

# Procurement Card Review Complete

Random

Reviewed By: \_\_\_\_\_ To: 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
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- a. Sufficient documentation available (Receipts)
- b. Bank statement signed by the Cardholder
- c. Bank statement signed by the Reviewer?
- d. Charges verified on bank statement?
- e. A3rAoiLBody MC /LBody <</MCI 1 0 Td [/MCID 18 >sdY <</MCI 1 0 Td [/MCId [(A3rAoiLBoer 0 Tw Tw s1n74 <</M.)][(R)2 (e (arg)3 (d ( )Tj 0.00 Tw

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Review Mtg. Date: \_\_\_\_\_ Review Mtg. Name (Print): \_\_\_\_\_ Review Mtg. Signature: \_\_\_\_\_

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University Financial Services

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Acct

Review Period:

Last Review Period:

Last Review Date: ] v P Date:

Receipts		Additional Comments	
Date	Amt.	g[002 Tw3()-32	Tc -0.002 T8a onal 5LaM M yyial gR

Review MtgDate: \_\_\_\_\_ Review Mtg. Name (Print): \_\_\_\_\_ Reviewer Signature: \_\_\_\_\_