



June 1, 2023

**RE: COMMONWEALTH OF PENNSYLVANIA AUDIT CONFIRMATION VENDOR SELF-MANAGED SERVICE**

As of July 1, 2023, Audit Confirmation reports will be requested by the vendor via the vendor self-managed service accessed through the <https://www.bpp.ob.pa.gov/> website requiring a Keystone Log On. The service will be available 24/7. For vendor account security and fraud protection, the self-managed audit confirmation service will email the audit in .pdf version directly to the Certified Public Accountant firm as provided by the vendor contact.

The vendor contact will register for a Keystone Log In. After the registration is completed, the vendor contact will access the Audit Confirmation page, input the type of report (Total Expenditures or SUBS), input the beginning and ending dates, and input the email address of the CPA the vendor is working with. The report will generate automatically. The report will be sent in .pdf version to the email address of the CPA firm as provided by the vendor contact.

If you have any questions concerning the paperless confirmation process, please email our resource account above.

**Specialty audits as listed below can be sent directly to the contacts specified:**

HealthChoices	<a href="mailto:RA-OBMCORevenue@pa.gov">RA-OBMCORevenue@pa.gov</a>
Invest Operations	<a href="mailto:InvCtrAudits@patreasury.gov">InvCtrAudits@patreasury.gov</a>
Loan Accounting (PEMA, PENNVEST, etc)	<a href="mailto:RA-LoanAccounting@pa.gov">RA-LoanAccounting@pa.gov</a>
Promise, MA Audits	<a href="mailto:RA-QAPromiseConf@pa.gov">RA-QAPromiseConf@pa.gov</a>
DCED Loans	<a href="mailto:RA-DCEDLoanAcct@pa.gov">RA-DCEDLoanAcct@pa.gov</a>

Sincerely,

Eric Locke, Director  
Bureau of Payable Services