PCARD REVIEW PROCESS DOCUMENTS

Step 1: **Review Notification Memo (.doc)**
Notifies departments of impending reviews. This form document allows the PCard Administrator to personalize their letters and make them campus-specific, and also details the anticipated dates for the review period.

Review Checklist (.doc)
Enclosed with Review Notification Memo. This document outlines the scope of the review and allows departments to know exactly what sort of criteria will be examined.

Step 2: **Dept Notification Memo (.doc)**
Notifies Recordkeeper of potential review dates/times. Recordkeeper responds back to this memo arranging the best date/time. Recordkeeper is also requested to respond to enclosed Dept Cardholder Report (below) noting any changes or updates to the information.

Dept Cardholder Report (.xls)
Enclosed with Dept Notification Memo. This Excel document with specific Cardholder information is exported from PaymentNet. PaymentNet path is: PaymentNet > All Reporting > Cardholder/Employee > Cardholder Status Report. Query the Cardholder by last name. The Excel document will likely have to be modified to leave only the necessary information, and some information may have to be added.

Step 3: **Transaction Detail by Cardholder (.xls)**
Lists all Cardholder’s transactions during specified time period (scope of Review). The information is exported from PaymentNet. PaymentNet path is: PaymentNet > Create Query. Query using Employee Name and Transaction Dates. Create an Export File for the query and cut and paste the information into an Excel spreadsheet.

Review Worksheet (.doc)
Expanded version of the Review Checklist. This worksheet is used by the Reviewer to make notes based on the findings during the actual review. There should be one Review Worksheet for each Cardholder in a department. Also, although there is plenty of room for note taking, please remember to take copies or scan any questionable documentation so that you can refer back to those transactions directly.

Step 4: **Findings Tally (.xls)**
Used as a reference for the Reviewer. This document allows the Reviewer to note the number of occurrences for any findings within an entire department (by Cardholder). This report will help to highlight where a particular department’s weaknesses may be. An additional Findings Tally can be created to document occurrences for an entire campus (by Department).

PCARD REVIEW PROCESS DOCUMENTS

Step 5: **Final Memo (.doc)**
Accompanies the Final Summary Report. This memo thanks the department's Recordkeeper for their assistance, and notifies Supervisor(s) that the review was completed. The memo also encourages the department to provide follow-up on any of the noted exceptions.

Final Summary Report (.doc)
Follows the same format as the original Review Checklist and the Review Worksheet. The document is expanded to note any findings or recommendations, and also has a Final Interpretation at the end of the document to draw a conclusion based on all of the findings within a department.

Step 6: **Follow-up Memo (.doc)**
Issued only if a department provides follow-up to the Final Summary Report.

Final Summary Report (.doc)
Same report as initially sent with Final Memo, but with information reported in the "Follow-up" portion of the report. Please also remember to note the date of follow-up at the top of the document.