



Purchasing Card Audit Edison Career and Technology High School

Objective: To assess school and cardholder compliance with established protocols, procedures, documentation and oversight for District Purchasing Cards (P-Card).

Scope: We evaluated the existence of adequate P-Card records, the appropriateness of expenditures, and assessed compliance to ensure purchases were tax exempt, split transactions did not occur, and single transaction limits were maintained. *Note: One P-Card cardholder lost the P-Card folder and all supporting documentation. Although efforts were made to obtain available documentation, many transactions could not be audited due to the lack of supporting documentation.*

Cards Reviewed: 2 **Transactions Audited:** 60 **Transactions with Errors:** 34

Expense Reports Reviewed: 15 **Expense Reports Not in Compliance:** 10

| | Process | Findings |
|---|-----------------------------|---|
| 1 | Security | One P-Card cardholder shared their P-Card with Guidance Counselors for student exam purchases. <u>Recommendation:</u> <i>Obtain a P-Card for the Guidance Counselor, if warranted, or the cardholder should make the purchase.</i> |
| 2 | Spending Limits | There were no split transaction or spending limit findings. |
| 3 | Purchases | One purchase was made with a vendor that was not the District contracted vendor. <u>Recommendation:</u> <i>Refer to the Purchasing Department SharePoint sight or call Purchasing to ensure a negotiated vendor contract does not exist before making purchases.</i> |
| 4 | Documentation | Invoices and packing slips were not consistently retained. <u>Recommendation:</u> <i>Retain original orders, sales receipts, sales credits and packing slips for all purchases and returns. Scan and upload all documentation to CentreSuite to support the transaction.</i> |
| 5 | Reconciliation – Cardholder | There were two instances in which the P-Card cardholder did not complete the monthly expense report by the 12 th of the month. Also, expense reports did not consistently contain detailed transaction descriptions for one of the cardholders. <u>Recommendation:</u> <i>Comply with policy for completing expense reports by the deadline and include detailed descriptions for all purchases.</i> |
| 6 | Approval – Supervisor | There were four instances where the supervisor did not approve by the 12 th of the month. Two were a result of the cardholder not reconciling timely. <u>Recommendation:</u> <i>Comply with policy for approving expense reports by the 12th.</i> |

Conclusion: Edison Career and Technology High School did not consistently maintain security of the P-Cards by sharing the card, a contracted item was purchased from a non-contracted vendor, documentation was not adequately maintained for all P-Card purchases, expense reports were not completed or approved timely, and detailed descriptions on the expense reports were not entered in CentreSuite.