

Procurement Card Transaction Review

Towson High School

Cardholders and Approving Officials Reviewed:

Cardholder Title	Approving Official Title
Spanish Teacher	Principal
Administrative Secretary	Principal
Resource Teacher	Principal

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

Summary:

Internal Audit selected and reviewed 4 of the 12 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
New Curriculum Textbooks	\$ 3,339.96	Yes	Yes	BCPS Property
Office Supplies	\$ 160.94	Yes	Yes	BCPS Employees and Distributed to students
Total	\$ 3,500.90			

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.