

## Procurement Card Controls Assessment

Building/Department \_\_\_\_\_ # Cards \_\_\_\_\_

As the cardholder and card custodian in charge of the procurement cards, you are aware that:

Card Holder Initials	Card Custodian Initials
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All administrators, cardholders, and procurement card users must review and sign a “procurement card user agreement” form.		
A copy of the procedures will be provided to all cardholders and procurement card users.		
Procurement cards must be kept in a secure or locked location. If there are multiple users, a sign out log must be maintained.		
Transactions made by users, who the cardholder might approve, must be approved by the cardholder for compliance with district policies prior to use.		
Original receipts are to be turned in to the cardholder or card custodian after each purchase. Original receipts must be used for reconciliation.		
The transactions are to be reviewed for compliance with District policies and approved by the cardholder on a weekly basis.		
Monthly budget status reports from the business office are to be matched to the procurement card transaction reports.		
Original records are retained at the building or department location for six (6) years in an orderly manner. In the seventh-year <b>records must be shredded</b> for disposal.		
Cardholder, Card Custodian, and/or Card User must notify the business office immediately if: (1) a card is lost, (2) an assigned employee is transferred or leaves, or (3) a card is misused.		
I have received and take responsibility for _____ procurement cards.		
The _____ procurement cards in my possession have been signed.		

Cardholder’s Name (print)	Card Custodian’s Name (print)	Accounting Manager (print)
Cardholder’s Signature	Card Custodian’s Signature	Accounting Manager Signature
Date	Date	Date