



# COPIER LEASE CONTRACT REVIEW

AUDIT # 25-07

OCTOBER 21, 2025

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**Report Distribution:****Collin College Leadership:**

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**Respectfully Submitted by:**

Daniel Graves, CPA, CCA, Weaver Partner  
Afton Bowie, CPA, Weaver Manager

Kristian Gallegos, Weaver Senior Associate  
Ilse Contreras, CPA, Senior Auditor



3452 Spur 399 McKinney, TX 75069



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## EXECUTIVE SUMMARY

### AUDIT OBJECTIVES & SCOPE

The engagement focused on the review of the leasing contract for multifunctional devices (printers/copiers) at Collin College. The objective was to identify opportunities for cost savings, improve efficiency, and ensure a more effective use of college resources.

### AUDIT RECOMMENDATIONS

Recommendation	Risk Level	Implementation Date
<b>1.</b> Implement a formal, centralized inventory management and reconciliation process for multifunctional devices that includes: <ul style="list-style-type: none"><li>• Routine reconciliation of internal and vendor records</li><li>• Standardized protocols for recording device locations</li><li>• Periodic physical verification to validate inventory records</li><li>• Use of asset tagging technologies to facilitate real-time tracking and updates</li><li>• Defined roles and responsibilities across departments to ensure accountability</li></ul>	<b>Medium</b>	March 2026
<b>2.</b> Remove underutilized devices after considering the following: <ul style="list-style-type: none"><li>• Proximity to similar devices</li><li>• Location and accessibility</li><li>• Usage patterns and seasonal trends</li><li>• Cost-benefit analysis</li></ul>	<b>Medium</b>	March 2026

### DESIGNATED MANAGEMENT

Melissa Irby, Chief Financial Officer

Jennifer Wright, Executive Director Procurement Services

David Stephens, Chief Information Officer

### CONCLUSION

Overall, based on the audit work performed, we conclude that key controls and processes over copier leasing contracts can be improved. Implementation of the recommendations outlined in this report will help to enhance controls and compliance with applicable requirements.