



Purchasing Card Audit Kodak Park School 41

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: 3

Transactions Audited: 41

Transactions with Errors: 15

Expense Reports Reviewed: 16

Expense Reports Not in Compliance: 12

	Process	Findings
1	Security	No security issues were noted.
2	Spending Limits	There were no split transaction or spending limit findings.
3	Purchases	No prohibited purchases, vendors or sales tax issues were noted.
4	Documentation	Invoices and packing slips were not consistently retained. <i>Recommendation:</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.
5	Reconciliation – Cardholder	There were six instances in which the P-Card cardholder did not complete the monthly expense report by the 12 th of the month. Expense report date ranges did not align with the transaction dates and duplicate expense report names were utilized. Expense reports did not consistently contain detailed transaction descriptions. There were P-card transactions not assigned to any expense report and one expense report was created but never provided to the Principal. As a result, these transactions were never reviewed or approved by the appropriate supervisor. <i>Recommendation:</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.
6	Approval – Supervisor	There were ten instances where the supervisor did not approve by the 12 th of the month. Four instances appear to be the result of untimely cardholder reconciliation. <i>Recommendation:</i> Comply with policy for approving expense reports by the 12 th .

Conclusion: Kodak Park School 41 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, duplicate expense report names were used, and all transactions were not properly reconciled. Invoices and packing slips to support the expenditures were not consistently retained.