



METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

## **P-Card**



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### **BACKGROUND**

The P-Card is a business credit card used for purchasing low-value maintenance, repair, and operational expense items.

### **OBJECTIVE**

Determine whether P-Card transactions are authorized in accordance with the Airports Authority's policies and procedures and whether internal controls over P-Card transactions were effective.

### **CONCLUSION**

Internal controls over the P-Card program provide reasonable assurance that most card transactions are properly authorized and appropriate, and that any inappropriate transaction will likely be detected in the normal course of business. Duties are appropriately segregated and supporting documents are routinely available.



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### RECOMMENDATIONS

- Remind cardholders to adhere to the *Business Expense Policy* for meeting and event expenses.
- Evaluate vendors with annual purchases over \$50,000 and consider using full and open competition, establishing blanket purchase orders and negotiating volume discounts.
- Periodically review P-Card activity to ensure that cardholders adhere to the Airports Authority's procurement policies regarding micro-purchases.
- Document the circumstances under which high dollar limit P-Cards can be issued and used.

**Management has agreed and has already implemented the recommendations.**