

# Procurement Card Transaction Review

## Relay Elementary School

### Cardholder and Approving Official Reviewed:

Cardholder Title	Approving Official
Administrative Secretary	Principal

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

### Summary:

Internal Audit selected and reviewed 44 of the 54 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	\$1,391.32	Yes	Yes	BCPS Property, Employees Residence, and Distributed to Students
Textbooks	\$1,041.78	Yes	Yes	BCPS Property and Employees Residences

**\$ 2,433.10**

Additionally, we identified one item, with a cost of at least \$50 that is located at an employee's personal residence<sup>1</sup>: Rechargeable Active Pen

**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.

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<sup>1</sup> Items in use off-site are the property of Baltimore County Public Schools and must be returned to the office location at the conclusion of remote operations or employment.