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Department of Administrative Services

Sonny Perdue
Governor

Brad Douglas
Commissioner

July 27, 2006

Elizabeth P. Archer
State Inspector General
Office of the State Inspector General
1102 West Tower
2 Martin Luther King, Jr. Drive, NW
Atlanta, GA 30334

Re: File 05-048

Dear Ms. Archer:

We have reviewed the recommendations for improving internal control of fuel cards, Personal Identification Numbers (PINs) and vehicle keys in the Department of Administrative Services Interagency Motor Pool. Fortunately, at the time that this report was received, many of the recommendations outlined in your August 3rd letter were already in place. This agency concurs with your recommendations and our specific response to each recommendation is noted below:

1. Implement written policies and procedures regarding the use of fuel cards, vehicle keys and PINs for all Motor Pool employees. To ensure compliance, all Motor Pool personnel should be trained in the proper handling and physical security of the aforementioned items.

Response: All personnel have been trained in regards to physical security of the fuel cards, vehicle keys and PINs. Policies and procedures have been drafted and are under implementation.

2. Restrict access to fuel credit cards and PINs to a limited number of Motor Pool employees.

Response: All personnel have assigned duties. Access to fuel cards is based on job assignment. PIN's for fuel cards have been assigned to each employee. Employees have signed an acknowledgement form that outlines their responsibility for securing their PIN.

3. Review the present supervision structure of trustees assigned to the Motor Pool as well as specific trustee responsibilities.

Response: A review has been completed. The trustees now have regular assigned duties and have been furnished with an outline of their specific responsibilities. A permanent employee serving as group leader has the responsibility of insuring specific work tasks are carried out and subsequently monitors the trustees' activities. A back-up group leader has also been designate.

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4. Implement an inventory system in the Motor Pool that ensures the security of the fleet vehicles and the integrity of the vehicle keys, fuel credit cards and PINs.

Response: An inventory system has been implemented. Keys and fuel cards are inventoried every evening and reinventoried the following morning by a different person. The person who performs the evening inventory is responsible for securing the key box.

5. Establish safeguards limiting gasoline transactions in fleet vehicles.

Response: The following safeguards have been established for managing the use of the fuel card. The card is locked out after three consecutive swipes when attempting to purchase fuel. A purchase alert is sent to the supervisor if more than \$150.00 in fuel purchases occur on a given day or if a single transaction exceeds \$60.00.

The above responses highlight the internal controls that have been implemented. Should you require additional information, contact me or Debra White at 404-463-0232. Please convey my sincere thanks to your staff involved in this review. It has provided us an opportunity to significantly enhance and improve our operational processes.

Sincerely,



Brad Douglas

Cc: Debra White
Marvin McClain