



Purchasing Card Audit Joseph C. Wilson Magnet High School

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:** 101 **Transactions with Errors:** 8

Expense Reports Reviewed: 14 **Expense Reports Not in Compliance:** 8

	Process	Findings
1	Security	There were no security findings.
2	Spending Limits	One transaction was split into two to circumvent the single transaction limit. <i>Recommendation:</i> Split transactions are prohibited and purchases greater than the cardholder's spending limit is required to follow the purchase order process.
3	Purchases	Sales tax was inappropriately paid and not refunded for a P-Card purchase. <i>Recommendation:</i> Ensure sales tax is not paid on P-Card purchases and recoup all sales tax paid.
4	Documentation	Sales receipts, 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 was one instance in which the P-Card cardholder did not complete the monthly expense report. One cardholder did not properly name expense reports by month and year, and had duplicate report names for different months. <i>Recommendation:</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.
6	Approval – Supervisor	There were eight instances where the supervisor did not approve by the 12 th of the month. Three consecutive months were not approved for two cardholders. <i>Recommendation:</i> Comply with policy for approving expense reports by the 12 th .

Conclusion: Joseph C Wilson High School generally maintained adequate controls over P-Card; however, our audit identified one split transaction and two instances where sales tax was paid. Invoices and packing slips to support expenditures were not consistently retained. Also, there was one expense report that had not been submitted by the cardholder and three consecutive months of expense reports not reviewed and approved by the supervisor for two cardholders.