

# SUMMARY

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*Oregon Board of Psychologist Examiners:*  
*Change of Director Audit*  
**Report No. 2001-38**

## **Purpose**

This review was conducted to comply with Oregon Revised Statute 297.210, which requires the Audits Division to perform an audit or review when the executive head of a state agency leaves his or her position.

## **Results in Brief**

We found that the State Board of Psychologist Examiners could improve controls over time sheets and fixed assets, and obtain cost savings by using a motor pool vehicle. We also noted that the board did not maintain adequate documentation to support out-of-state travel and a personal service contract.

## **Recommendations**

We recommend that the board:

- Require all time sheets to go through a supervisory review process to ensure completeness and accuracy. In addition, the board should follow the recently implemented Department of Administrative Services policy on time sheets.
- Control inventory items that have a high risk of loss.
- Obtain a state motor pool vehicle when it is most cost effective to do so.
- Ensure that all out-of-state travel is approved and documented.
- Maintain documentation to support all personal service contracts and adhere to the dollar amount specified in the contract.

## **Agency's Response**

The State Board of Psychologist Examiners's response is included in the full report.

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*Last updated on 9/13/01*

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