

DeKalb



County

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Department of Finance

Internal Audit and Licensing

DATE: May 25, 2010

TO: Kevin Walton, Director of Purchasing and Contracting

FROM: Deputy Director of Finance, Internal Audit & Licensing

SUBJECT: P-Card Audit

RE: Purchasing and Contracting

General Information

On May 18, 2010, Internal Audit conducted a P-Card compliance audit of Purchasing and Contracting's Administrative and Contracts and Compliance Division. Internal Audit reviewed Purchasing and Contracting P-Card transactions for the period January 2010 thru April 2010.

Purpose and Scope

The purpose of this audit was to determine if Purchasing and Contracting personnel were complying with County P-Card policies and procedures.

We reviewed cardholder transactions, signoff reports and invoices/receipts to determine that:

- (1) P-Card Administrator properly maintained and reconciled transactions on a monthly basis.
- (2) Transactions were appropriate for the department's business.
- (3) Individual transactions did not exceed the amount specified by County P-Card policies and procedures (\$1,000 maximum per individual purchase).
- (4) Total monthly transactions did not exceed amount specified by the County P-Card policies and procedures (\$2,000 maximum per month).
- (5) Cardholders were not using the P-Card for non-business related goods and services.
- (6) The transactions were approved. (Manager and/or Department Head)

Opinion

In our opinion, Purchasing and Contracting is in compliance with County P-Card policies and procedures except as noted below.

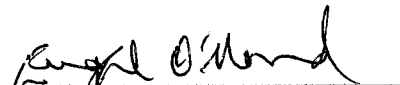
Observations

- (1) Three transactions were missing receipts.
- (2) Two purchases for the Institute for Continuing Legal Education were expensed to the wrong General Ledger account.
- (3) Sales Taxes were charged on three receipts.

Recommendations

- (1) Retain all receipts for purchases made with P-Cards for verification.
- (2) Ensure that each transaction is recorded to the correct General Ledger account.
- (3) Cardholders should present their certificate of exemption to vendors at all times to take advantage of the County's tax exempt status.

Please feel free to contact me if you have any questions or concerns relating to this audit report.


Eugene O'Mard

cc: Dr. Michael J. Bell, Chief Financial Officer
Keith Barker, Chief Operating Officer and Executive Assistant
Dale Dague, Purchase Card Administrator

EO/TAG