

Procurement Card Transaction Review

Business Services Operations Office of Transportation

Cardholders and Approving Officials Reviewed:

Cardholder Title	Approving Official Title
Administrative Secretary III	Director
Supervisor, Warehouse	Fleet Technician Supervisor
Supervisor, Shop/Transportation	Fleet Technician Supervisor
Supervisor, Shop/Transportation	Fleet Technician Supervisor
Fleet Technician Supervisor	Senior Fleet Supervisor
Transportation Stock Keeper	Warehouse Supervisor
Lead Clerk	Fiscal Supervisor

Period Reviewed: March 16, 2020 to June 8, 2020.

Summary:

Internal Audit selected and reviewed 51 of the 69 transactions in the period under review. Based on inquiry of the approving officials we determined:

- If the purchase was approved,
- The documentation was retained,
- A description of the purchase(s), and
- The location of the item(s) purchased.

Results:

Category	Total Expenditures	Purchase Approved	Documentation Retained	Location of items
Small Tools	\$ 6,135.96	Yes	Yes	BCPS Property
Other Supplies & Materials	\$ 5,734.80	Yes	Yes	BCPS Property
Office Supplies	\$ 882.87	Yes	Yes	Employee Residence
Staff Development Supplies	\$ 176.87	Yes	Yes	N/A
Truck and Car Parts	\$ 147.50	Yes	Yes	N/A ¹
Buses Inventory Parts	\$ 34.64	Yes	Yes	BCPS Property
Total	\$13,112.64			

Conclusion: Based on the description provided by each approving official, we determined that the purchases were reasonable and were used for essential services and continuity of instruction and operations.

¹ This expenditure was for outsourced repairs to a bus.