

# **Procurement Audit Frequently Asked Questions**

## **1. Why should my agency complete the Procurement Audit?**

Completing the Procurement Audit will give your agency the opportunity to identify and manage risks related to your procurement process.

Completing the audit gives State Expenditures assurance that your agency has assessed the procurement process and taken steps to correct risks in this area. State Expenditure's assessment of the audit is based on the quality of the report and having multiple findings will not be detrimental to the overall assessment.

## **2. What happens if my agency does not complete the Procurement Audit?**

Failing to complete the Procurement Audit will increase your risk rating at the Bureau of State Expenditures and may result in increased audit focus. It may also result in the loss of your quick pay.

## **3. My agency oversees many other facilities/campuses. Do I have to complete a separate Procurement Audit for each agency?**

You don't need to complete a separate Procurement Audit for each facility/campus every three years. State Expenditures will accept report(s) for a sample of your facilities/campuses. You can submit a comprehensive report covering selected facilities/campuses or individual reports for each selected facility/campus. However, you must supply justification for why each facility/campus was selected or not selected for review. We encourage you to share with us, in advance, your planned methodology for selecting certain facilities/campuses. In addition, we are available to discuss your planned approach for complying with this Bulletin.

## **4. Can I submit small audits over the three year cycle or do I have to wait and submit everything at the end of the cycle?**

State Expenditures will accept any audit work done within the three year cycle. Agencies have the discretion to do a series of smaller audits or one larger audit. Please refer to the [G212 Procurement Audit Evaluation Criteria](#) document to ensure that all audits cover the areas State Expenditures assesses.

## **5. What should my report look like?**

State Expenditures does not have a specific format for the Procurement Audit report. Agencies have the discretion to create a report that fits their needs. When submitting the reports to State Expenditures, please be sure to indicate that it is for the Procurement Audit and any agency codes covered by the audit.

**6. Who should I contact when I have questions?**

We encourage agencies to contact us to discuss any questions and share with us your planned approach for complying with this Bulletin. Please contact Sarah Stocklas at (518) 486-3288 or via email at [sstocklas@osc.state.ny.us](mailto:sstocklas@osc.state.ny.us).