

**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:** \_\_\_\_\_