

P-Card Log Audit Checklist

Date:

Department:

P-Cardholder:

P-Card Manager:

Date range reviewed:

Transactions:

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

Was Idaho sales tax deducted from purchases?

Did all transactions comply with policies and procedures?

Were any transactions split to overcome limits?

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

Were IT-related purchases pre-authorized?

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

Receipts/files/record systems:

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?

Findings and corrective action needed:

Reviewed by:

Date:

Audit findings reported to next level supervisor: (Non-compliance list)