Month DD, YYYY

Mr. Crawford Milling

Acting Director, Audit & Certification

Division of Procurement Services

1201 Main Street, Suite 600

Columbia, South Carolina 29201

Subject: [Agency Name Here]

Management Representations

Mr. Milling:

We are providing this letter in connection with your examination of [the Agency]’s internal procurement operating policies and procedures for the period [audit begin date] through [audit end date], for the purpose of determining the adequacy of [the Agency’s] system of internal control to ensure compliance with the requirements of the South Carolina Consolidated Procurement Code (Procurement Code) and ensuing regulations.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of data or information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, the following representations made to you during your examination.

1. Management acknowledges its responsibility for ensuring that all procurements are conducted in compliance with the Procurement Code and ensuing regulations.
2. Management believes that all procurements during the examination period are in compliance with the Procurement Code and ensuing regulations.
3. Management acknowledges its responsibility for the design and implementation of programs and controls to ensure compliance with the Procurement Code, and to prevent and detect fraud.
4. Management acknowledges its responsibility to ensure the security of agency property and to dispose of assets in compliance with the Procurement Code and ensuing regulations.
5. Management acknowledges its responsibility to ensure that the Agency and it employees comply with the Ethics Act and the Employee Code of Conduct in conducting procurements.
6. We have properly recorded, prepared and/or disclosed the Agency’s procurement actions in the Agency’s records.
7. We have made available to you all:
   1. Procurement records and related data reports as requested,
   2. Long-range plans for procurement activity or operations,
   3. Information regarding complaints by vendors or other interested parties.
8. Except as disclosed to you, management has no knowledge of:
   1. Actual or suspected fraud or irregularities effecting the Agency involving management, employees who have significant roles in the system of internal control over procurement, or others where the fraud or irregularity could result in material non-compliance with the Procurement Code.
   2. Allegations of suspected fraud or irregularities affecting the Agency received in communications from employees, former employees, or other stakeholders that could have a material effect on the Agency’s procurement practices.
   3. Communications from federal or state agencies concerning non-compliance with, or deficiencies in procurement practices or payments.
9. We have complied with all aspects of procurement agreements that could have a material effect on the agency.
10. There are no un-asserted claims or assessments that our attorney has advised us are probable of assertion from existing procurement actions.
11. We have no plans or intentions that may materially affect the Agency’s future ability to comply with the Procurement Code.
12. We have fully disclosed to you all information and documents requested by you and do not claim a privilege or other right to withhold any information or documents requested by you. Specifically, we have provided to you all documents and information requested.

To the best of our knowledge and belief, no events have occurred subsequent to the previous indicated audit period, and through the date of this letter that would require adjustment or disclosure relating to the Agency’s procurement operations ability to comply with the Procurement Code and ensuing regulations.

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[Procurement Director’s Name Here]

Procurement Director

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[Agency Director’s Name Here]

Agency Director/President