



## Purchasing Card Audit School of the Arts

**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:** 78      **Transactions with Errors:** 3

**Expense Reports Reviewed:** 31      **Expense Reports Not in Compliance:** 18

	Process	Findings
1	Security	No security issues were noted.
2	Spending Limits	There were no split transaction or spending limit findings.
3	Purchases	<p>The School was not refunded the full amount entitled to for a return. A return pickup slip indicated three items returned which amounted to \$41.37 based on the original sales invoice. The refund credited to the account was \$27.58.</p> <p><b><i>Recommendation:</i></b> <i>Ensure accounts are credited the appropriate amount for returned items. Recoup funds due to the District for items returned and not fully refunded.</i></p>
4	Documentation	<p>Two packing slips were not retained.</p> <p><b><i>Recommendation:</i></b> <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></p>
5	Reconciliation – Cardholder	<p>There were twelve instances in which the P-Card cardholder did not complete the monthly expense report by the 12<sup>th</sup> of the month. Expense reports did not consistently contain detailed descriptions of purchases made. One cardholder named all twelve expense reports with the same name, even though they were for different months.</p> <p><b><i>Recommendation:</i></b> <i>Comply with policy for completing expense reports by the deadline. Complete one expense report for each calendar month and name with the corresponding month and year.</i></p>
6	Approval – Supervisor	<p>There were seventeen instances where the supervisor did not approve by the 12<sup>th</sup> of the month. Nine times appear to be the result of untimely cardholder reconciliation.</p> <p><b><i>Recommendation:</i></b> <i>Comply with policy for approving expense reports by the 12<sup>th</sup>.</i></p>

**Conclusion:** School of the Arts did not comply with all expense report requirements. Expense reports were not completed or approved timely, unique expense report names were not consistently used and detailed descriptions on the expense reports were not always entered in CentreSuite. Invoices and packing slips to support the expenditure were not consistently retained. A refund was not properly credited for the full amount.