

P-Card Log Audit

Date: _____

Dept./Div: _____

P-Card Holder: _____

P-Card Mgr.: _____

P-Card Log Date: _____

Auditor: _____

No.	Question	Yes/No/NA	Notes
1	Were all transactions less than \$2,000, or was approval attached if over \$2000?		
2	Was Idaho sales tax deducted from purchases?		
3	Were any transactions split to overcome limits?		
4	Were any of the following special approval authorizations not retained with the P-card log (Travel, Computer/IT-related, Entertainment/PR or Grant)?		
5	If an item was available on a state contract, but was purchased elsewhere, was an approval attached?		
6	Was the monthly log approved by the P-Card holder and/or P-Card manager, and next level approver?		
7	Were the original receipts retained and filed with the monthly log?		
8	Was the documentation (credit invoices, other vendor communications) retained?		
9	Did the P-Card log comply with all other aspects of the P-card and Purchasing Policies and Procedures?		
10	Are any corrective actions needed to remedy an issue found in this audit? If so, enter in the Notes section.		