

# Procurement Card Transaction Review

## Sparrows Point High School

### Cardholders and Approving Officials Reviewed:

Cardholder Title	Approving Official Title
Music Teacher	Principal
Library Science	Principal
Science Teacher	Principal
Fiscal Assistant I	Principal

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

### Summary:

Internal Audit selected and reviewed 25 of the 36 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
Library & Media Books	\$ 3,225.92	Yes	Yes	BCPS Property
Commencement Supplies	\$ 2,661.75	Yes	Yes	Distributed to Students
Classroom Supplies	\$ 2,672.38	Yes	Yes	BCPS Property & Distributed to Students
Conference Fees	\$ 2,550.00	Yes	Yes	N/A
Other Supplies & Materials	\$ 840.85	Yes	Yes	BCPS Property
Office Supplies	\$130.99	Yes	Yes	BCPS Property

**\$12,081.89**

**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.