Professional Development
Providing Training for
State Purchasing Professionals
Customer Focused, Performance Driven

Quick Facts

LENGTH **1 day**	
CONTACT HOURS **5**	
START TIME **9:00 AM**	
END TIME **4:00 PM**	

Evaluating P-Card Program Management

Course Description:

The purpose of this training is to provide guidance on how to conduct a self-audit of the purchasing card program. It will provide you with resources and checklists to use for ensuring your policy meets State requirements, proper card controls are established, and adequate transaction documentation is being maintained.

Audit tools discussed in this class make extensive use of Microsoft Excel. Attendees should have intermediate to advanced skills in Microsoft Excel, to include pivot tables Other features of the tools are VLOOKUP formulas, named data ranges, graphs, multiple filters, and conditional formatting.

This training will be hands-on with examples of good and bad policies, procedures, forms, and documentation. Participants should bring copies of their agency/institution policy, procedures, forms, and training materials.

Audience:

Professionals whose responsibilities include reviewing internal use of the purchasing card program. For example, Agency Procurement Officers (APOs) or University Procurement Officers (UPOs), Procurement Compliance Officers, Office Managers, Administrative Officers (Field Offices), Business Managers, Accounting Clerks.

Objectives:

At the completion of this training course, you will be able to do the following:

- Evaluate the adequacy of transaction documentation based on State purchasing and accounting requirements as well as industry "best practices".
- Evaluate your agency/institution policy to determine if improvements are needed.
- Identify allowed and prohibited transactions.
- Develop a method for evaluating the adequacy of spending limits.
- Perform a three-tiered reconciliation.
- Evaluate the overall agency card program using the self-audit checklist developed by State Purchasing Division

Prerequisites:

Quick Facts	Evaluating P-Card Program Management
LENGTH **1 day**	▪ Familiarity with their own agency/institution program, policies, procedures, and forms.
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START TIME **9:00 AM**	
END TIME **4:00 PM**	