

UCSC - Pro-Card Transaction Review

Important: For full functionality, it may be necessary to download a copy of this form to your computer and open it with Adobe Reader or Acrobat Professional. To save a completed form, you may need Acrobat Professional. For technical and accessibility assistance, contact finaff-tech@ucsc.edu, for form questions, procard@ucsc.edu.

Prepared by: _____

Reviewed by: _____

Review Period: _____ to _____

Objective: To determine if Pro-Card transactions are properly authorized, comply with policies and restrictions, are reviewed and signed by cardholder and supervisor, given necessary sales and use tax considerations and treatment, and are monitored for misuse by the campus unit and corrective action taken if necessary. Also, tracks statements to ensure all are received.

Scope: For the period to be reviewed, select at least _____ Pro-Card transactions from _____ cardholders' account statement
 Determine if Pro-Card administrator monitors bi-weekly reports to ensure all cardholder statements are received by the cardholder's unit.
 For each of the card holders being tested, obtain a copy of their card holder agreement (campus unit is office of record for these)
 For the sample selected, verify the following (use matrix to summarize results of detailed testing):

- A. Transaction was appropriate for a Pro-Card and complies with UC policies (no inventorial goods, no entertainment, no cash refunds, etc.)
- B. Transaction does not violate any campus unit imposed restrictions - from cardholder agreement
- C. Expenditures were not artificially divided to circumvent card limits
- D. Itemized receipts are attached to statement
- E. The expenditure was reasonable in relation to the nature of funding source (complies with Federal C&G guidelines if applicable)
- F. Statement is signed by card holder and supervisor and sent to FAST in a timely manner. (5 days from stmt date for card holder and 10 days for supervisor)
- G. Any sales or use tax due to the state (and not paid to the vendor) is properly noted on the statement
- H. Campus unit has prepared tax liability journals for sales and use tax due to the State (Enter xtax journal # if appropriate)
- I. If misuse of card has occurred, the Supervisor/Reviewer has taken appropriate action (warning letter, temporary or permanent revocation of card)
- J. If the purchase was for services was the service provider an approved Pro-Card service vendor?
- K. Other Issues . . . (note specifics in comments section)

	Statement Date	Card Holder Name	Trans Date	Amount	Vendor Name	A	B	C	D	E	F	G	H	Journal #	I	J	K	Comments
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		