

The Purchasing Card Audit Form is being provided to you as a reconciliation tool. You are not required to complete this form. This form is a version of the Purchasing Card Audit Form used by the Purchase Card Coordinator to audit cardholder statements each month. Please contact the Purchase Card Coordinator if you have any questions or comments about this form.

See form next page.

Purchasing Card Audit Form				
Cardholder Name:		Billing Cycle:		
		NA	Yes	No
Section 1 – Log Sheet				
Is each transaction entered onto the log sheet?				
Is each field of the log sheet complete?				
Is each log sheet properly signed?				
Section 2 – Documentation				
Is there an itemized receipt for each invoice that indicates paid or no balance due?				
Is each receipt sales tax exempt?				
Section 3 – Hospitality				
Is there a hospitality form included or is the event information written on each receipt for each transaction for hospitality?				
Section 4 – Travel				
Is there a travel authorization form on file for each out of state travel transaction?				
Is there an original TES form with all travel that was paid for entirely on PCARD?				
Is there a copy of the TES form with all travel that was paid for by PCARD & check?				
Section 5 – Advertisements				
Is there a tear sheet for each advertising transaction?				
Section 6 – Contracts/Agreements				
Is the statewide contract # written on each receipt for items purchased against a SWC?				
Is the agency contract # written on each receipt for items purchased against an AC?				
Has payment been made according to the contract?				
Section 7 – Services				
Is there an original agreement included with the reconciliation or on file in Purchasing?				
Were all services provided by a CO, NO, or GO?				
Section 8 – Receiving Report				
Is there a receiving report for each transaction that does not have a receive date indicated on the log sheet?				
Section 9 – Other				
Have you determined that fraud, misuse, or abuse has not occurred?				
Explain any items checked NO			Date Resolved	
1				
2				
3				
4				
5				
6				
7				
Comments:				
Audited By:		Date:		