

INTERNAL AUDIT AND ARCHIVE

All credit card charges are subject to audit. The district has developed procedures for archiving credit card documentation for audit purposes. Detailed procedures related to archiving receipts and statements for audit purposes are available through your campus business office.

Original card statements and original detailed receipts with a description of the purchase must be retained by the cardholder, and upon request, must be provided for audit purposes. Routine audits will be conducted at random on a monthly basis. If irregularities are found in the audit, the cardholder is subject to revocation of the procurement card and prosecution for any illegal or unauthorized purchases.

The cardholder must keep the receipts and statements for a period of three years. Note that this requirement may vary for purchases involving Federal or State grants. Please refer to the grant guidelines for applicable document retention requirements.

CARDHOLDER RELOCATION, LONG TERM LEAVE, RETIREMENT OR TERMINATION

When a cardholder changes location or leaves the employment of SMCCCD, they must:

- Contact the Campus Business Office to update default account and mailing address for relocation
- Relinquish their file of receipts and card statements to their immediate supervisor, and
- Surrender their procurement card to their Campus Budget Officer prior to their exit interview with Human Resources; or if they are a District Office employee, surrender their procurement card to Human Resources during their exit interview.
- Human Resources will send email notification about the termination to the Campus Budget Officers and appropriate departments for all terminated employees.

When a cardholder takes a long term leave from the district (sabbatical, maternity, illness, etc.) the Campus Business Office should be notified and the Budget Office will deactivate the card for the duration of the leave.