

# Procurement Card Transaction Review

## Mars Estates 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 62 of the 107 transactions 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
Textbooks	\$2,303.73	Yes	Yes	Employees' Residences
Classroom Supplies	\$1,149.83	Yes	Yes	Employees' Residences
Postage	\$163.80	Yes	Yes	N/A

**\$3,617.36**

**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.