



# VICTOR D. CRIST

CLERK OF CIRCUIT COURT & COMPTROLLER  
HILLSBOROUGH COUNTY, FL

**DATE:** June 25, 2026  
**TO:** Scott Stromer, Director, Procurement Services  
**CC:** Tom Fesler, Chief Financial Administrator  
Irina Nashtatik, Deputy Chief Financial Officer  
Larisa Dickerson, Senior Accounting Manager  
Linda Wheat, Manager of Procurement Business & Performance  
**FROM:** Heidi Pinner, Chief Audit Executive, Clerk of Court & Comptroller  
**SUBJECT:** MM183 – PCard Continuous Monitoring – FY26 First Quarter (Q1)

*This review is an ongoing and continuous project that is part of the County Audit Department's Annual Audit Plan.*

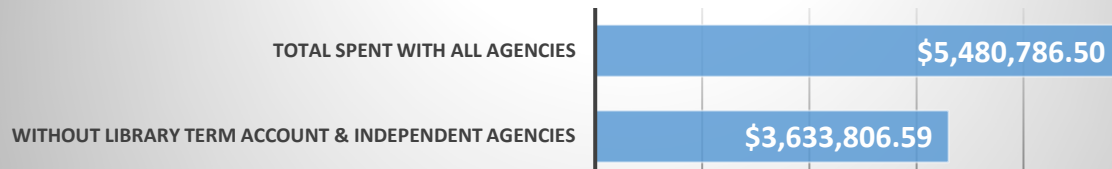
## OBJECTIVE

The objective of the Purchasing Card (PCard) Continuous Auditing project is to evaluate the appropriateness of PCard purchases made during the first quarter (Q1) of the fiscal year (FY) via analysis and sample testing. The program is designed to evolve and adapt, with input from management, to ensure that the program delivers timely and useful results and assurances. The Q1 testing included the basic analysis and review of transactions, account usage by cardholders and departments, and an analysis related to payments that may have been made to an individual. High level reviews were completed for monthly split transactions. All concerns and exceptions were referred to the Purchasing Card Administrator for follow-up and corrective action.

## SCOPE

Testing included purchases made during FY26 Q1 (September 1, 2025 through December 31, 2025), excluding transactions made on Library Services' term accounts and any purchases made by Independent Agencies.

### PCard Spending FY2026 Q1



## SUMMARY OF RESULTS

Analytical review of FY26 Q1 purchases and trends identified a number of purchasing card exceptions. As identified in prior results, cardholders continue to struggle to provide complete supporting documentation and detailed purchase descriptions. Some of the recurring exceptions noted included:

- ❖ Missing employee names and ID numbers on supporting documentation.
- ❖ Transactions in which the purchase description did not match the invoice.
- ❖ Purchases which had more affordable alternative options available.
- ❖ Lack of itemization on supporting documentation.
- ❖ Payments made to an individual's name.

The Audit Team also observed less routine exceptions such as:

- ❖ Purchase of an award under \$300 without evidence of Chief Administrator or Deputy County Administrator approval, as required per policy.
- ❖ Purchase of a device used to override established security controls for system timeouts due to inactivity.
- ❖ A transaction for a hotel stay for twenty-two (22) employees that did not include pre-trip authorization forms.
- ❖ Purchase of County promotional items that lacked a Public Awareness Request Form as supporting documentation, as required by AD-22.
- ❖ Purchase of a staff retirement award with adequate supporting documentation in Oracle, but the same supporting documentation was not included in OnBase.

Details of the exceptions identified are included on the following pages and have been communicated to the Purchasing Card Administrator for follow-up as warranted.

Purchases made during Q1 FY26 were analyzed based on the Merchant Category Code (MCC) to identify potential items that are not authorized based on the Procurement Procedures Manual restrictions. A total of 20 transactions were reviewed for appropriateness. Below is a table of the MCC categories that were selected for review:

MCC Descriptions		
BANDS, ORCHESTRAS, & ENTERTAINERS	CHEMICALS & ALLIED PRODUCTS	COMPUTERS AND COMPUTER PERIPHERAL EQUIPMENT
DETECTIVE/PROTECTIVE AGENCIES	DOCTORS & PHYSICIANS	EATING PLACES / RESTAURANTS
FAST FOOD	FINES	GIFTS, CARDS, NOVELTY, AND SOUVENIR SHOPS
LODGING, HOTELS, MOTELS & RESORTS	MISCELLANEOUS & RETAIL STORES	MISCELLANEOUS PERSONAL SERVICES
OTHER FEES	THEATRICAL PRODUCERS	

Each transaction was evaluated for appropriateness, as well as for sufficient support and description. The following exceptions were identified:

- ❖ One (1) invoice did not include the PCard holder's name and ID number.
- ❖ One (1) invoice for an award that lacked executive leadership approval, per policy.
- ❖ One (1) transaction that did not include the Pre-trip Authorization form for a hotel stay for twenty-two (22) employees attending a conference.
- ❖ One (1) transaction for a retirement award that contained all supporting approval documentation in Oracle that was not included in OnBase.

## **SPLIT TRANSACTIONS**

Audit software was used to perform an analysis each month of Q1 related to potential split transactions. This includes potential split transactions at the \$10,000 threshold. This threshold has been used due to the potential for a cardholder to circumvent the single transaction limit of \$10,000 for cardholders. The Audit Team ran the analysis, and the resulting data identified potential splits for Q1. This information was provided to the Purchasing Card Administrator for further follow-up and any necessary inquiry or corrective action with cardholders.

## **PAYMENT SERVICES IN AN INDIVIDUAL'S NAME**

A total of 25 transactions were tested and analyzed to determine whether transactions were paid through a payment service provider (such as PayPal or Square) and included the name of an individual as the vendor. The Audit Team reviewed these transactions to ensure that the vendor's name matched the name listed on the invoice. The Audit Team judgmentally selected a sample of these transactions and evaluated those transactions for appropriate support and description, resulting in the following exceptions:

- ❖ Two (2) invoices where the Oracle description did not match what was purchased.
- ❖ One (1) invoice that did not include the PCard holder's name and ID number.
- ❖ One (1) transaction for a gate replacement that was paid to an individual. This transaction was determined to be appropriate for the services received.
- ❖ One (1) purchase with an invalid invoice where the amount charged does not match the amount paid.

## **HIGH SPEND DEPARTMENT REVIEW**

Certain County departments have higher PCard spending due to the nature of their operations. Historical data was used by the Audit Team to select and review transactions for the top three high spend departments for the third quarter of FY2026. Historical PCard spending data from FY2025 was used to determine which high spend departments would be tested for FY2026. Below is a summary of the high spending departments reviewed for Q1 and their subsequent total amount spent:

## Fiscal Year 2026 Q1 – High Spend Departments

Dept	Amount Spent	# of transactions	Exceptions	Results
Water Resources	\$736,694.54	1,258	2	<ul style="list-style-type: none"> <li>• A purchase for \$199 that did not include pre-trip authorization.</li> <li>• A purchase for a mouse jiggler used to prevent system timeout.</li> </ul>
Parks & Recreation	\$332,210.57	688	1	<ul style="list-style-type: none"> <li>• A transaction for \$3,207.95 for bucket swing seats that was not itemized, lacked details about where the items were shipped and may have had more affordable options available.</li> </ul>
Engineering & Operations	\$293,389.54	480	2	<ul style="list-style-type: none"> <li>• A transaction for a cloud-based service that did not include an invoice.</li> <li>• A purchase of padlocks for \$305.25 ; which had more affordable options available.</li> </ul>

### HIGH SPEND CARDHOLDERS

The Audit Team performed a review of cardholders that historically spent more on their purchasing cards throughout the year. Five (5) top cardholders for Q1 were selected and a sample of their purchases were reviewed. A total of 50 transactions were tested, and the following exceptions were identified:

- ❖ Two (2) invoices where the Oracle Description does not match what was purchased.
- ❖ Two (2) invoices for the purchase of County promotional items that did not include the Public Awareness Request Form, as required per AD-22.
- ❖ One (1) incomplete invoice that only included a portion of the itemized list for items purchased.