



NATIONAL SCIENCE FOUNDATION
OFFICE OF INSPECTOR GENERAL
OFFICE OF INVESTIGATIONS

CLOSEOUT MEMORANDUM

Case Number: I03080035/Case Closeout

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On 1 August 2003, a memo titled "Status of Management Controls in the Directorate for Engineering an Identification of Management Challenges" advised that the Division of Administrative Services (DAS) was investigating fraudulent charges on a ¹credit card.

Our office contacted ², Section Head, DAS procurement section to inquire about the information in the above referenced memo. The Section Head explained that the situation was not a case of employee or cardholder fraud. The fraud referenced in the memo involved a series of unauthorized charges made by the vendor, not the cardholder. According to the Section Head, Bank of America was advised of the error and credited the account.

On 17 September, I spoke with the cardholder, ³, regarding the unauthorized use of her government purchase credit card. The cardholder explained that the front office had requested the use of her government credit card for the purpose of ordering equipment for the new Assistant Director⁴. The cardholder stated that her credit card statement had charges from the vendor, ⁵ for additional items. The cardholder identified the inappropriate charges and notified Bank of America and ⁶the contract Specialist, Division of Administrative Services of the charges. The cardholder followed Bank of America's instructions and completed an affidavit identifying the erroneous charges. According to the cardholder, Bank of America credited all of the erroneous charges.

The cardholder advised that it was later determined that some of the charges posted to the cardholder's government credit card belonged to ⁷another Directorate within the National Science Foundation (NSF). The cardholder speculated that the vendor had kept her card number on file and was using it with all NSF orders rather than charging the appropriate directorate. The cardholder explained that the situation had been corrected and the card remained free of erroneous charges since this incident on May 2003.

¹ Footnote redacted

² Footnote redacted

³ Footnote redacted

⁴ Footnote redacted

⁵ Footnote redacted

⁶ Footnote redacted

⁷ Footnote redacted

	Investigator	Attorney	Supervisor	AIGI
Sign / date				



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The cardholder provided me with copies of all of the paperwork regarding this incident. Accordingly, this case is closed.