



HARFORD COUNTY, MARYLAND

Office of the County Auditor

AUDIT OF PURCHASE CARD CONTROLS

Report Highlights

Why We Did This Audit

This audit was conducted as part of the County Auditor's risk-based Annual Audit Plan approved by the County Council for FY2017.

What We Found

We noted that prior issues remain open related to maintaining support for purchases and use of cards for unallowed purchases.

Report Number: 2017-A-07

Date Issued: 09/05/2017

Council Members and County Executive Glassman:

In accordance with Section 213 of the Harford County Charter, we perform continuous audit procedures related to the County's Purchase Card Controls. This report summarizes our findings for purchases made between May 26, 2016 and June 26, 2017.

Broadly, we found the same issues that have been documented in prior audit findings: Cardholders do not always maintain supporting documentation (2015-A-05.01); submit timely, reviewed cardholder logs (2015-A-05.04) and, occasionally, make purchases that are not allowed (2015-A-05.02). Specifically, we noted:

- 28 purchases missing complete supporting documentation, including:
 - 14 purchases missing travel authorization
 - 10 instances of missing receipts
 - 13 meals missing itemized receipts
 - 2 meals missing a list of attendees
 - 3 purchases without a documented business purpose
- 15 purchase card logs were not prepared and or approved timely
- 11 purchases incorrectly coded
- 3 purchases that appear to be split to avoid the single purchase limit
- 14 purchases otherwise not allowed per County policy

Each of the above issues is related to a prior audit finding that is still open, so no specific management response was required. Management has been provided the details for each of the above items and has been provided the opportunity to respond to this report; management determined that no response was necessary.

We would like to thank the members of management for their cooperation during the audit. The audit team is available to respond to any questions you have regarding the attached report.

Sincerely,

Chrystal Brooks, CPA

Chrystal Brooks
County Auditor

cc: Ms. Karen Myers, Director of Procurement