# PROCUREMENT CARD REVIEW CHECKLIST

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<th>DEPARTMENT NAME:</th>
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<tr>
<td>CARD CUSTODIAN:</td>
<td>DATE OF REVIEW:</td>
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<tr>
<td>MONTHS REVIEWED:</td>
<td># OF TRANSACTIONS:</td>
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| Y | N | # |

1. Physical appearance of card - Verification
   - Wear
   - Signature block has not been altered and reads “See U of O Staff ID”
   - Where card is stored

2. Review UO Procurement Card Signature Authorization/Agreement - Verification
   - Current (card users, custodian, budget authority)
   - Department name
   - Index

3. Multiple User Log (required if multiple card users) - Verification
   - Date procurement card checked out
   - Card User’s name
   - Vendor’s name
   - Date procurement card checked in

4. Procurement Card Reconciliation - Verification
   - Clear business purpose
   - Appropriate procurement card use
   - Procurement Card exceptions documented
   - Authorized Card Users
   - Compare log, statement, purchase documentation and US Bank Access Report
   - Original sales documents for all items listed on the monthly statement attached neatly to the statement, in statement sequence
   - High Risk items – Notified Property Control
   - Custodian review of statement charges
   - Custodian sign/date US Bank statement
   - Budget Authority or designee review of Custodian Charges, date/sign
   - Budget Authority review of statement charges, sign/date
   - Journal vouchers are processed quarterly

5. Provide training materials
   - PC01 UO Procurement Card Policy and Procedures
   - UO Procurement Card Signature Authorization/Agreement
   - Visa Procurement Card Sign-In/Out Activity Log
   - Memo on Inter-Departmental Purchases
   - Procurement Card Most Common Purchase Violations For Tax Reportable Services

Rev. 11/13/08
- FASOM Section 70.100: Purchasing – Procurement Cards
- FASOM Section 02: Account Codes – Summary of Tax
  Reportable Account Codes
- UO Procurement Card Policy and Procedures Custodian Training
- Procurement Card Policy Overview
- Procurement Card Journal Voucher Schedule
- Procurement Card Training Registration
- Buddy Card
- Property Control Equipment – High Risk Minor Equipment
- Financial Irregularity Policy
- Procurement Card Incorporated Service Vendors Exceptions List

Provide oral findings and recommendations of review

Comments:

Card Custodian: ____________________________ Date: _______________

________________________________________
Print Name

Reviewed by: ____________________________ Date: _______________

________________________________________
Print Name

Reviewed by: ____________________________ Date: _______________

________________________________________
Print Name

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