

# Procurement Card Transaction Review

## Loch Raven Technical Academy

### Cardholders and Approving Officials Reviewed:

Cardholder Title	Approving Official Title
Administrative Secretary III	Principal
Library Science	Principal
Vocal Music Teacher	Principal
Science Teacher	Principal
Mathematics	Principal
Principal	Community Superintendent

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

### Summary:

Internal Audit selected and reviewed 16 of the 24 transactions in the period under review. Based on inquiry of the approving officials 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
Misc. Contracted Services	\$2,759.93	Yes	Yes	BCPS Property
Classroom Supplies	\$1,581.76	Yes	Yes	BCPS Property
Library Media	\$1,053.23	Yes	Yes	N/A
Office Supplies	\$175.43	Yes	Yes	BCPS Property
	<b>\$5,570.35</b>			

**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.