

# U.S. International Trade Commission

*2016 Charge Card Risk Assessment Report*



**OIG-MR-16-09**

**January 29, 2016**



Office of Inspector General

*The U.S. International Trade Commission is an independent, nonpartisan, quasi-judicial federal agency that provides trade expertise to both the legislative and executive branches of government, determines the impact of imports on U.S. industries, and directs actions against certain unfair trade practices, such as patent, trademark, and copyright infringement. USITC analysts and economists investigate and publish reports on U.S. industries and the global trends that affect them. The agency also maintains and publishes the Harmonized Tariff Schedule of the United States.*

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*Irving Williamson*

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## UNITED STATES INTERNATIONAL TRADE COMMISSION

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WASHINGTON, DC 20436

January 29, 2016

IG-OO-003  
OIG-MR-16-09

Chairman Broadbent:

The purpose of this Management Report is to transmit the results of the Office of Inspector General's annual risk assessment of the Commission's charge card program, as required by the *Government Charge Card Abuse Prevention Act of 2012*.

We reviewed the fiscal year 2015 purchase card transaction data provided by the Chief Financial Officer, administrative records provided by the Office of Procurement, and data contained in the Citibank Card Management System (CCMS). We determined that the Commission's risk of illegal, improper, or erroneous use of purchase cards increased during the last two months of the fiscal year, however the overall risk for the purchase card program remains low.

During our assessment we did identify some minor issues in the administration and oversight of the charge card program. We discussed the findings with the management officials, they agreed with the issues we identified, and have begun taking corrective action.

We also found inconsistencies between the Office of Procurement's manually created purchase card holder records and the electronic data entered into the Citibank Card Management System. The discrepancies occurred because: (1) the Commission did not maintain the profiles of the purchase card holders in the Citibank Card Management System and (2) the Commission did not use the reporting tools available in the Citibank Card Management System to reconcile data for accuracy. We are issuing three recommendations to address these findings:

- 1) The CFO review and update each purchase card holder profile to accurately reflect their organization, approver, single purchase limit, and card limit in the Citibank Card Management System.
- 2) The CFO eliminate redundant manual charge card holder records maintained in the Citibank Card Management System.

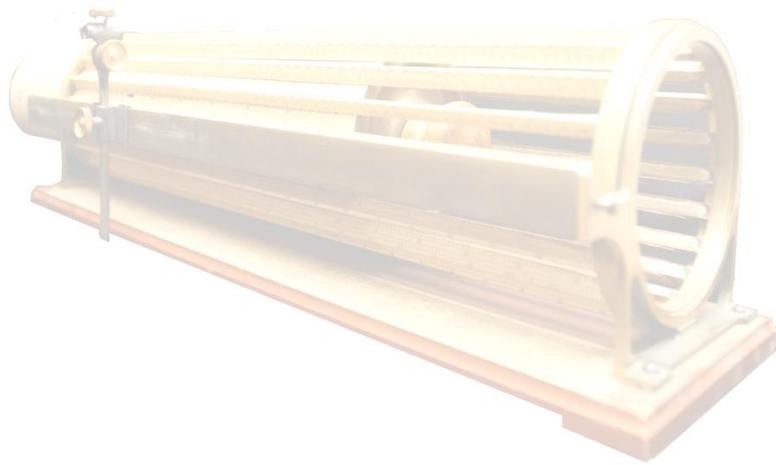
- 3) The CFO develop controls using the reporting tools available in the Citibank Card Management System to manage the charge card program.

Thank you for the courtesies extended to my office during this assessment.

Sincerely,

A handwritten signature in blue ink, reading "Philip M. Heneghan". The signature is written in a cursive style with a long, sweeping underline.

Philip M. Heneghan  
Inspector General



*“Thacher’s Calculating Instrument” developed by Edwin Thacher in the late 1870s. It is a cylindrical, rotating slide rule able to quickly perform complex mathematical calculations involving roots and powers quickly. The instrument was used by architects, engineers, and actuaries as a measuring device.*

# To Promote and Preserve the Efficiency, Effectiveness, and Integrity of the U.S. International Trade Commission



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