


Department of Finance Director Response

Case # 22-0031-I

FROM	NAME & TITLE	Henry J. Raymond, Director of Finance	CITY OF BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	Department of Finance City Hall, Room 469		
	SUBJECT	OIG 22-0031-I		

Date: May 10, 2022

TO

Isabel M. Cumming
Inspector General
Office of the Inspector General

In response to findings in the OIG report (case 22-0031-I) dated March 29, 2022, the Department acknowledges the Electronic Fund Transfer (EFT) transaction that originated from the Baltimore City Law Department in October 2021 was paid to the vendor according to the system vendor profile record. After the failed EFT attempt, a subsequent check was also produced according to system vendor profile record.

The Bureau of Accounting and Payroll (BAPS) agrees to take the necessary recommendation of confirming information provided from the Law Department on check request forms to ensure proper final settlement payments. The check request form will take precedence over the system vendor profile database for Baltimore City Law Department payment requests. The Department of Finance will coordinate as needed with the Law Department for proper future transactions.