

# City of Minneapolis

## Request for Committee Action

**To:** Audit Committee  
**Date:** 9/20/2016  
**Referral:** N/A  
**From:** Internal Audit  
**Lead Staff:** Will Tetsell  
**Presented by:** Will Tetsell  
**File Type:** Receive & File  
**Subcategory:** Report

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**Subject:**

Procure to Pay Process Audit Report

**Description:**

1. Receiving the Procure to Pay Process Audit Report
2. Directing staff to publish the report

**Previous Actions:**

None

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**Ward/Address:**

Not Applicable

**Background/Analysis:**

This audit was identified in the Internal Audit Department's Fiscal Year 2016 Annual Audit Plan as the Accounts Payable audit, and expanded to the Procure to Pay Audit with the May 24, 2016 Audit Plan Update presentation to the Audit Committee. The objectives of this audit were to assess the effectiveness of how the City requests goods and services through requisitions, records receipt of the goods and services, records invoices and pays its vendors. Additionally, the audit evaluated how the City used COMET to ensure that it adequately facilitates the process, meets the needs of the users and appropriately safeguards data and records. The audit report includes findings and recommendations on vendor file maintenance, timely payments, and segregation of duties.

**Financial Review:**

**No financial impact.**

Remediating the audit findings may require additional appropriations.

**Attachments:**

1. Procure to Pay Process Audit Report