

Section 9.0: Post-Audit

Random audits of purchasing card transactions will be conducted to ensure compliance with all Purchasing Card Policies and Procedures. Log sheets, statements, receipts, and additional documentation required by the Purchasing Card Program must be provided to the purchasing card auditors upon request. Failure to provide all required documentation may result in the cancellation or restriction of certain purchasing cards.

The spending unit will be granted the opportunity to respond to the findings and recommendations.

The final audit report will consist of the findings and recommendations, as well as the written responses provided by the spending unit.