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CITIZENS SUMMARY

Findings in the audit of City of St. Louis - Supply Division

Emergency Purchases	City personnel made emergency purchases that did not meet the city's definition of "emergency" or include adequate documentation to justify the emergency nature of the purchase, in violation of the City Charter and City Code. City departments did not always obtain the required approvals prior to initiating an emergency purchase, or did not document that the purchases were made on a night or weekend, in violation of the Supply Division Procedures Manual. The Supply Division has not enforced current policies to ensure departments comply with competitive bidding requirements for emergency purchases exceeding \$500.
Contracting	A vendor contracted to supply automotive batteries refused to continue selling products at contracted prices. Instead of terminating and rebidding the contract, in August 2017, the Supply Division approved a price increase that violated the contractual terms and conditions, and was inconsistent with recommendations provided by other city departments. The Supply Division does not always retain information to allow division personnel to properly verify the invoice price agrees to the contract terms.
Advertising of Bid Solicitations	The division does not always follow advertising requirements for purchases valued above \$5,000.
Elected Official Bond	The Supply Commissioner did not obtain a bond as required by City Code for a period of more than 7 months after taking office, when we brought the issue to her attention.

In the areas audited, the overall performance of this entity was **Good**.*

*The rating(s) cover only audited areas and do not reflect an opinion on the overall operation of the entity. Within that context, the rating scale indicates the following:

- Excellent:** The audit results indicate this entity is very well managed. The report contains no findings. In addition, if applicable, prior recommendations have been implemented.
- Good:** The audit results indicate this entity is well managed. The report contains few findings, and the entity has indicated most or all recommendations have already been, or will be, implemented. In addition, if applicable, many of the prior recommendations have been implemented.
- Fair:** The audit results indicate this entity needs to improve operations in several areas. The report contains several findings, or one or more findings that require management's immediate attention, and/or the entity has indicated several recommendations will not be implemented. In addition, if applicable, several prior recommendations have not been implemented.
- Poor:** The audit results indicate this entity needs to significantly improve operations. The report contains numerous findings that require management's immediate attention, and/or the entity has indicated most recommendations will not be implemented. In addition, if applicable, most prior recommendations have not been implemented.