



Purchasing Card Audit Dr. Charles T. Lunsford School 19

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.

Cards Reviewed: 2 **Transactions Audited:** 51 **Transactions with Errors:** 29

Expense Reports Reviewed: 19 **Expense Reports Not in Compliance:** 18

| | Process | Findings |
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| 1 | Security | No security issues were noted. |
| 2 | Spending Limits | There were no split transaction or spending limit findings. |
| 3 | Purchases | There were no purchasing issues noted. |
| 4 | Documentation | Invoices and packing slips were not consistently retained. <i>Recommendation:</i> <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 seven instances in which the P-Card cardholder did not complete the monthly expense report by the 12 th of the month. Expense reports did not consistently contain detailed transaction descriptions and expense report date ranges did not align with the transaction dates in the expense report. Duplicate expense report names were utilized. In September 2016, the secretary commingled P-Card transactions from School 41 and School 19 on one expense report when she transitioned between these two buildings. All transactions for the month were reviewed and approved by School 19; even though the purchases were for School 41. <i>Recommendation:</i> <i>Comply with policy for completing expense reports by the deadline and include detailed descriptions for all purchases. Complete one expense report for each calendar month and name with the corresponding month and year. Ensure all transactions applicable to the period reconciled are included in the expense report.</i> |
| 6 | Approval – Supervisor | There were seventeen instances where the supervisor did not approve by the 12 th of the month. One instance appears to have been the result of untimely cardholder reconciliation. <i>Recommendation:</i> <i>Comply with policy for approving expense reports by the 12th.</i> |

Conclusion: Dr. Charles T. Lunsford School 19 did not comply with P-Card expense report requirements. Expense reports were not prepared or reviewed timely, detailed descriptions on the expense reports were not entered in CentreSuite, transaction date ranges did not align with expense report date ranges, and duplicate expense report names were used. Invoices and packing slips to support the expenditure were not consistently retained. Expenses from School 41 and 19 were commingled on one expense report, yet approved by the School 19 Principal.