

Policy Compliance Findings

Summary of Findings

The following transactions were analyzed against the organizational purchase policies. Violations were identified based on the criteria outlined in the Purchase Policy Document.

Transaction ID: T001

- **Date:** 09-07-24
 - **Amount:** AED 14,236.29
 - **Vendor:** Microsoft
 - **Violations:**
 - **Tax Compliance (Rule 6):** Tax was not paid, and the vendor is not listed as tax-exempt.
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Transaction ID: T002

- **Date:** 17-10-24
 - **Amount:** AED 3,091.70
 - **Vendor:** HP
 - **Violations:**
 - **Vendor Restrictions (Rule 3):** HP is not an approved vendor.
 - **Discounts (Rule 5):** Discount of 22.53% lacks required justification.
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Transaction ID: T003

- **Date:** 21-08-24
 - **Amount:** AED 8,655.29
 - **Vendor:** Oracle
 - **Violations:** None. All conditions are met as per the policy.
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Transaction ID: T004

- **Date:** 16-10-24
- **Amount:** AED 13,029.37
- **Vendor:** HP
- **Violations:**
 - **Maximum Purchase Limit (Rule 1):** Amount exceeds AED 10,000 without prior finance approval.
 - **Vendor Restrictions (Rule 3):** HP is not an approved vendor.
 - **Discounts (Rule 5):** Discount of 22.61% lacks required justification.
 - **Purchase Authorization (Rule 7):** Amount exceeds AED 5,000 without department head authorization.

Transaction ID: T005

- **Date:** 15-09-24
 - **Amount:** AED 15,451.42
 - **Vendor:** Apple
 - **Violations:**
 - **Maximum Purchase Limit (Rule 1):** Amount exceeds AED 10,000 without prior finance approval.
 - **Purchase Authorization (Rule 7):** Amount exceeds AED 5,000 without department head authorization.
 - **Vendor Restrictions (Rule 3):** Apple is not an approved vendor.
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Recommendations

1. **Immediate Review:** Transactions T001, T002, T004, and T005 require immediate review and corrective action due to multiple policy violations.
 2. **Process Improvement:** Enhance vendor approval processes and ensure all discounts above 15% are properly justified and approved.
 3. **Training:** Conduct training sessions for staff to ensure compliance with purchase policies, especially regarding tax compliance and vendor restrictions.
 4. **Periodic Audits:** Implement periodic audits to identify and address policy violations proactively.
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Conclusion

This report highlights transactions that violate organizational purchase policies. Immediate action is required to address non-compliant transactions and ensure future compliance. ““