

Purchasing Card Checklist

Monthly Cardholder Statement

- Monthly statements for the last four years are on file.
- The statements are verified by the cardholder.
- The statements are reconciled and signed by the reconciler on a monthly basis.
- Supervisory approval is noted on the statements or worksheet.

Supporting Documentation

- Detailed receipts are on file for purchases.
- Meal receipts include the names of those in attendance at the meal, and the purpose for the meal.
- Purchases appear to be for legitimate university purposes.
- Items purchased are not on the prohibited purchase list.
- Purchases were not split transactions.
- Purchases were made by the cardholder. (Detailed receipts or charge card receipts should evidence signature.)
- Sales tax was not included in the charges.

Other

- Disputed or problem items have been resolved.
- Adequate methods of tracking and resolving charges, that are made but not shown on the monthly statement, are used.
- Every cardholder has his or her card. If the card has been lost, make sure proper steps from the P-Card users guide have been followed.
- Purchases that have been reallocated to or from a different cost code have been approved by the responsible person for that cost code.
- Adequate procedures are in place to track equipment type items purchased on a P-Card.
- Inventory type items purchased on the p-card are secure and on hand.