

Procurement Card Transaction Review

Lansdowne Middle School

Cardholders and Approving Official Reviewed:

Cardholder Title	Approving Official Title
Library Science	Principal
Assistant Principal	Principal
Administrative Secretary III	Principal

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

Summary:

Internal Audit selected and reviewed 10 of the 23 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
Classroom Supplies	\$3,026.79	Yes	Yes	BCPS Property
Office Supplies	\$1,139.28	Yes	Yes	BCPS Property & N/A
Staff Development	\$917.10	Yes	Yes	BCPS Property & Distributed to Employees

\$5,083.17

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.