

Procurement Card Transaction Review

Catonsville Elementary School

Cardholder and Approving Official Reviewed:

Cardholder Title	Approving Official Title
Administrative Secretary	Principal

Period Reviewed: March 16, 2020 to July 6, 2020.

Summary:

Internal Audit selected and reviewed five of the five transactions in the period under review. Based on inquiry of the approving official 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 Item
Library Books & Media	\$1,996.56	Yes	Yes	BCPS Property
Staff Development Books	\$861.44	Yes	Yes	BCPS Property
Classroom Supplies	\$292.27	Yes	Yes	BCPS Property
Office Supplies	\$15.18	Yes	Yes	BCPS Property

\$3,165.45

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