Procurement Card (P-Card) Usage for Repair and Maintenance Activities at the Airports

P-Card Usage for Repair and Maintenance

OBJECTIVE

Evaluation of the design and effectiveness of key policies, procedures and controls over P-Cards used to purchase engineering and maintenance supplies and equipment.

BACKGROUND

P-Cards are used for small to medium size purchases. The Office of Finance issues P-cards to employees at the requests of their managers. Staff that report to the Vice Presidents for the Airports use P-Cards to purchase low value maintenance, repair, and other operational expense items.

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CONCLUSION

Policies, procedures and controls need to be updated and enhanced to better support economic and efficient purchasing, and safeguarding of repair and maintenance items obtained with P-cards. In addition, the policies and procedures need to be aligned with Oracle, the Airports Authority's books and records system.

RECOMMENDATIONS

1. Update policies, procedures and controls.
2. Use central procurement to purchase inventory items and reduce serial purchasing.

P-Card Usage for Repair and Maintenance

RECOMMENDATIONS CONTINUED

3. Record quantity and unit pricing details in a computerized data base.

4. Enable vendor catalogues in Oracle.

5. Enhance acquisition planning process through developing master lists with estimated quantity and cost data for repair and maintenance activities.

6. Train staff to use the procurement and inventory modules in Oracle and enhance staff's understanding of how to efficiently and effectively order through the warehouse.

Management has committed to ensuring that all of the recommendations will be implemented.