



June 4, 2015

**MEMORANDUM FOR:** Michelle K. Lee  
Under Secretary of Commerce for Intellectual Property and  
Director of the United States Patent and Trademark Office

**FROM:** Richard L. Bachman  
Assistant Inspector General for Audit

**SUBJECT:** Audit of USPTO's Inventory of Hoteling Employees' Equipment

As part of our fiscal year 2015 audit plan, we are conducting an audit of USPTO's inventory and equipment used by hoteling employees. Our objective is to assess the effectiveness of USPTO's controls over hoteling employees' laptops and other accountable equipment.

We plan to begin this work immediately and conducted an entrance conference on June 3, 2015. We will conduct our fieldwork at the USPTO offices in Alexandria, VA.

If you have any questions, please contact me at (202) 482-2877, or Susan Roy, Regional Inspector General for Audit, Atlanta Regional Office, at (404) 730-2063.

cc: Frederick W. Steckler, Chief Administrative Officer, USPTO  
Anthony P. Scardino, Chief Financial Officer, USPTO  
Wynn Coggins, Deputy Chief Administrative Officer, USPTO  
Welton E. Lloyd Jr., Audit Liaison, USPTO