

Procurement Card Review Complete Random

Reviewed By: _____ Towson University Financial Services

Cardholder: _____ Department: _____

Reviewer: _____ Acct: _____

Review Period: _____

Last Review Period: _____

Last Review Meeting Date: _____

1. Card Documentation & Retention	C	NC	N/A	Comments
<ul style="list-style-type: none"> a. Sufficient documentation available? (Receipts) b. Bank statements signed by the Cardholder? c. Bank statements signed by the Reviewer? d. Charges verified on bank statement? e. Bank statements provided? f. Reconciliation logs signed by the Cardholder? g. Reconciliation logs signed by the Reviewer? h. Monthly reconciliations completed by the 15th? i. Reconciliation logs provided? j. Records supplied for all requested months? k. Prizes, incentives and awards? l. Reward programs & promotional offers? 				
2. Card Use	C	NC	N/A	Comments
<ul style="list-style-type: none"> a. Card sharing? b. Personal Use? <ul style="list-style-type: none"> i. University Reimbursed? Receipt attached? c. Split Transactions? d. Delivery on-campus? If not, verify location. e. Defective/Disputed reported properly? Resolved? f. Good/Services not purchased at excessive cost? g. Food Purchases? <ul style="list-style-type: none"> i. Description of event? ii. List of participants? iii. If over \$250, provided by Dining Services? iv. If not, is a waiver attached? h. Furniture <ul style="list-style-type: none"> i. Purchased through MCE? ii. If not, did the cardholder obtain a waiver? i. Card Misuse?(Alcohol, Flowers, Bottled Water, Gift Cards, Appliances, Fines, Fees, Clothing, etc.) 				

Review Mtg. Date: _____ Review Mtg. Name (Print): _____ Review Mtg. Signature: _____

