

P-Card Log Audit Checklist

Date:

Department:

P-Cardholder:

P-Card Manager:

Date range reviewed:

Transactions:

Did all transactions comply with policies and procedures?

If not, select options below:

Was Idaho sales tax deducted from purchases?

Were all transactions less than \$2,000, or was approval attached if \$2000 or more?

Were any transactions split to overcome limits?

Were travel expenses pre-authorized with an approved Travel Authorization?

Were IT-related purchases pre-authorized, if needed?

If an item was available on a state contract, but was purchased elsewhere, was an approval attached?

If other reason, select Yes, and add comments to Audit Findings section below.

Receipts/files/record systems:

Was the log, statement, and all applicable documentation present and correct?

If not, select options below:

Was the monthly log approved by the P-Card holder and/or P-Card manager, and next level approver?

Did the monthly log agree with the monthly Works statement?

Were the original receipts retained and filed with the monthly log?

Was the documentation (credit invoices, other vendor communications) retained?

If other reason, select Yes, and add comments to Audit Findings section below.

Findings and corrective action needed:

Reviewed by:

Date:

Audit findings: