

Procedures for Random Sample P-Card Audits

As part of the Best Practices for P-Card and Fraud Prevention, the P-Card Audit team will begin performing random sample audits in FY12. This is to help reduce the chance of fraud through our University P-Card Program, to ensure that the P-Card policies and procedures are being followed, and to ensure that unauthorized activity is detected in time to submit a claim to the bank.

What is to be expected?

- The audit team will show up to the department just as they do for regular audits, with the exception of, the department will NOT know when the auditors are coming.
- The audit team will want to see all back-up documentation which includes:
 1. Receipts
 2. TAR's/TA's
 3. Banner list of transactions
 4. SunTrust bank statements
 5. Reconciliation sheet (with all the appropriate signatures)
- If you have a random sample audit performed before the 15th of the month, you will not be asked for back-up information of the prior month. (IE: random sample audit performed August 8th, you will not be asked for July back-up information, but may be asked for June and prior months after the last month audited)
- If you have a random sample audit performed after the 15th of the month, you may be asked for the back-up information of the prior month and previous months after the last month audited. (IE: Random sample audit performed August 20th, you may be asked to provide back-up information for July and prior months after the last month audited)
- Discrepancies that are found during the random sample audit will be cited as a finding in the auditor's report.
- You will not be given the two week grace period to correct the discrepancies that are given for regular audits, as this would defeat the purpose of the random sample audit.
- Please keep in mind that P-cards should be reconciled EVERY month at the beginning of the month. Bank statements are available online the 1st day of every month.
- Random sample audits will be in addition to regularly scheduled audits. However, you should not have a random sample audit and a regularly scheduled audit for the same period of time.

For questions or concerns, please contact the following:

P-Card Auditor, **Lan Nguyen** at lnguyen@unf.edu or ext. 2783

P-Card Coordinator, at pcardadministrator@unf.edu or ext. 1738

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