



Purchasing Card Audit World of Inquiry School 58

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: The cardholder shared the P-Card with other employees without obtaining any purchase documentation, so many transactions could not be audited.*

Cards Reviewed: 1 **Transactions Audited:** 61 **Transactions with Errors:** 29

Expense Reports Reviewed: 11 **Expense Reports Not in Compliance:** 11

	Process	Findings
1	Security	The P-Card cardholder shared their P-Card with staff members to make purchases, including the custodian and a teacher. <i>Recommendation:</i> <i>Discontinue sharing the P-Card. Determine if P-Cards should be provided to other employees at the school.</i>
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> <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 four 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 in the expense report. There were multiple expense reports with the same name, but different transaction dates. Also, expense reports did not contain detailed transaction descriptions. <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.</i>
6	Approval – Supervisor	There were four instances where the supervisor did not approve by the 12 th of the month. These were a result of the cardholder not reconciling timely. <i>Recommendation:</i> <i>Comply with policy for approving expense reports by the 12th.</i>

Conclusion: World of Inquiry did not maintain appropriate security of the P-Cards by sharing the card, then not ensuring that documentation was received for the third party purchases. Expense reports were not completed or approved timely, and detailed descriptions on the expense reports were not entered in CentreSuite. Date ranges on the expense report did not align with the reconciled transactions and duplicate expense report names were noted.