination of a statistical sample of 90 travel vouchers each quarter. Management expects to complete corrective action by March 30, 2020.

- **Recommendation 2.** We recommended the CFO remind NASA travel cardholders, and require acknowledgement in writing of their understanding, that: (a) all official travel expenses are to be paid with the travel card unless an exemption applies in which case the travel voucher or supporting documentation should include an explanation, and (b) cash advances should not exceed the amount anticipated that cannot be paid with the travel card.

Current Status: Closed on June 3, 2019.

- **Recommendation 3.** We recommended the Executive Director of the NASA Shared Services Center (NSSC) reiterate to Agency purchase cardholders (a) the definition of a split purchase and emphasize the requirement to combine known purchases to the same vendor on the same day into a single purchase, (b) the minimum documentation requirements for the purchase card transaction file, and (c) NASA's procedures for recoupment of sales tax and documentation requirements when payment is unavoidable.

Current Status: Closed on March 1, 2019.

- **Recommendation 4.** We recommended the NSSC Executive Director include the requirements listed in recommendation 3 in the Agency's triennial purchase card training.

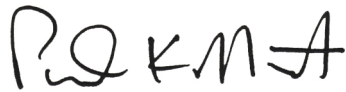
Current Status: Closed on March 1, 2019.

- **Recommendation 5.** We recommended the Assistant Administrator for Procurement revise NASA's existing policy specifying the type of evidence that should be maintained as proof that goods ordered were received.

Current Status: Closed on February 6, 2019.

Please contact Renee Juhans, NASA OIG Executive Officer, at 202-358-1712 or renee.n.juhans@nasa.gov, if you or your staff have questions about this letter.

Sincerely,

Handwritten signature of Paul K. Martin in black ink.

Paul K. Martin  
Inspector General