

Cabinet Meeting
Internal Audit of Agency Equipment and Services
June 23, 2016

Executive agencies should lead the effort in ensuring the efficient operation of state government. On a regular basis, state agencies should monitor spending and review operations to determine more efficient and less costly ways of doing business. As technologies evolve and job duties change, the tools necessary for state employees to perform their duties may change to accomplish the mission of their agency.

Executive agencies should perform an internal audit to review invoices, operations and agency practices to determine if the following equipment and services are necessary. The Department of Administration will provide a template for the cabinet agencies to report any cost savings.

1. Cellular Phones

Agencies receive cellular phone service from vendors participating in the State Cellular Contract.

- a. State agencies procure cell phones from vendors from a statewide contract and are billed directly by cellular contract vendors.
- b. Questions and modifications about agency cellular bills should be directed to state cellular service vendors.
- c. DTO will provide the cellular service bill to each cabinet agency.

Examples of Cost Savings Opportunities:

- Review cell phone usage to determine if the phone is necessary for an employee to perform his/her job functions.
- Review bill to ensure that all cellular phones are actively being used (when an employee left the agency was the cellphone turned off).

2. Telecommunication Services (Landline)

Agencies receive telephone service (including VoIP and standard phones) from state contract vendors.

- a. State agencies procure landline phones from a statewide contract and are billed directly by telecommunication vendors.
- b. Questions about agency telecommunication bills should be directed to state telecommunications service vendors.
- c. DTO will provide the telecommunication service bill to each cabinet agency.

Examples of Cost Savings Opportunities:

- Review all landlines to determine if they are currently being utilized
 - o Was a telephone line disconnected when an employee left the agency?
 - o Are there agency common areas that have active phone ports that are no longer used?

7. Other Equipment

Each cabinet agency should evaluate any cost savings associated with other potential equipment.

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