



Purchasing Card Audit Theodore Roosevelt School 43

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:** 49 **Transactions with Errors:** 22

Expense Reports Reviewed: 20 **Expense Reports Not in Compliance:** 16

	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	Sales receipts, 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	Expense reports did not consistently contain detailed transaction descriptions. <u>Recommendation:</u> <i>Include detailed descriptions for all purchases on the expense report.</i>
6	Approval – Supervisor	There were four instances where the supervisor did not approve the expense report by the 12 th of the month. <u>Recommendation:</u> <i>Comply with policy for approving expense reports by the 12th.</i>

Conclusion: Theodore Roosevelt School 43 did not consistently retain sales receipts, invoices and packing slips to support the P-Card transactions. Expense reports were not always reviewed timely and detailed descriptions on the expense reports were not entered in CentreSuite.