**Audit Checklist for Commercial Card Transactions**

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| **Cardholder:**  |  | **Statement Date:**  |  | **Reviewer:** |  |

Statement packets are due by the **15th of the month** following the cycle close date. Purchases have been reviewed for the following standards:

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|  |  |  | No Personal purchases. |
|  |  |  | No Cash in addition to purchase, cash in lieu of credit to account, cash-like transactions (gift cards, traveler’s checks, money orders), gambling, or ATM transactions? |
|  |  |  | No Colorado sales tax. |
|  |  |  | No split transactions (single items which are split between multiple transactions to circumvent the limit.) |
|  |  |  | No inappropriate transactions (contracts requiring authorized signature, restaurant meals, travel expenses, vehicle expenses, entertainment expenses, foreign vendors.) |
|  |  |  | Original documentation – every transaction must have complete, valid source documentation from the vendor (such as itemized receipt and card transaction slips; signed packing slips; order forms for dues, subscriptions, registrations; invoice showing credit card payment). Documentation MUST include: vendor name, cardholder name or card number, date of purchase, description and quantity, total cost, and per item cost (if available). |
|  |  |  | Evidence that goods and/or services have been received? (Original receipt for in store purchase, signed packing slip for delivered items, etc.) |
|  |  |  | Transactions have been reallocated correctly and in a timely manner. |
|  |  |  | Statement packet submitted by deadline with signed and dated Monthly Certification & Approval form attached. Includes appropriate signatures for all related org codes. |
|  |  |  | Signature authority exists for cardholder and approving authority(ies) for related org codes. |
|  |  |  | Transactions have appropriate approval documentation (ARF, Payment Authorizations, Perkins Supplemental Info Sheet, IT, grant approval, official, function, etc.) |
|  |  |  | Price agreements used when required. |
|  |  |  | Business Purpose is apparent? If not, a statement of business purpose is included? |
|  |  |  | Transactions against a grant and/or using Federal funds are allowable. |
|  |  |  | Credits include credit receipt and also original purchase documentation for reference. |
|  |  |  | Services: restricted or follows college’s policy(s) for services on CCard, if allowed. |

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| **Notes/Violations/Follow up:** |
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