

# Procurement Card Transaction Review

## Hillcrest Elementary School

### Cardholder and Approving Official Reviewed:

<b>Cardholder Title</b>	<b>Approving Official Title</b>
Administrative Secretary	Principal

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

### Summary:

Internal Audit selected and reviewed 33 of the 89 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:

<b>Category</b>	<b>Total Expenditures</b>	<b>Purchase Approved</b>	<b>Documentation Retained</b>	<b>Location of Item</b>
Classroom Supplies	\$ 2,507.52	Yes	Yes	BCPS Property and Employees Residences
Office Supplies	\$ 50.47	Yes	Yes	BCPS Property

**\$ 2,557.99**

Additionally, we identified five items, with a cost of at least \$50 per item, that are located at an employee's personal residence<sup>1</sup>:

1. 10 Drawer Organizer
2. Magnetic Dry Erase Board 36" x 48"
3. Magnetic Portable Dry Easels (2)
4. Small Group Teaching Easel

**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.

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<sup>1</sup> Items in use off-site are the property of Baltimore County Public Schools and must be returned to the office location at the conclusion of remote operations or employment.