

# Procurement Card Transaction Review

## Perry Hall High School

### Cardholders and Approving Officials Reviewed:

Cardholder Title	Approving Official Title
Music Teacher	Principal
English Teacher	Principal
Administrative Secretary	Principal
Fiscal Assistant I	Principal

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

### Summary:

Internal Audit selected and reviewed 20 of the 32 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
Conference Fees	\$15,498.00	Yes	Yes	N/A
School Commencement	\$ 1,852.94	Yes	Yes	Distributed to Students
Classroom Supplies	\$ 914.00	Yes	Yes	BCPS Property
Other Supplies and Materials	\$ 850.40	Yes	Yes	Distributed to Students
School Based Postage	\$ 470.25	Yes	Yes	N/A
<b>Total</b>	<b>\$ 19,585.59</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.