

# Procurement Card Transaction Review

## Ridge Ruxton School

### Cardholders and Approving Official Reviewed:

Cardholder Title	Approving Official Title
Administrative Secretary III	Principal
Special Education Teacher	Principal

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

### Summary:

Internal Audit selected and reviewed nine of the 17 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	\$2,183.16	Yes	Yes	BCPS Property, Distributed to Employees & Students

**\$2,183.16**

Additionally, we identified one item, with a cost of at least \$50, that is located at a student's personal residence<sup>1</sup>: Adaptive Computer Switch

**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.

---

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