APPENDIX M – PURCHASING CARD

INTERNAL CONTROL SELF-ASSESSMENT

General Procedures

☐ Are card limits periodically evaluated to ensure limits are appropriate?

☐ Upon initial set up of a card, are reviews done to ensure limits are correct?

☐ Have procurement cards for employees who are no longer employed in the department been closed?

☐ Do procedures exist to ensure that cards are returned on the date of employee termination or transfer from the department?

☐ Is the re-charge process done timely?

Department Cards

☐ How many department cards are there?

☐ Are the departmental cards located in a locked cabinet, desk, or safe?

☐ Are procedures followed for checking out and using the department cards? (similar to Appendix D and D1)

☐ Do these procedures require the potential user to state where they will be using the card?

☐ Is the potential user required to sign for the card?

☐ Does someone from the business office initial the sign in/out sheet when the card is returned with all receipts?

APPENDIX M – PURCHASING CARD

Individual Cards

☐ How many individual cards are there?

☐ Is the individual, whose name is shown on the card, the only person allowed to use the card?

☐ Are procedures in place to ensure capital equipment is not purchased using the procurement card?

☐ Are detection measures adequate to identify split transactions (if they occur)?

☐ Is Indiana Sales Tax not paid (exemption certificate)?

☐ Is the originating documentation along with any notes from order present and the packing slip, cash register receipts, printed receipt from the web site, or a receiving notation on the original document maintained as supporting documentation?

Segregation of Duties

☐ Is the person making purchases different than the person who is approving the purchases?

☐ Has the person approving the purchases been granted comptroller authority?

☐ Is the person performing the reconciliation different than the person who is purchasing and approving the purchases?

☐ Does the Business Manager review and approve the reconciliation, attached documentation and sign the intramural?