



# P-Card Audit Checklist

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Month & Year

Card #'s


Employee Initial	Business Officer Initial	Purchasing Officer Initial

P-Card Transaction Log matches card statement purchases.  
All receipts are attached and required signatures are present.

Points assessed: \_\_\_\_\_

Required Action: \_\_\_\_\_

### Purchases not authorized:

- A. Unapproved printing or imprinting (printing approval should be obtained from purchasing PRIOR to placing any order.
- B. Alcoholic beverages
- C. Fines, late fees, penalties, (including parking tickets)
- D. Gifts, Gift certificates, flowers, or cards - Gifts and Gift Certificates (Unless authorized by the President)
- E. Entertainment
- F. Computers of any kind
- G. Cell phones, phone accessories, or cell phone plans
- H. Student events, tuition, scholarships, or stipends
- I. Not to set up blanket, open or standing orders
- J. Any non authorized Merchant Commodity Code purchases
- K. No Personal purchases. **All purchases must be business related**
- L. Cash advances or cash awards, including honorariums
- M. Specials Services; independent contractors, performers, consultants, and speakers; including personal services, doctor visits, hospital and attorney fees
- N. Fuels, i.e. gasoline and diesel fuel for operating licensed vehicles
- O. Per-diem meals

Employee Signature: \_\_\_\_\_