

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, Itemized Receipts and Packing Slips are attached to the corresponding Transaction Log*
- √ *Missing Receipts must be documented with a Declaration of Missing Evidence Form and attached to the appropriate Transaction Log*
- √ *Ensure VP7 ID Numbers are Correctly Noted on the Transaction Log*
- √ *Attach Business Expense Forms, if applicable, to the 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 is 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

Anne Jackson, Procard Specialist

Phone: 210-458-4059

Fax: 210-458-4061

E-mail: ProcardOffice@utsa.edu

Website: <http://www.utsa.edu/pds/procard/>