

**JEFF GLAZIER**

**Controller**

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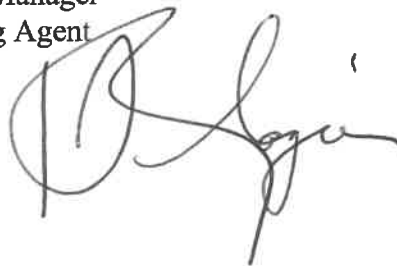
**TO:** Matt Tuerk, Mayor (Administration)  
Michael Hanlon, City Clerk (City Council)

**CC:** Seth O'Neill, Finance Director  
Jessica Baraket, Deputy Director Finance  
Efrain Agosto, Jr., Fire Dept. Director  
Matthew L. Leibert, Chief Information Officer  
Leonard Lightner, Comm Develop Director  
Meloney Sallie-Dosunmu, Human Resource Director  
Bina Patel, Treas & Acct Manager  
Sarrah McNeil, Purchasing Agent

**FROM:** Jeff Glazier, Controller

**DATE:** January 04, 2022

**SUBJECT:** P-Card Review  
For the month: November 2021



Our office reviews all the transactions paid using the P-Card. Testing includes a review of the invoices being paid and their corresponding documentation, approvals, compliance to AIMS and reasonableness of expenditure.

Attached is a recap of the exceptions and their corresponding resolutions identified for the P-Card period referenced above. The initial inquiries were forwarded to the individual(s) responsible for the expense resulting in either clarification of the inquiry or an audit exception with a corresponding resolution; no formal audit responses were required.

P-Card Review  
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