

Procurement Card Transaction Review

Dumbarton Middle School

Cardholders and Approving Officials Reviewed:

Cardholder Title	Approving Official Title
Principal	Executive Director
Administrative Secretary III	Principal

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

Summary:

Internal Audit selected and reviewed 16 of the 29 transactions made 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
Staff Development	\$10,200.00	Yes	Yes	N/A
Office Supplies	\$1,366.52	Yes	Yes	BCPS Property & Distributed to Students
Classroom Supplies	\$649.61	Yes	Yes	BCPS Property
Library Media	\$357.48	Yes	Yes	BCPS Property

\$12,573.61

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