Checklist 4—Screening Acquisition Cards/Credit Cards for Possible Wrongdoing and Fraud

For “Yes” answers, auditors should:

* determine the reasons for the Yes answer,
* assess the significance of any Yes answers, and
* assess the implication of several Yes answers and how they relate.

The auditor should consider undertaking additional work to clarify or resolve these warning signs or red flags.

Auditors can amend the questions or add questions as appropriate to reflect the uniqueness of the entity.

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| **QUESTIONS** | **YES** | **NO** | **COMMENTS** |
| 1. Are multiple purchases made at the same vendor on the same day?
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| 1. Are purchases made with an odd business vendor or with a vendor where credit cards are not normally used?
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| 1. Are receipts supporting statement transactions incomplete or non-existent?
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| 1. Is there a lack of monthly review of acquisition card statements?
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| 1. Do cardholders make purchases on weekends, during their vacation time or on special leave?
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| 1. Is there any evidence that a cardholder has personal financial difficulties?
 |  |  |  |
| **Other Questions** |  |  |  |