

Procurement Card Transaction Review

New Town Elementary School

Cardholder and Approving Official Reviewed:

| Cardholders 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 made 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 |
|-----------------|--------------------|-------------------|------------------------|------------------|
| Office Supplies | \$ 990.50 | Yes | Yes | BCPS Property |
| | \$ 990.50 | | | |

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.