



Communications Alert

Your state entity's **P-Card Self-Audit** is due on **December 1, 2018**. Please send copies of the four items listed below when submitting your self-audit to doas.audits@doas.ga.gov.

- **P-Card Self-Audit** (*Only submit the P-Card Self-Audit Template. The additional worksheets provided in the example are not required.*)
- **Your entity's internal P-Card policy**
- **P-Card Self-Audit, Attestation by Internal Investigations or Audit Unit**
- **P-Card Self-Audit CFO Signature Form**

ADDITIONAL FORM

You will notice that, beginning this year, there is an additional form to be completed and signed by the head of any internal investigative or internal audit unit that you have within your state entity. Please feel free to invite this person to the training webinar offered below.

TEMPLATE, INSTRUCTIONS AND EXAMPLE

The templates and instructions below will assist you in completing your self-audit due December 1, 2018. [Please click here to download the following documents](#). (Click on P-Card Self-Audit)

- P-Card Self-Audit Template
- P-Card Self-Audit Example and Notes – This includes:
 - An example of a completed self-audit which explains how the example self-audit was completed,
 - Notes on each row of the self-audit,
 - Example Works Transaction List and Works Cardholder List (green tabs) for reference on how the example was completed, and
 - Example P-Card plan (orange tabs) for reference on how the example was completed.
- P-Card Self-Audit CFO Signature Form
- P-Card Self-Audit, Attestation by Internal Investigations or Audit Unit
- Instructions for Setting Up Cardholder List in Works
- Instructions for Setting Up Transaction List in Works

The forms will also be available online at www.doas.ga.gov.

TRAINING WEBINARS

Opportunities for training, as well for asking questions, will be provided with P-Card Self-Audit Webinars on the following dates. Please register here to attend one of the sessions listed below.

10/18/2018 10:00 AM – 11:00 AM
10/23/2018 1:00 AM – 2:00 PM

If you have any questions, please email us at doas.audits@doas.ga.gov.