

BUSINESS SERVICES – DEPARTMENT PURCHASING CARD AUDIT

1250 Siskiyou Blvd, Ashland, Oregon 97520
T 541-552-6574 | F 541-552-6573

Review Performed by: Mark Gibbons, Business Services Purchasing Agent

Department:
Date of Audit:

Last four digits of Card:
Card Custodian:

AGREEMENT FORM on file in Purchasing Office
IDEAL - File in Purchasing Office is current and up-to-date

Able to locate: Y or N
Information current: Y or N

ISSUES for any N's:

ACTIVITY LOG records
IDEAL - Activity Log in the Department with the Card Custodian is completed appropriately

Able to locate: Y or N
Information current: Y or N

ISSUES for any N's:

PURCHASING CARD itself
IDEAL - Purchasing Card is securely stored when NOT in use.

Able to locate: Y or N
Card securely stored : Y or N

ISSUES for any N's:

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RECORDS in the department

IDEAL – Review recent monthly detailed statement

Budget Authority reviewing and signing statements: Y or N

All expenses are for authorized business purposes only: Y or N

(NO TRAVEL expenses present with the exception of Conference Registration fees / NO capital purchases, > \$5k.)

Hosting forms attached to receipts of food purchased: Y or N

Tips ≤ 15 % : Y or N

Signed memo in place for missing receipts: Y or N

Only Authorized USERS are in the Activity Log: Y or N

Performing monthly reconciliation of detailed transactions with Purchase records: Y or N

Processing JV's regularly to re-distribute charges to appropriate account codes: Y or N

Completed form – Agreement to Allow Off Campus Use of University Property – on file with Risk Coordinator for Minor Equipment (≥ \$250 and ≤ \$5k) bought with Purchasing Card: Y or N

ISSUES for any N's:

Review Results:

- No Exceptions Noted
(Exceptional adherence to policies and procedures)
- Minor Exception(s)
Action Taken: _____
- Serious Exception(s)
Action Taken: _____
- Major Exception(s)
Action Taken: _____

Report Distribution:

- Card Budget Authority
- Card Custodian
- Director of Business Services