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*Auditing for a Better Oregon*

April 29, 2003

Susan Castillo, Superintendent  
Oregon Department of Education  
255 Capital Street NE  
Salem, Oregon 97310

Dear Ms. Castillo:

We have completed a change of director review of the Oregon Department of Education's former director, Stan Bunn, whose term expired effective January 5, 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 resigned from his position. We reviewed representations from management and determined that assets assigned to the former director were returned and that his access to state and automated systems was terminated. We also examined the former director's recent payroll disbursements, which appear to be appropriate and accurate.

Based on our limited review, we found that the Oregon Department of Education took appropriate action to protect state assets upon the former director's departure.

Should you have any questions concerning the review, feel free to contact Jenny Kumm or me at (503) 986-2255.

Sincerely,  
OREGON AUDITS DIVISION

Jason M. Stanley, CPA  
Audit Administrator

JMS:brk  
cc: Gary Weeks, Director, Department of Administrative Services

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Management Letter No. 581-2003-04-02