**Critical Control Points Checklist for Procurement (non-pcard)**

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

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|  | The requestor or requisitioner cannot also be the approver. The requestor  and the requisitioner can be the same person. |
|  | The receiver of merchandise cannot be the approver. |
|  | Merchandise is received timely with a matching quantity, quality, and price. |
|  | Use of Payment Request forms are limited to the specific reasons allowed. A proper review and approval is conducted prior to submitting to AP. |
|  | Monthly, a person uninvolved in purchasing and approving merchandise should reconcile expenditures recorded on the financial reports with  supporting documentation. |
|  | To ensure availability of funding, account balances should be checked  before expenditures are requisitioned. |
|  | Invoiced received by departments are immediately submitted to AP for payment. |
|  | Departments are required to provide a signature or other indication on the accepted invoice indicating that services were properly rendered in accordance with specifications. |
|  | Expenses are coded to the proper GL accounts for tax and F&A considerations. |

Cklist2020

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