



DeKalb County Board of Education Audit Committee Meeting September 4, 2025

Purchasing Card Audit Report

Presented by: Joel Thibodeaux – Director of Audits & Compliance

Contracted Auditors: Forvis-Mazars, LLP – Dr. Jamie Amos PMP, CFE

Audit Purpose & Scope

The DeKalb County Board of Education requested that an independent, third-party audit be conducted on the District's Purchasing Card program. The purpose of this audit was to assess and provide assurance of the following:

- That **Purchase Card Policies** (DCSD Board Policy DJE and DJE-R(1)) are aligned with regulatory requirements and government best practices
- That **Purchase Card Security** is effectively implemented and maintained
- That processes, approvals, and other controls governing **Purchase Card Use** are adequately implemented, effective, and enforced.

Audit Deliverables

- Comprehensive Final Report that includes but is not limited to presenting:
 - Strengths
 - Potential or existing control weaknesses.
 - Failures in card security, use, and processing.
- Recommendations: Final report shall also include recommendations for remediation, process improvement, ongoing monitoring, and transaction auditing.

Internal Staff Engaged

Engaged the following personnel in Finance-Vendor Services:

Process Owners:

- Ms. Carla Smith – Executive Director, Vendor Services
- Mr. Weyman “Fred” Christopher – Procurement Manager III, Non-Capital

Support:

- Mr. Byron Schueneman – DCSD Chief Financial Officer
- Ms. Lauren Scott – DCSD Deputy Chief Financial Officer
- Ms. Victoria King – Administrative Assistant, Internal Audits & Compliance

Assessment Summary

ACTIVITIES	CONTROL	CONTROL RATING	RISK RATING	CURRENT RISK RATING
Purchase Card Policy	DCSD has established policies and procedures to effectively oversee the purchase card process	Key	High	Needs Improvement
Purchase Card Issuance	DCSD issued purchasing cards in accordance with the policy and procedure	Key	High	Satisfactory
Purchase Card Issuance	Purchasing cardholders must be approved by their Department Head before being issued a purchasing card.	Key	High	Satisfactory
Purchase Card Issuance	Purchasing cardholders must complete training and sign the purchase card agreement.	Key	High	Satisfactory

Assessment Summary

ACTIVITIES	CONTROL	CONTROL RATING	RISK RATING	CURRENT RISK RATING
Purchase Card Security	Purchasing cards belonging to former DCSD employees are first assigned a 'null' status and subsequently deactivated. A reconciliation process is then performed to ensure consistency across all related records, including invoices, purchase card amounts, and expense summary reports.	Key	High	Satisfactory
Purchase Card Security	Purchasing cards are assigned a "null" status to suspend the ability to make purchases for a certain amount of time as a form of security.	Key	Moderate	Satisfactory
Purchase Card Use	According to policy, all purchasing card holders are restricted to a daily limit of \$5,000 per day per swipe.	Key	High	Needs Improvement

Assessment Summary

ACTIVITIES	CONTROL	CONTROL RATING	RISK RATING	CURRENT RISK RATING
Purchase Card Use	According to policy, all purchasing cardholders are restricted to a monthly limit of \$20,000.	Key	High	Needs Improvement
Purchase Card Use	Purchasing cardholders are limited to specific types of purchases based on the Merchant Category Codes (MCC) assigned to their card type	Key	High	Needs Improvement

Findings & Recommendations

Finding	Recommendation
<p>The Purchasing Card policy lacks clarity regarding the CFO’s approval of designated officials authorized to receive a purchasing card and does not clearly articulate the purchasing limit of the School Board and the Superintendent.</p>	<p>DCSD policies and procedures should be updated to clearly outline the chief financial officer’s approval authority and define purchasing limits for the school board and superintendent.</p>
<p>The statuses of deactivated or suspended purchasing cards are unclear and not explicitly defined in the policy.</p>	<p>DCSD should define and establish a consistent process for deactivating and suspending cards and should incorporate this process into the policy.</p>
<p>Due to insufficient processing controls implemented by the bank, purchasing cardholders were able to exceed the \$5,000 daily transaction limit and \$20,000 monthly limit outlined in the established policy. This lapse indicates a breakdown in the enforcement of policy thresholds and may expose the organization to financial and compliance risks.</p>	<p>DCSD should work with the issuing bank to put controls in place to limit daily (\$5,000) and monthly (\$20,000) spending.</p>
<p>Due to insufficient processing controls implemented by the bank, purchasing cardholders were able to make prohibited transactions, as defined by the Merchant Category Code (MCC) restrictions associated with their cardholder profiles.</p>	<p>DCSD should work with the issuing bank to put controls in place to limit card use to approved vendors. Additionally, the district should implement ongoing monitoring of cardholder transactions to verify compliance with assigned profile parameters and take corrective action when deviations occur.</p>



PURCHASING CARD AUDIT

QUESTIONS AND DISCUSSION