

Procurement Department – Fast Facts

Model Review Program

Recommended Review Program for Department Heads

- A. Each month, *obtain the Cardholder Statement of Account* and all supporting documentation for every card for which you are responsible.
- B. *Scan the statements.* Look for unrecognized or unusual suppliers - i.e., suppliers that do not appear to provide goods/services related to the unit's mission, large dollar transactions, frequently used vendors, a significant change in transaction volume compared to the prior statement, transactions with the same dollar amount, or any other patterns or unusual activity.
- C. *Pick a sample of transactions for review.* The size of the sample will vary from card to card and should provide sufficient review of card activity based on transaction volume, average transaction amount, number of different vendors used, and the items/issues identified in the statement scan in B above (e.g., unusual vendors, apparent duplicate transactions, a large increase in card use etc.).
- D. Supporting Documentation - *Ensure the transaction is adequately supported by original supplier documentation* of reasonably high quality - e.g., What was bought? Who it was purchased from? When? For how much? Does the invoice appear to have come from a legitimate business?
- E. GW/Department Purpose - *Do the goods or services support the mission of GW or the department and comply with P-Card Policy?* If not already noted, write the GW/Department purpose of the purchase on the original documentation, especially for items that could be used for personal purposes. DO Travel & Entertainment expenses follow the GW Travel & Entertainment Policy?
- F. Prices/Terms - If applicable, *do the prices paid and shipping terms agree to underlying contracts?*
- G. Legitimate Vendor - *Is the supplier a bona-fide business entity?* For unrecognized suppliers, especially if a sudden pattern of use is detected,

see if they have a business telephone listing in the Yellow Pages or one of the databases maintained by the GW Library.

- H. Existence - *Physically examine* the item(s) purchased.
- I. Value Received - *Does the GW appear to have received sufficient value* in the purchase (e.g., over reliance on a single supplier may indicate opportunities for competitive bids, etc.)?
- J. Sales Tax – *Ensure that Sales Tax is not being paid.* GW is Tax Exempt.
- K. For questionable transactions or transactions which lack adequate support documentation, *contact the Cardholder* to obtain an explanation, supporting documentation and/or reimbursement. Questionable charges for which satisfactory explanations or documentation cannot be obtained will be deemed unauthorized and/or inappropriate.
- L. *Document the items reviewed* and the results of the tests. If serious irregularities are detected, notify the Program Manager in the Procurement Department.