



UNITED STATES GENERAL ACCOUNTING OFFICE  
REGIONAL OFFICE

143 FEDERAL OFFICE BUILDING, 50 FULTON STREET  
SAN FRANCISCO, CALIFORNIA 94102



LM089309

IN REPLY REFER TO:

20005

April 12, 1971

*Rel. 9/2/83*  
*KOT*

Mr. Anthony A. Barbieri  
Regional Administrative Officer  
Department of Labor  
450 Golden Gate Avenue  
San Francisco, California 94102

Dear Sir:

We have reviewed the procedures and practices followed by your office in furnishing certain administrative services to various Department of Labor offices located throughout eight western states. Our review was directed primarily toward evaluating the current administrative procedures and related activities and included such tests of financial transactions as we considered appropriate under the circumstances. The review did not include an examination of salary payments to employees, as this function is performed on a consolidated basis in Washington, D. C. We did, however, review a number of official personnel files that are maintained in your Personnel Office. While we found several significant errors, which were called to the attention of your staff, we believe the activities reviewed were generally handled in a satisfactory manner. The discrepancies noted are summarized below.

Disbursements

We examined a sampling of disbursement vouchers paid during fiscal year 1970. These vouchers consisted primarily of reimbursements to employees for travel expenses. However, some of the vouchers covered the purchase of supplies and services. Our findings in this area are as follows:

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