

## **TIP OF THE MONTH:**

### ***Why do I receive a P-Card Audit form on some charges but not on others?***

We review the monthly FBM reports as part of our grant monitoring process. All P-Card purchases are looked at during that review. If it's not clear what the purchases are for or how they benefit the grant, then we ask for documentation on that charge. This documentation is kept in the grant file.

Any time the vendor is Wal-Mart, Amazon, Matthews Bookstore, Best Buy, Reasors, etc., then we will always need backup documentation on the purpose of the charge. You might find it more convenient to go ahead and fill out the P-Card form and send it to us with the backup documentation when you have a charge from any of these vendors.

In addition, Stillwater does a quarterly audit and may ask for documentation on any P-Card charge.

Attached is a copy of the P-Card Audit form. You can also find it on our website by going to Centernet – Faculty & Staff – Grants & Contracts

or at:

[http://centernet.okstate.edu/fac\\_staff/grants\\_contracts/index.cfm](http://centernet.okstate.edu/fac_staff/grants_contracts/index.cfm)