



U.S. Department of
Transportation

Office of the Secretary
of Transportation

Office of Inspector General

Memorandum

Subject: INFORMATION: Audit Announcement— Audit of
Management Controls for Administrative Activities
of the Saint Lawrence Seaway Development
Corporation
Project No. 04M3013M000

Date: September 27, 2004

From: *Debra S. Ritt*
Debra S. Ritt
Assistant Inspector General for Surface and
Maritime Programs

Reply to
Attn of: JA-40

To: Saint Lawrence Seaway Development Corporation
Administrator

The Office of Inspector General will perform an audit of administrative activities of the Saint Lawrence Seaway Development Corporation. Examples of activities we will evaluate include authorization and approval of time and attendance transactions, administration of vehicle usage, implementation of the Government purchase card program, use of Government travel cards, and control of personal property.

Our objective is to determine compliance with regulations and policies for administrative activities at the Saint Lawrence Seaway Development Corporation.

We plan to start this audit October 1, 2004. We will contact your audit liaison to schedule an entrance conference date to discuss the planned audit. The Program Director for the project is Gary Lewis and the Project Manager is Paulette Heggins-Carter. For any additional information, please call me at (202) 366-5630 or Gary Lewis at (817) 978- 3318.

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cc: Martin Gertel, M-1
Audit Liaison, SLSDC