**Critical Control Points Checklist for Purchasing Cards**

Place a check mark in the first column or NA if not applicable.

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|  | P-Cards are only used by the cardholder and card numbers are not shared. |
|  | Purchases made on the card should be authorized as made. Follow your normal department procedure for obtaining authorization. |
|  | Gift card are NOT purchased on the p-card. |
|  | Prior to purchasing, ensure the item to be purchased complies with State and University restrictions. Total purchase amount must be below $5,000 including shipping, postage, freight, etc. |
|  | Purchases are not split (by one cardholder or between multiple cardholders) to avoid per transaction or monthly limits. |
|  | Vendors are advised that the University is tax exempt. |
|  | The transaction log should be properly completed by the cardholder as purchases are made. |
|  | A detailed receipt and/or packing slip is obtained for each purchase and maintained with the log. The receipt must identify what was purchased, the cost, that it was paid using the pcard, and it was delivered (if applicable) to UMBC. If the receipt does not provide this detail, the cardholder must include the invoice as well. |
|  | Cardholders reconcile the monthly Visa statement to their transaction log, investigate and resolve any discrepancies, sign and date the log and statement, and provide all documentation to their pcard supervisor timely. |
|  | Pcard supervisors complete a timely review of all purchases to ensure the appropriateness of goods/services purchased, the completeness of the transaction log and supporting documentation, and the propriety of the chartstring(s) to which the transactions are allocated. Supervisors acknowledge the reconciliation. |
|  | If no purchases are made, the supervisor should receive a log marked “No Activity” and should ensure there were no purchases by reviewing the PS report maintained in the log. The report should indicate there were no  purchases for the month. |
|  | If unsuccessful in obtaining all documentation for the Cardholder in a timely manner, the Pcard Supervisor notifies the Purchasing Card Program Administrator in the Procurement Department. |

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|  | **\*For a complete list of rules and regulations please see the P-card User’s Guide located on the UMBC Procurement and Strategic Sourcing website:** [**https://procurement.umbc.edu/**](https://procurement.umbc.edu/) |