


## CWU Procurement Card Program

# What to Expect During Your Review

	<h3>Documentation That Must be Maintained?</h3> <ul style="list-style-type: none"><li>• Signed Monthly Departmental Transaction Logs</li><li>• Bank Statements</li><li>• An Original Detailed Receipt for Each Transaction</li><li>• Explanatory Notes</li><li>• Packing Lists and Receipt Documents</li><li>• Credit/Return Memos</li><li>• Affidavit of Lost/Missing Receipt if Necessary</li><li>• Pre-approval documents when required.</li></ul> <p><b>**All documents must be kept in the cardholder's department for six years from the transactions date.</b></p>
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## What Do We Look For?

- Purchases are allowable according to the Purchasing Card Handbook or by documented special approval by the Purchasing Card Administrator.
- Transactions were not split to circumvent card limits
- Transactions were not split to avoid bidding requirements
- All documentation is present and accounted for
- Use tax is allocated correctly
- No personal purchases were charged to the card
- No fiscal misconduct or fraud

## Possible actions for findings of non-compliance with established policies and procedures.

- Notify cardholder of problem in writing.
- Require refresher training for cardholder.
- Increase frequency and scope of audits.
- Take other appropriate disciplinary action.
- Request reduced card limits.
- Request deactivation of card for specified time period.
- Request card be revoked.
- Request that cardholder reimburse project budget.