

# Procurement Card Transaction Review

## Sandalwood Elementary School

### Cardholders and Approving Officials Reviewed:

Cardholder Title	Approving Official Title
Administrative Secretary	Principal
Assistant Principal	Principal
Principal	Executive Director

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

### Summary:

Internal Audit selected and reviewed 20 the 25 transactions made in the period under review. Based on inquiry of the approving officials 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	\$6,363.24	Yes	Yes	Distributed to Employees and Students
Office Supplies	\$761.88	Yes	Yes	Distributed to Employees and Students
Staff Development	\$345.00	Yes	Yes	N/A

**\$7,470.12**

**Conclusion:** Based on the description provided by the approving officials, we determined that the purchases were reasonable and were used for essential services and continuity of instruction and operations.