

P-Card Audit Checklist

Date: _____

Account Holder _____

No.	Question	Yes/No/NA	Notes
1	Were transactions less than \$2,000, or was approval attached if over \$,2000?		
2	Was Idaho sales tax deducted from purchase, if applicable?		
3	Were transaction splits avoided (to overcome STL)?		
4	Were the following special approval authorizations attached in Works (Travel, Computer/IT-related, Entertainment/PR or Grant), if applicable?		
5	If an item was available on a state contract, but was purchased elsewhere, was cost comparison information attached or reason noted (example: out of stock)?		
6	Signed off by P-Cardholder (individual card) or Dept P-Card Mgr (for Dept card)?		
7	Signed off by Supervisor/Dept Head?		
8	Receipt attached in Works?		
9	Did the purchase comply with all other aspects of the P-card and Purchasing Policies and Procedures?		
10	Are any corrective actions needed to remedy an issue found in this audit? If so, enter in the Notes section.		