

## PURCHASING AND DISTRIBUTION SERVICES DEPARTMENT

### PROCARD COMPLIANCE OFFICE

# How to Prepare for a Procard Compliance Audit

#### ***Organize by Audit Month***

*6th of Month to 5th of Following Month*

- √ *Ensure the Reviewer and Final Approval signs and dates all Procard Transaction Logs*
- √ *Ensure Monthly Bank Statements are attached to the corresponding Transaction Log*
- √ *Ensure Itemized Receipts and Packing Slips are attached to corresponding Transaction Log*
  - √ *Missing Receipts should be documented*
- √ *Ensure VP7 ID Numbers are Noted on the Transaction Log*
- √ *Attached Business Expense Forms, if applicable, to appropriate Transaction Log*
- √ *Ensure State of Texas Sales Taxes are not applied to Purchases*
  - √ *State of Texas Sales Taxes applied to Purchases must be paid Out-of-Pocket by Procard Holder to Fiscal Services*
- √ *Ensure a Printed Vendor Check for All Purchases \$500.00 or greater are attached to corresponding Transaction Log*
- √ *Ensure No Purchases are Restricted or Unauthorized*

#### **UTSA Procard Audits**

Ensure purchases made with the Procard are accomplished in accordance with the policies and procedures established by the University of Texas Purchasing & Distributions Services Department and the regulations of the State of Texas.

Ensure appropriate internal controls are established within each department utilizing Procards.

Ensure the University bears no legal liability for inappropriate use of Procards

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