

Procurement Card Transaction Review

Patapsco High School

Cardholders and Approving Officials Reviewed:

Cardholder Title	Approving Official Title
Library Science	Principal
Math Teacher	Principal
Fiscal Assistant I	Principal
Assistant Principal	Principal
Resource Teacher	Principal
Drama Teacher	Principal

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

Summary:

Internal Audit selected and reviewed 20 of the 34 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	\$ 4,859.27	Yes	Yes	BCPS Property & Distributed to Students
Office Supplies	\$ 2,065.96	Yes	Yes	Employees' Residence & Distributed to Employees
Library Media & Books	\$ 2,215.04	Yes	Yes	BCPS Property
	\$ 9,140.27			

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.