

Procurement Card Audit Checklist

Date: _____

Dept: _____

Billing Period Audited: _____

Billing Period Retrieved: _____

- | | |
|---|---|
| <input type="checkbox"/> Sales Tax | <input type="checkbox"/> No Receipt / Itemization |
| <input type="checkbox"/> Equipment Inventory Items | <input type="checkbox"/> Split Purchases |
| <input type="checkbox"/> Travel Related (Food Purchase, Hotel, Motel) | <input type="checkbox"/> Furniture |
| <input type="checkbox"/> Other | |

Tips for card administrators:

All invoices should be filed behind the statement in the order in which they appear on the statement. Cross-reference all credits to posting date of initial charge. All small invoices should be taped to an 8.5 x 11 sheet of paper. Please DO NOT tape over writings on receipts.

Separation of Duties: At month end two employees should examine the detailed receipts and compare them to the card statement. Initial and date the first page of the card statement to document the review.

Comments:

Department Signature: _____ **Date:** _____

Auditor Signature: _____ Date: _____

Auditor Signature: _____ Date: _____

Department Name: _____ Audit Date: _____

Response Deadline: _____ Audit Letter: _____

Violations: _____

Vendor Name	Statement Posting Date	Transaction Amount	Last 4 Digits of Card	Notes

Transactions Questioned for More Detail

Vendor Name	Statement Posting Date	Transaction Amount	Last 4 Digits of Card	Notes