

Audit Checklist

Date: _____

School: _____

Purchasing				
Purchase Orders	Yes	No	Not Required	Comments
Are purchase orders printed and kept on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are packing slips attached to each purchase order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are packing slips stamped "received", dated and signed by the receiver?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are bids attached to purchase orders that require bids?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are agendas, logs and participant lists attached to purchase orders which require them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are invoices attached to purchase orders and stamped "Paid"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is sole vendor letter attached to purchase order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SIPPS				
Are SIPP payments printed and kept on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are packing slips attached to each SIPP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are packing slips stamped "received", dated and signed by the receiver?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are bids attached to any SIPP that is over \$250?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are agendas, logs and participant lists attached to SIPPS which require them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are invoices attached to SIPPS and stamped "Paid" and dated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

P-Card				
	Yes	No	Not Required	Comments
Is a Monthly P-Card Usage Log kept on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are receipts attached to the P-Card Usage Log?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reviewer: Preparer:
Is there detailed information for each purchase? Vendor name Date of Use Description of Item Quantity Unit Cost Purpose Total Amount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are packing slips attached to the P-Card Usage Log	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are packing slips stamped "received" and signed by the receiver?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are invoices attached to P-Card Usage Log and stamped "paid" and dated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Were taxes paid on any purchase order, sipp or p-card purchase?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Were food expenditures within the SOP guidelines? <u>At Worksite:</u> Light refreshments \$3 per person Modest meals \$8 per person <u>DOE Sponsored Meeting, Conferences or Retreats</u> Breakfast \$12 per person Lunch \$18 per person Dinner \$31 per person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Principal Name:		Signature:		

Reviewer: