



Auditing for a Better Oregon

March 20, 2003

Gary Weeks, Director
Department of Administrative Services
155 Cottage Street NE, U20
Salem, OR 97301-3966

Dear Mr. Weeks:

We have completed a change of director review of the Department of Administrative Services' former director, Michael Greenfield, who resigned effective January 3, 2003. The review was conducted in compliance with Oregon Revised Statute 297.210, which requires the Audits Division to perform an audit or review when the executive head of a state agency leaves that position for any reason.

Our objective was to ensure that appropriate actions were taken to protect state assets when the former director separated from his position. We reviewed representations from management to determine whether assets assigned to the former director were returned and whether his access to state and automated systems was terminated. In addition, we reviewed travel and other reimbursements submitted by him during his last three months of employment and determined that these claims complied with applicable laws and regulations; his recent payroll disbursements and leave accruals were appropriate and accurate; and recent personal service contracts were in compliance with applicable laws and regulations.

Based on our limited review, we found that the Department of Administrative Services took appropriate action to protect state assets upon the former director's separation from the agency.

Should you have any questions concerning these issues, feel free to contact Aaron Hunter, or me at (503) 986-2255.

Sincerely,
OREGON AUDITS DIVISION

Jason M. Stanley, CPA
Audit Administrator

JMS:brk

cc: John Radford, Administrator, State Controller's Division

Management Letter No. 107-2003-03-01

Cindy Becker, Assistant Director Governmental Affairs