

Procurement Card Transaction Review

Hampton 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 the only transaction in the period under review. Based on inquiry of the approving official we determined:

- if the purchase was 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	\$ 999.00	Yes	Yes	BCPS Property
	\$ 999.00			

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