

Procurement Card Transaction Review

Crossroads Center

Cardholders and Approving Official Reviewed:

| Cardholder Title | Approving Official |
|------------------------------|--------------------|
| Administrative Secretary III | Principal |
| Social Studies Teacher | Principal |

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

Summary:

Internal Audit selected and reviewed the three 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 |
|--------------------|--------------------|-------------------|------------------------|---|
| Classroom Supplies | \$882.98 | Yes | Yes | Distributed to Students and BCPS Property |
| Postage | \$660.00 | Yes | Yes | N/A |

\$1,542.98

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.