

# Procurement Card Transaction Review

## White Oak School

### 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 19 of the 50 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	\$2,864.95	Yes	Yes	BCPS Property & Distributed to Employees & Students
Postage	\$220.00	Yes	Yes	N/A

**\$3,084.95**

Additionally, we identified two items, with a cost of at least \$50 per item, that are located at employees' personal residence<sup>1</sup>:

1. Yogarilla Exercise and Activities Fun Deck
2. Marker Board, 23" x 23"

**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.

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