



Auditing for a Better Oregon

July 1, 2004

Theresa McHugh, Acting Director
Department of Administrative Services
155 Cottage Street NE, U20
Salem, Oregon 97301-3966

Dear Ms. McHugh:

We have completed a change of director review of the Department of Administrative Services' (department) former director, Gary Weeks, who resigned effective February 29, 2004. 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. 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. We also examined the former director's recent payroll disbursements and leave accruals, which appear to be appropriate and accurate. Finally, we reviewed personal service contracts signed by him in the last three months of employment and determined that these appeared to be in compliance with selected laws and regulations.

Based on our limited review, we found that the department 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 Jamie Ralls or me at (503) 986-2255.

Sincerely,
OREGON AUDITS DIVISION

Jason M. Stanley, CPA
Audit Manager

JMS:brk
cc: George Dunford, Statewide Internal Audits Manager

Management Letter No. 107-2004-07-01