## **Purchasing Card Audit Report**

Card	hold	er N	lame:

Audit Month/Year:

Transaction Log Available: (Y) or (N)

Transaction Log Signed by Cardholder: (Y) or (N)

Transaction Log signed by Approving Official: (Y) or (N)

Transaction Log includes statement: (Y) or (N)

Total number of transactions:

Total dollar amount of transactions: (must tie to statement amount)

All transactions are in compliance: (Y) or (N) (if (N) please provide details)

Reason for Non Compliance (Please		
include copies of non-compliant documents)	Amount	Comments
uocumentaj	Anount	connents
	\$-	Grand Total of Non-Compliant Transactions
	#DIV/0!	% of Total Volume of Non-Compliant Transactions

Cardholder's signature and acknowledgement of audit results

Approving Official's signature and acknowledgement of audit results

For official use only: Cardholder - 1st, second, or subsequent offense (circle)

Approving Official - 1st, second, or subsequent offense (circle)

Cardholder - Suspension, Revocation, or referral to General Counsel

Approving Official - Suspension, Revocation, or referral to General Counsel

Original - FAS file, CC - HR employee file, CC - General Counsel (if referral is to General Counsel Office)