

PROCUREMENT CARD

		Yes	No	Comments
Security				
1.	Are the card and records kept in a safe place? (Card information should never be left in a place where it can be accessed by unauthorized individuals.)			
2.	Are all purchases made by the cardholder? (The cardholder may make purchases on behalf of another individual but the card shouldn't be used by anyone other than the cardholder.)			
3.	Have Chart Strings been entered into the Citibank Global Card management system at least once a week?			
4.	Is an Expense Statement printed for each billing cycle and filed with those records.			
5.	Are original itemized receipts available for each item on the Expense Statement?			
6.	Does each receipt have the following information:. 1. Itemized description of goods purchased. 2. Vendor Name. 3. Transaction date. 4. Transaction total.			
Management Review				
7.	Is the Expense Statement signed each billing cycle by an individual with signature authority for each Chart String?			
8.	Are all Expense Statements and attached receipts reviewed by the Reconciler by the 10th of each month?			
Travel				
9.	For travel arrangements, such as conference registration, is a completed Travel Budget Authorization (TBA) completed prior to the use of the Pcard for travel?			
10.	Was the card used for any expense other than registration? (The card currently may not be used for hotel rooms, airfare, parking or other travel-related expenses.)			
Other				
11.	Check for duplicate purchases from the same vendor on the same day. If any exist, is the total of purchases less than the single transaction purchase limit? (Splitting of purchases into smaller amounts to avoid the single transaction purchase limit is prohibited).			

12.	Do all transactions appear to be for business purposes? (Use of the Pcard for personal business/purchases is prohibited, even if the intent is to pay back the University for the purchase.)			
13.	Are all purchases made for items that do not appear on the list of restricted items? (Purchases may not be made for items on the list of restricted items.) Information on restricted items can be found in the Purchasing Guide - Appendix C.			
14.	Were all goods shipped to UNT? (Items may not be shipped to any other location than campus without the prior written permission of the Pcard administrator.) The Pcard administrator can be contacted at bsc@untsystem.edu			
15.	Have all "Click Wrap Agreements" made appear on the approved agreements list?			
16.	Have purchases over \$500 been checked through the Vendor Hold Search?			
17.	Was sales tax excluded from each purchase? (If sales tax is accidentally paid for a purchase, the cardholder should attempt to obtain a reimbursement of any material amount of sales tax paid.) Note on the receipt that you have contacted the vendor and the date of contact.			