



Office of the President

January 21, 2016

Mr. Edward Blansitt, Inspector General of Montgomery County
100 Maryland Avenue
Rockville, MD 20850

RE: Montgomery College Purchasing Card Program Audit

Dear Mr. Blansitt:

This letter is in response to your letter dated December 22, 2015, regarding the completion of the audit of purchase card procedures at Montgomery College. Thank you for the extension of time to review the report.

The College carefully reviewed the audit and the management considerations in providing our response. Montgomery College accepts the matters outlined in the report.

To that end, the College has started the process of addressing the recommendations related to the annual certification of cardholders, the number and workload of individuals who are approvers of purchase cards, and Merchant Category Codes on the College's travel card. As recommended by the report:

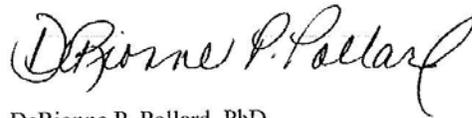
- The cardholder certification processes will be modified to an annual certification process.
- All existing cardholder accounts are being examined as to frequency of use and monthly account balances with the goal of reducing the overall number of purchase cards, to the extent that any modifications would not prohibit daily operations for the unit.
- A secondary approver will be identified for each primary card approver to address workload of individuals who are approvers.

Travel cards are issued to senior executives at Montgomery College. Currently, the College has issued a total of nine travel cards to senior executives. A thorough review is being conducted of Merchant Category Code restrictions that may be placed on travel cards in order to enhance controls without placing an undue burden on senior executives during their travels.

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Thank you for your thorough review, report and guidance for improving the College's purchasing card program.

Sincerely,

A handwritten signature in black ink, reading "DeRionne P. Pollard". The signature is written in a cursive style with a large, stylized initial "D".

DeRionne P. Pollard, PhD
President

cc: Dr. Janet Wormack, Senior Vice President for Administrative and Fiscal Services
Mr. Patrick Johnson, Director of Procurement
Ms. Donna Schena, Associate Senior Vice President for Administrative and Fiscal Services
Ms. Ruby Sherman, Vice President for Finance