



**COUNCIL OF THE DISTRICT OF COLUMBIA**  
JOHN A. WILSON BUILDING  
1350 PENNSYLVANIA AVENUE, NW  
WASHINGTON, DC 20004

**MATTHEW FRUMIN**  
Councilmember, Ward 3

**COMMITTEE CHAIR**  
Human Services

**COMMITTEE MEMBER**  
Executive Administration and Labor  
Facilities  
Housing

Richard Reyes-Gavilan  
Executive Director  
District of Columbia Public Library  
901 G Street NW  
Washington, DC 20001

December 12, 2025

Dear Director Reyes-Gavilan,

The Committee on Human Services invites you to testify on behalf of the District of Columbia Public Library at a performance oversight hearing scheduled to take place at 2:00 p.m. on January 29, 2026. The hybrid hearing will be held at both the John A. Wilson Building (room assignment pending) and on Zoom, but we would welcome your in-person participation.

To facilitate a productive hearing, please review the attached list of questions and return your answers by the close of business on Wednesday, January 14, 2026, to [eshany@dccouncil.gov](mailto:eshany@dccouncil.gov).

**Submit your individual written answers electronically, formatted in a single PDF document that addresses the questions in the order they were presented. To the extent PDF attachments are necessary, provide them as a single merged PDF. If any attachment must be shared as an Excel spreadsheet, please merge all attachments that are provided as spreadsheets into a single workbook. Additionally, if a question asks the agency to respond using a provided template, please do so.**

**In answering each question, when the question asks for a “budget line” or “budget lines,” please provide all of the following: appropriated fund; DIFS fund; DIFS program parent level 1; DIFS program; DIFS cost center; DIFS account parent level 1; and DIFS account.**

If any documents are too large to send via e-mail, please reach out to the Committee for further instructions. Please refrain from submitting sensitive, non-public, or personally identifiable information.

Additionally, the Committee would appreciate the submission of your written testimony at least **48 hours** before the start of the hearing. Please keep your hearing testimony to less than 10 minutes.

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Please let us know if you have any questions before the hearing. Residents can sign up to testify on the Council's Hearing Management System, but the page for this hearing is not yet live. Additionally, your staff can stream all of our Committee hearings at <https://www.youtube.com/@cmfrumin>.

Please contact Emelie Shany, Legislative Assistant, Committee on Human Services at [eshany@dccouncil.gov](mailto:eshany@dccouncil.gov) with any inquiries. Thank you for your engagement and service, and we look forward to your joining us!

Sincerely,

A handwritten signature in blue ink, appearing to read "Matt Frumin". The signature is fluid and cursive, with a large initial "M" and a stylized "F".

Matt Frumin  
Ward 3 Councilmember  
Chairperson, Committee on Human Services  
Council of the District of Columbia

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**Part A: Standard Agency Questions**

1. Please provide a complete and current organizational chart for the agency and each division and subdivision within the agency, including:
  - a. The names, salaries, and titles of all personnel who serve in a supervisory or managerial role;
  - b. A description of the roles and responsibilities for each division and subdivision;
  - c. A narrative explanation of any changes to the organizational chart made in the last calendar year; and
  - d. An indication of whether any positions in the chart are vacant.
2. Please provide a complete, up-to-date list of contract workers working directly for your agency, ordered by program and activity, and including the following information for each position:
  - a. Title of position;
  - b. Indication that the position is filled or vacant;
  - c. Date employee began in the position;
  - d. Whether the position must be filled to comply with federal or local law;
  - e. If applicable, the federal or local law that requires the position be filled;
  - f. The entity from which they are contracted; and
  - g. The contracted annual cost.
3. Please provide, for each month of FY25 and FY26 to date, the net number of personnel separated from and hired to the agency.
4. Does the agency conduct annual performance evaluations of all its employees?
  - a. If so, who conducts such evaluations?
  - b. What steps are taken to ensure that all office employees are meeting individual job requirements?
5. Please provide the following for each collective bargaining agreement that is currently in effect for agency employees:
  - a. The bargaining unit (name and local number);
  - b. The start and end date of each agreement;
  - c. The number of employees covered;
  - d. Whether the agency is currently bargaining;
  - e. If currently bargaining, anticipated completion date;
  - f. For each agreement, the union leader's name title and contact information; and
  - g. A copy of the ratified collective bargaining agreement.
6. Please list all employees currently detailed to or from your agency. For each detailed employee, include:
  - a. The reason for the detail;
  - b. The job duties if detailed to your agency;
  - c. The start date of detail;

- d. The agency the employee is detailed to/from; and
  - e. The projected date of return.
7. Provide a list of all FY25 full-time equivalent positions. For each position include at least the following:
- a. Title of position;
  - b. Whether the position is filled or whether it is vacant;
  - c. The budget line that funds the position;
  - d. Salary and fringe benefits (should be separate line items);
  - e. Source of funds for each FTE (local, federal, special purpose, etc.);
  - f. Job status (continuing/term/temporary/contract);
  - g. Whether the position must be filled to comply with federal or local law.

*To the extent that merely providing a Schedule A would not be fully responsive to this question, please supplement any Schedule A that the agency provides in its response.*

8. Please provide a list and description of all memorandums of understanding and memorandums of agreement in effect during FY25 and FY26 to date.
9. Please provide a status report, including the timeframe of completion, for all projects for which your agency currently has capital funds available.
10. Please provide copies of all budget enhancement requests (The Form B or similar form) submitted in the formulation of the FY25 and FY26 proposed budgets.
11. Please list all budget enhancements in FY26 and provide a status report on the implementation of each enhancement.
12. Please fill out the attached spreadsheet titled “Question 12 Grants Received,” and list all federal or private grants received by your agency in FY25 and FY26 to date, current balances, and indicate any that lapsed during or at the end of FY25.
- a. Please submit the completed document in both Excel and PDF formats.
  - b. Please include your Agency Code in the filename (e.g., question\_12\_JA0\_2026.xls).
13. List all grants issued by your agency in FY25 and FY26 to date in the attachment labeled “Question 13 Grants Issued.”
- a. Please submit the completed document in both Excel and PDF formats.
  - b. Please include your Agency Code in the filename (e.g., Question\_13\_JA0\_2026.xls).
14. Please provide the Committee with a list of all vehicles owned or leased by the agency; the purpose of the vehicle; the division the vehicle is assigned to, if applicable; and whether the vehicle is assigned to an individual employee.
15. For each objective and activity in the agency’s FY25 Performance Plan, please list:

- a. The measure of greatest improvement for the agency, and the actions the agency took to improve that measure's outcome, efficiency or quantity; and
  - b. For all measures with missed targets (if any), explain the actions the agency is taking to improve that measure's outcome, efficiency, or quantity.
16. List all new objectives, activities and projects in the agency's FY26 Performance Plan and explain why they were added.
17. Describe problems and challenges, including chronic maintenance issues and design flaws, in agency-owned or leased facilities.
  - a. What capital or operating projects arose from these issues in FY25 and FY26 to date, including cost and actions taken?
18. Please list each new initiative implemented by the agency during FY25 and FY26 to date. For each new initiative, please provide:
  - a. A description of the initiative;
  - b. Actual start date;
  - c. Actual or anticipated end date;
  - d. The funding required to implement the initiative;
  - e. Whether the initiative was mandated by legislative action;
  - f. Problems or challenges faced in the program's implementation;
  - g. The metrics the agency is collecting to measure the initiative's success; and
  - h. An assessment of the initiative's success thus far.
19. Please list any legislation that impacts your agency from FY25 and FY26 and provide a status report on the agency's implementation related to each piece of legislation.
20. Regarding customer feedback,
  - a. How does the agency solicit feedback from customers (i.e., District residents served)? Please describe.
  - b. What has the agency learned from this feedback?
  - c. How has the agency changed its practices because of such feedback?
21. Please identify any legislative modifications that would enable the agency to better meet its mission.
22. Please identify any regulatory impediments to your agency's operations.
23. Please list and describe any ongoing investigations, audits, or reports on your agency or any employee of your agency, or any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed during FY25 and FY26 to date.
24. Please identify and provide an update on what actions have been taken to address all recommendations made during the previous three years by:
  - a. Office of the Inspector General;

- b. D.C. Auditor;
  - c. Internal audit; and
  - d. Any other federal or local oversight entities.
25. Please list all pending lawsuits in which the agency, or its officers or employees acting in their official capacities, are named as defendants, and for each case provide the following:
- a. The case name;
  - b. Court where the suit was filed;
  - c. Case docket number;
  - d. Case status; and
  - e. A brief description of the case
26. Please identify the total amount of money the agency or the District, on behalf of the agency, expended to settle claims against it, or its officers or employees acting in their official capacities, in FY25 and FY26 to date, respectively.
27. Please list each settlement the agency or the District, on behalf of the agency, entered into in FY25 and FY26 to date that involved claims against the agency, or its officers or employees in their official capacity, including any settlements covered by D.C. Code § 2-402(a)(3). For each settlement, provide:
- a. The amount of the settlement;
  - b. If related to litigation, the case name and brief description; and
  - c. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).
28. Please list all administrative complaints or grievances that the agency received in FY25 and FY26 to date. For each complaint, list:
- a. The source of complaint;
  - b. The process utilized to respond to the complaint or grievance;
  - c. Any changes to agency policies or procedures that resulted from the complaint or grievance; and
  - d. If resolved describe the resolution.
29. Is the agency currently party to any active non-disclosure agreements? If so, please provide all allowable information on all such agreements, including:
- a. The number of agreements;
  - b. The departments within the agency associated with each agreement; and
  - c. Whether any agreements are required for specific positions. Please list each position by division and program and indicate whether the position is contracted.
30. In a filterable and sortable spreadsheet, please list all electronic databases maintained by your agency, including the following:
- a. A detailed description of the information tracked within each system;
  - b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and

- c. Whether the public can be granted access to all or part of each system.
31. Please provide a list of all studies, research papers, and analyses (“studies”) the agency or an agency’s employee requested, prepared, presented or contracted for during FY25. For each study, please list:
- a. The status;
  - b. The purpose; and
  - c. A link (if published) to the study, research paper or analysis.
32. Please list contracts and procurements awarded, entered into, extended, or for which an option year was exercised, by the agency during FY25 and FY26, to date in the attached spreadsheet titled “Contracts and Procurements”.
- a. Please include your Agency Code in the filename (e.g., AB0\_2026\_Contracts and Procurements.xls).
  - b. You may add additional lines to the sheet but please do not change any other formatting.

**Part B: District of Columbia Public Library**

**Library Programming**

- 33) In its responses to FY24 performance oversight prehearing question, DCPL shared that it broke down Library services and programming into four categories. Please provide the following information about DCPL programming in FY25 and to date in FY26:
- a. A description of a representative sample of the programming in each category offered by DCPL;
  - b. The number of sessions of each program that were held, broken down by library; and
  - c. If enrollment in a program is required, the number of individuals enrolled in each program, or if a program is open, the number of individuals that participated in each session of a program. In your response, include the total number of teens and the total number of seniors that participated in each program.
- 34) How did DCPL connect with and provide services to vulnerable populations, including unhoused individuals, teens, and seniors, in FY25 and FY26 to date?
- 35) Provide an update on the Discover Summer program at DCPL. Include the number of individuals enrolled in the program in FY25, as well as age and other available demographic breakdowns, such as race, ethnicity, and Ward, any changes made to the program in FY25 or to date in FY26, and any available data regarding outcomes from the program.
- a. What is the FY25 completion rate of the program and what, if anything, is needed to increase the completion rate for students in the Discover Summer program, especially the birth-to-5 and 6-to-12 age ranges?
- 36) Provide an update on the Adult Learning Department run by DCPL. In your response, please include:
- a. The number of individuals enrolled in the program in FY25 and to date in FY26;
  - b. The number of GED practice tests administered;
  - c. What percentage of participants took GED practice tests;
  - d. What percentage of participants that took GED practice tests passed them; and
  - e. How many professionals attended the Teacher Training Workshops administered by the program in FY25 and to date in FY26.
- 37) Provide an update on DCPL's early childhood literacy campaign, Sing Talk and Read (STAR). In your response, please include:
- a. The number of caregivers reached in FY25 and FY26 to date;
  - b. How DCPL promotes STAR and Books from Birth; and
  - c. The number of participants in both programs.
- 38) Provide an update on DCPL's administration of Books from Birth. In your response, please include:
- a. The number of children enrolled;
  - b. The number of books distributed in FY25 and FY26 to date; and
  - c. Anticipated growth in, or challenges to, the program.

- 39) How has the usage of library meeting rooms in FY25 and in FY26 to date compared with usage in FY24?
  - a. How frequently are meeting rooms used after library hours?
  - b. How many community groups use meeting rooms after hours?
  - c. Has how DCPL measures attendance for programming and community meetings changed from FY24 to FY25-26?
  
- 40) How many patrons were served by the Center for Accessibility Department in FY25 and FY26 to date?
  
- 41) Provide an update on DCPL's authority to raise revenue. How much money was DCPL able to raise in FY25, and to date in FY26? Describe how the revenue was spent in FY25 and how revenue will be spent in FY26, including what services and programs would otherwise not have been funded if not for the use of the raised revenue.
  
- 42) Provide an update on the work of the Oral History Project at DCPL in FY25 and to date in FY26. Include descriptions of new relationships, if any, with organizational partners and any objectives achieved. Please include the number of oral histories captured in FY25 and FY26 to date, and how these oral histories are made available to the public.
  
- 43) Were the oral histories indexed using the federal grant from DC Art Spaces Oral History Project successfully featured in a fall 2025 exhibition? What was the exhibition titled, where was the exhibition held, and how many people attended?
  
- 44) How did DCPL continue to support Go-Go preservation and education in FY25, and what are its plans to continue doing so in FY26?
  
- 45) Provide an update on the Neighborhood Legal Services Program partnership, as well as any other partnerships DCPL has with legal aid organizations. Please include any changes made and any efforts to expand in FY25 and to date in FY26. Include a table beginning in FY24 showing:
  - a. The number of clients served;
  - b. The number of cases opened and closed, disaggregated by topic and location, if possible; and
  - c. Total number of clinics held, disaggregated by location.

### **Circulation and Acquisition**

- 46) What are the current circulation statistics? Provide a comparison chart for FY24, FY25 and to-date in FY26 broken down by location. In locations where circulation has trended downward, indicate what new measures have been taken to encourage community engagement and usage of library resources. For the chart, please include:
  - a. How many physical materials were checked out;
  - b. How many physical materials were returned;
  - c. Fines accumulated per FY;
  - d. Fines paid per FY; and
  - e. How many physical materials were lost.

- 47) Provide circulation, download, hold, and average wait time information for digital collections for FY24, FY25 and to date in FY26, broken down by category of media (e.g. books, magazines, video, periodicals, etc.).
- 48) How does DCPL's circulation budget compare to the circulation budgets of library systems in surrounding jurisdictions? What efficiencies have other library systems introduced to optimize their collection purchasing power that DCPL could implement in the coming FY27?
- 49) In its responses to FY24 performance oversight questions, DCPL shared that the rising cost of eBooks and audiobooks is a major contributing factor to the need for an increased collection budget. How does DCPL plan to balance the acquisition of physical and electronic literary materials given the constraints of its circulation budget?
- 50) To the extent possible, describe the demand for the various types of media offered by DCPL, including how many people were on waitlists in FY25. Describe DCPL's ability to meet demand and estimate the additional cost required to meet demand for these materials in FY25 and to date in FY26.
- 51) Provide statistics across FY21, FY22, FY23, FY24, FY25, and to-date in FY26 for the average waitlist times of each type of material DCPL lends out.
- 52) Did DCPL continue to acquire physical media (e.g., DVDs, music CDs, books on discs) during FY25 and in FY26 to date? Provide statistics for physical media circulation across FY24, FY25 and to date in FY26, in a comparison chart, by type and by location and include:
  - a. How many checkouts there were of each type of media for each year; and
  - b. What percentage of each type of physical media got checked out more than 5 times during each year.
- 53) What is DCPL's review and decision-making process for donated materials?
  - a. Is DCPL required to accept all donations regardless of content?
- 54) How many DCPL patrons signed up for Kanopy in FY23, FY24, FY25 and to date in FY26? How does the number of patrons subscribed to Kanopy via DCPL library card numbers impact DCPL's decisions about the extent to which to acquire physical media?

### **Technology**

- 55) Provide an update on the computer training programs offered by DCPL and their locations. How many people attended computer classes during FY25 and FY26 to date, disaggregated by age and Ward? Does the number of training programs offered by DCPL meet demand?
- 56) Describe the availability and usage of DCPL's wired and wireless internet and public access computers.
  - a. Does DCPL have the necessary wired and wireless bandwidth and number of public access computers to meet demand?

- b. What challenges, if any, is DCPL facing in meeting demand?
- c. Describe any investments in wired and wireless infrastructure and public access computers that are needed to meet demand.

### **Facilities, Facility Planning, and Capital Projects**

- 57) Provide any updates on libraries currently in the FY26 Capital Improvement Plan, including:
  - a. Updates on project planning and community engagement;
  - b. Estimated construction timelines, approximate completion dates;
  - c. Active or anticipated interim library locations and changes to services levels during construction, and;
  - d. Amount budgeted for each project and actual dollars spent.
  
- 58) Provide an update on the implementation of the updated Facilities Master Plan and how the FMP will inform decisions on future renovations and the opening of new branches.
  - a. How will the updated FMP inform lifecycle planning for DCPL capital projects?
  - b. Please describe any lifecycle planning for projects completed in FY25 and to date in FY26.
  - c. How will the updated FMP and the comprehensive facilities condition assessment address building life cycle planning and incorporate preventative maintenance?
  - d. How does the updated FMP advance the Board of Library Trustee’s Mixed-Use Real Estate Projects Policy and commitment to housing equity?
  
- 59) Was the maintenance budget (both capital and operating) sufficient in FY24 and FY25 and to date in FY26?
  - a. If insufficient, explain and describe any maintenance needs DCPL was or will be unable to meet, including estimated costs.
  
- 60) Describe the process DCPL uses for reporting maintenance requests across all DCPL locations. Include the method by which maintenance requests can be made in locations that are not solely DCPL operated facilities.
  
- 61) Provide a chart showing maintenance requests and their status for all requests made in FY25 and to date in FY26. If a request has not been addressed for over six months, provide a narrative explaining the delay.

### **Community Engagement and Outreach**

- 62) Provide a list of libraries that have a “Friends of the Library” organization attached to them.
  - a. How many “Friends of the Library” organizations were formed in the last fiscal year?
  - b. How did “Friends of the Library” organizations contribute toward supporting library programs in FY25 and F26, to date?
  
- 63) Describe how the District of Columbia Public Library Foundation supports programming, operations, capital projects, collections, and general library activity.

- a. Provide an update on any efforts made by DCPL Foundation in identifying and engaging corporate partners to enhance the operations and collections of DCPL.
  - b. Include a list and brief narrative summary of each agreement between DCPL and partners as a result of the work of the Foundation in FY25 and FY26.
  - c. What programming has the Foundation sponsored for DCPL in FY25 and to date in FY26?
- 64) Provide a chart showing how many volunteers worked with DCPL in FY25 and FY26 to date. Include:
- a. How many volunteer hours they contributed; and
  - b. The libraries where they volunteered.
- 65) How are volunteers selected and trained?
- a. Were there any changes in the last fiscal year to the training process?
  - b. How does DCPL recruit volunteers for their branches or programs?

### **Personnel**

- 66) Provide the number of staff assigned to each library and any vacancies in each library, including job titles.
- 67) How are current staffing levels impacting DCPL's ability to meet or expand hours of service?
- a. How are staffing levels to date impacting the delivery of services and programs?
  - b. Are all libraries currently sufficiently staffed to accommodate staff absences due to illness, vacation, or extended leaves of absence?
  - c. Have such absences resulted in reduced service or unplanned closures in the last fiscal year?
  - d. Identify libraries that are not sufficiently staffed and how many hires need to be made to make them whole.
- 68) How has DCPL's employee training changed since updating the DCPL Code of Conduct during FY25? Provide the number of staff who have completed any new trainings and the materials provided to the staff at these trainings, if any.
- 69) Provide the number of staff who have engaged in professional development in FY25 and FY26 to date.
- a. Were funds sufficient for employee development in FY25 and FY26 to date?
    - i) If not, describe how much funding is needed for DCPL to sufficiently support employee development and how it would be used.
- 70) Please describe the accomplishments or improvement of three standout DCPL employees in non-supervisory roles. (It is acceptable to identify the employees other than by their names.)
- 71) Please describe the accomplishments or improvement of three standout DCPL employees in supervisory roles. (It is acceptable to identify the employees other than by their names.)

- 72) Have there been any allegations that the agency has violated hiring and employment nondiscrimination policies in FY25 or in FY26 to date? If so, how many?
- a. What steps were taken to remedy each allegation or to ensure that the alleged violation did not occur in the future?
- 73) Provide a narrative description of the security personnel and procedures currently utilized by DCPL. Emphasize any changes in the security situation that have occurred within the last fiscal year. At a minimum, include:
- a. The number of library security guards currently employed by, or contracted to provide services to, DCPL;
  - b. The number of vehicles currently associated with DCPL security;
  - c. New security initiatives or technologies instituted in FY25 and to date in FY26; and
  - d. Any areas of concern with Library security.
- 74) Describe the procedure for DCPL staff members when initiating an incident report at a DCPL facility.
- 75) Provide the number of Category Three and Category Four incident reports which were filed by DCPL staff during FY24, FY25, and to date in FY26. Additionally, provide a demonstrative sampling of Category Three and Category Four reports filed for the third week in July during FY24 and FY25. Do not include any incident reports which were made due to a medical or behavioral health episode.

### **General Questions**

- 76) Provide an updated list of each branch library within DCPL that includes the following, if available:
- a. Name of the library;
  - b. Hours of operation;
  - c. Unique programs, offers, or collections;
  - d. Contact information; and
  - e. President of the Friends Group.
- 77) Describe any partnerships or collaborations currently underway between DCPL and other District agencies, including the populations targeted by each collaboration. Describe any new partnerships or collaborations developed, planned, or implemented over the last fiscal year. Include the following agencies:
- a. DC Public Schools;
  - b. DC Public Charter Schools;
  - c. DC Department of Parks and Recreation;
  - d. DC Department of Employment Services;
  - e. DC Department of Aging and Community Living;
  - f. DC Department of Human Services;
  - g. Department of Health;
  - h. Department of Behavioral Health;

- i. University of the District of Columbia and UDC Community College; and
  - j. Other agencies not included in this list.
- 78) Provide an update on DCPL's offering of library services, including the state of collections, at the D.C. Jail since the Jail branch's reopening in December 2024.
- 79) Provide an update on the re-opening of the walk-in library at the D.C. Central Treatment Facility (CTF).
- 80) From which existing bequests, trusts, or other gifts does DCPL benefit? Provide details about the creation, status, and use of such monies.
- 81) Provide a list of the Board of Library Trustees' current members and note any vacancies. If there are vacancies, provide how long the position(s) have been vacant for. For each member, provide the following:
- a. The member's name;
  - b. The member's Ward;
  - c. When the member's term began;
  - d. When the member's term expires; and
  - e. The number of Board meetings missed in FY24 and to date in FY25.
- 82) Provide the number of visitors to DCPL, broken down by quarter and location, in FY25 and to date in FY26.
- 83) Provide the agency's Performance Accountability Report for FY25.
- 84) Provide a complete accounting of all intra-district transfers received by or transferred from DCPL during FY25 and to date in FY26. For each, provide a narrative description of the purpose of the transfer and which programs, activities, and services within DCPL the transfer affected.
- 85) Describe any spending pressures that existed in FY25. In your response provide a narrative description of the spending pressure, how the spending pressure was identified, and how the spending pressure was remedied. Additionally, identify potential areas where spending pressures may exist in FY26. Provide a detailed narrative of the potential spending pressure, including any steps that are being taken to minimize its impact on the FY26 budget.
- 86) Provide the Committee with a list of employees receiving:
- a. Bonuses;
  - b. Special pay;
  - c. Supplemental or additional compensation; or
  - d. Hiring incentives in FY25 and to date in FY26.
- For each, please provide the amount and justification for all individuals receiving any combination of these payments.
- 87) Provide the following information for all purchase card transactions during FY25 and to date

in FY26, as well as a narrative description of the internal process for accounting for purchase card transactions:

- a. Employee that made the transaction;
- b. Date the transaction was made;
- c. Company receiving payment;
- d. Transaction amount; and
- e. Transaction purpose.