

Procurement Card Transaction Review

Superintendent's Office

Cardholders and Approving Officials Reviewed:

Cardholder Title	Approving Official Title
Senior Executive Assistant	Superintendent
Senior Executive Assistant	Chief of Staff

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

Summary:

Internal Audit selected and reviewed 21 of the 25 transactions made in the period under review. Based on inquiry of the approving officials we determined:

- if purchases were approved,
- if 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
Misc. Contracted Services	\$ 9,317.90	Yes	Yes	N/A
Subscriptions	\$ 1,386.31	Yes	Yes	N/A
Professional Dues	\$ 208.00	Yes	Yes	N/A
Office Supplies	\$ 32.84	Yes	Yes	BCPS Property
Total	\$10,945.05			

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.