



Memorandum

To: William N. Feidt
Executive Vice President/Chief Financial Officer

From: Stephen Lord 
Assistant Inspector General, Audits

Date: October 18, 2018

Subject: Engagement Memo—Controls Over Procurement Cards (Project code 002-2019)

We are initiating an audit of Amtrak's multimillion dollar procurement card program. Our objective is to assess the effectiveness of the company's controls in preventing and detecting inappropriate use of procurement cards, including potential fraud, waste and abuse. We may expand our scope or modify our objective during the audit.

During the audit, we plan to analyze documents and data related to procurement card transactions, interview company officials, and review relevant information on leading corporate practices related to procurement card use. Our requests for documents will be made as our work progresses. We also will work to minimize the impact of the audit by coordinating interviews and observations with staff in advance.

Our work will be performed in accordance with generally accepted government auditing standards. Our interactions with the company will be consistent with P/I2.1.3, which sets forth the relationship between our office and the company. In particular, section 7.0 of the policy discusses coordination between company officials and our office of audits. To view this policy, see <http://wiki.corp.nrpc/display/APIM20/2.0+Inspector+General>

We request that your office arrange an entrance conference for us with the appropriate company officials at the earliest possible date. We will keep you advised of the status of our work and any material changes in our objective, should they occur.

Ashish Tendulkar will be the audit manager for this engagement and reports to Vijay Chheda, Senior Director – Audits. If you have any questions, please contact me at (202)

906-4600 (stephen.lord@amtrakoig.gov), Jason Venner, Deputy Assistant Inspector General – Audits at (202) 906-4405 (jason.venner@amtrakoig.gov), or Vijay Chheda at (202) 906-4661 (vijay.chheda@amtrakoig.gov).

cc: Eleanor Acheson, Executive Vice President/General Counsel & Corporate Secretary
Stephen Gardner, Executive Vice President/Chief Commercial Officer
Tim Griffin, Executive Vice President/Chief Marketing Officer
Ken Hylander, Executive Vice President/Chief Safety Officer
Scot Naparstek, Executive Vice President/Chief Operating Officer
DJ Stadtler, Executive Vice President/Chief Administration Officer
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Mark Richards, Senior Director, Risk Management and Controls
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