

**State of Washington - Office of Financial Management
 Status of Audit Resolution
 December 2020**

Office of Minority and Women's Business Enterprises

Agency 147

Audit Report	Finding Number	Finding and Corrective Action Status	
1026533	2019-001	<p>Finding:</p> <p>Corrective Action:</p> <p>Completion Date:</p> <p>Agency Contact:</p>	<p>The Office of Minority and Women’s Business Enterprises did not have adequate internal controls over and did not comply with state and office policies related to travel and purchase cards.</p> <p>The Office concurs with the finding.</p> <p>The Office recouped the funds involved in the personal purchase identified in the audit and promptly counseled the employee about the proper use of agency credit cards.</p> <p>As of October 2020, the Office:</p> <ul style="list-style-type: none"> • Updated internal policies and procedures over travel and purchase cards. • Conducted staff training on travel and purchase card use. • Completed employee credit card user agreement for each employee who is authorized to use a travel or purchase card. <p>Additionally, the Office implemented additional procedures to ensure:</p> <ul style="list-style-type: none"> • Employees complete credit card log forms when using the office travel or purchase credit card. • Reconciliation of credit card logs are completed, reviewed and signed by the Director each month. • Adequate supporting documentation and written approvals are obtained for card purchases to comply with office and state policies. <p>October 2020, subject to audit follow-up</p> <p>Jennifer Willms Assistant Director of Executive Operations PO Box 41160 Olympia, WA 98504-41160 (360) 664-9755 jenniferw@omwbe.wa.gov</p>