

New Orleans East Hospital Credit Card Audit

AD-23-0005 • May 16, 2024

Purpose of This Report

The Office of Inspector General (OIG) for the City of New Orleans (City) conducted a performance audit of the New Orleans East Hospital (NOEH). The objective of the audit was to determine if NOEH credit card expenditures were business-related and allowed by law and if NOEH credit card purchases were compliant with relevant NOEH policy, laws, and other best practices.

What the OIG Found

The audit of NOEH credit card purchases resulted in the following positive findings:

- All selected NOEH credit card purchases appeared business-related and allowable per NOEH policy and state law.
- All selected NOEH credit card purchases were supported by an itemized original receipt and documentation of the business purpose.

However, the OIG noted some areas where NOEH should strengthen its policies and procedures related to the use of NOEH credit cards. The audit of NOEH credit card purchases resulted in the following findings:

- NOEH employees did not receive written approval prior to the issuance and use of NOEH credit cards for 27 percent of the selected transactions, totaling \$15,914.
- NOEH did not maintain written logs for its credit cards to account for who had possession of the credit cards at all times.

What the OIG Recommended

Based on these findings, the OIG made the following recommendations to NOEH:

- NOEH should provide training to employees to ensure compliance with policies concerning the issuance and use of NOEH credit cards.
- NOEH should maintain written logs for the issuance and return of each NOEH credit card in compliance with best practices.

The OIG distributed an Internal Review Copy of this report to NOEH on April 30, 2024, so they would have an opportunity to comment on the report prior to the public release of this Final Report. The OIG received NOEH's comments on May 9, 2024. NOEH agreed with the OIG's findings and recommendations in this report and was responsive to OIG's requests throughout the audit.