

# Procurement Card Transaction Review

## Rosedale Center Middle/High

### Cardholder and Approving Official Reviewed:

Cardholder Title	Approving Official Title
Administrative Secretary III	Principal

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

### Summary:

Internal Audit selected and reviewed the two transactions 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
Office Supplies	\$898.95	Yes	Yes	BCPS Property
Classroom Supplies	\$160.00	Yes	Yes	Distributed to Students

**\$1,058.95**

**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.