

## P-CARD SURVEILLANCE

**PURPOSE:** To document compliance with procedures associated with the P-Card Use.

	<u>YES</u>	<u>NO</u>
1. Has anyone other than the cardholder made purchases with the P-Card or P-Card account number?		
2. Are items purchased over the telephone delivered during the 30-day billing cycle? (Para 4.409b)		
3. Does the cardholder maintain a log of all purchases? (Para 4.409a.1)		
4. Are purchases for items such as: A/V information; potential hazardous materials; and communication and computer equipment and software, authorized by the specified controlling agency? (Para 4.406d)		
5. Does the cardholder document the record regarding competition and reasonableness of price when necessary? (Para 4.409)		
6. Has all equipment purchased been properly recorded on the department's accountability records? (Para 4.406d)		
7. For each item purchased with the P-Card, has the cardholder recorded the name of the person requesting the item? (4.409a.1 & Exhibit 2)		
8. Does the cardholder obtain a customer copy of the charge slip for all over-the-counter purchases? (Para 4.409a.10)		
9. When making purchases by telephone, does the cardholder document the transaction on a log, and attach any shipping documents associated with the order? (Para 4.409b)		
10. Does the cardholder reconcile information on the monthly statement of account (filling in a description for each purchase, entering the appropriate funding document number, attaching all supporting documentation, sign the statement, and then forward it to the approving official)? (Para 4.410)		
11. If no transaction documentation was available to send to the approving official with the statement, did the cardholder attach an explanation including an item description, date of purchase, merchant's name, and why there was no supporting documentation? (Para 4.410)		
12. Does the cardholder complete the reconciliation process and forward the statement of account to the approving official within five workdays of receipt? (Para 4.410)		

13. Does the approving official review each of the cardholder's monthly statement(s),  
YES NO  
sign the monthly summary statement, and forward the monthly summary statement  
to the FSO within five work days? (Para 4.410)
14. Does the approving official retain supporting documentation on purchases by  
attaching it to his/her copy of the cardholder's monthly statement? (Para 4.411)
15. Is the cardholder handling disputes properly? (Para 4.414)
15. Was the cardholder offered a rebate from the manufacturer/retailer? Did the  
cardholder fill out the paperwork for the rebate and forward the request for rebate  
to the manufacturer/retailer? (Para 4.409c)
16. If the manufacturer/retailer sent a check with a rebate to the cardholder, did the  
cardholder forward the check to the Finance Service Department? (Para 4.409c)

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CARDHOLDER -- DATE

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PROGRAM COORDINATOR -- DATE