



P Card Internal Control Procedures

Control Environment

1. The Chief Financial Officer serves as the chief administrator of the program.
2. Coordinators are appointed by the Chief Financial Officer and serve as the monitors of all purchasing activity.
3. All purchases that exceed \$100 must be preapproved by the required budget authorizer based on the chart below.

Greater or Equal	Less Than	Required Approval
\$ 100	\$ 1,000	Budget Manager Signature
\$ 1,000	\$ 10,000	Cabinet Member Signature
\$ 10,000	\$ 25,000	CFO Signature
\$ 25,000	\$ 100,000	President Signature
\$100,00		BOG Approval Signature
All signature requirements are cumulative – that is multiple signature needed for any purchase over \$1,000.		

Risk Assessment

1. Department Managers request approval of cardholders for their functional areas. Approval of all cardholders is formally granted by the Coordinator and processed by the Coordinator and communicated to the CFO.
2. Monthly statements and activities are reviewed by the Coordinator for propriety.

3. In the event a questionable purchase is made, the Coordinator brings the item(s) in question to the Chief Financial Officer for follow-up and resolution.

Control Activities

1. Cardholders are not to serve as Coordinators and if such instance arises, the Coordinator must not approve their own activity.
2. Coordinator provides instruction and direction to cardholders as to the proper use of the P-Card.

Control Activities

3. Monthly statements are reviewed by the Coordinator for propriety. The Coordinator confirms that all charges on the monthly statement are for business purposes only.

Information and Communication

1. Reports are electronically generated and submitted to the Chief Financial Officer monthly. These reports are reviewed and discussed with the Coordinator on an as-needed basis.
2. The Coordinator informs the Chief Financial Officer of any and all problems associated with P-Card activity as-needed.

Monitoring

1. The Coordinator assists all cardholders in the proper use of the card. This training occurs upon a new cardholder being approved or as needed for existing cardholders.
2. The Chief Financial Officer reviews select P-Card statements quarterly to ensure compliance with proper accounting and internal control procedures.

