



October 18, 2017

MEMORANDUM FOR: Scott Palmer
Director, Office of Procurement
U.S. Patent and Trademark Office

FROM: Richard Bachman
Assistant Inspector General for Audit and Evaluation

SUBJECT: Audit of USPTO Oversight and Practices
to Close Out Contract Files

We are initiating an audit to assess the procedures for closing out completed contracts at the U.S. Patent and Trademark Office (USPTO). Our objective is to determine whether USPTO contracting personnel administered contract close out procedures in accordance with federal and Departmental regulations.

We have scheduled an entrance conference for Tuesday, October 31, 2017, at which time we will discuss our objectives in further detail. If you have any questions regarding this audit, please contact me at (202) 482-2877 or Susan Roy, Audit Director, Atlanta Regional Office, at (404) 730-2063.

We thank you in advance for your cooperation during this audit.

cc: Welton Lloyd, Audit Liaison, USPTO
Robert Fawcett, Audit Liaison, USPTO
Sarah Harris, General Counsel, USPTO