

LaCarte Purchasing Card Program Audit Reports

At a minimum, the following reports must be run monthly, reviewed, and all results must be addressed accordingly. Documentation must be maintained on file.

Report Name	Used For	Report Should Produce	System
Activity in Closed/Suspended Account	The rule is designed to display transactions that occur in closed or suspended accounts (including lost or stolen card accounts).	This report will show any charges made against a card that was cancelled or suspended. Should be reviewed to ensure that all transactions are valid.	VISA IntelliLink Rules
Airline Incidentals	Transactions with airlines that could potentially be for incidentals and/or baggage fees, which are not allowed by state policy.	Charged to the purchasing card with a value of \$100.00 or less. Possible airline incidents, baggage fees, and/or excess or overweight baggage fees are not allowed by state policy unless approval has been received.	VISA IntelliLink Rules
Hotel Incidentals	Transactions for potential hotel incidents are not allowed under state policy. The report captures purchases under \$50.	Charged to the purchasing card with a value of \$50.00 or less. Incidents are not allowed as per the state's policy unless approvals are obtained.	VISA IntelliLink Rules
Non-Contracted Car Rental	Transactions for non-contracted car rental companies. Does not include Enterprise, National, or Hertz.	This report would show all rentals that were contracted through a rental company other than Enterprise, National, or Hertz.	VISA IntelliLink Rules
Single Transaction Limit Exceeding \$5,000	Transactions exceeding \$5,000 should be monitored.	This is a single transaction of over \$5,000, which is not allowed without approval.	VISA IntelliLink Rules
Sales by Line Item	Displays transactions that have line item detail information.	A high-level review report that shows line item details. . This report shows only those vendors that report line item detail (Level 3). Therefore, the report probably will not include many purchases for each cardholder as level three vendors are very limited	VISA IntelliLink Reports
Decline Report	Shows declined attempts by cardholders.	Shows when a cardholder attempts to purchase an item or from a vendor that is not allowed or blocked.	BOA Works
Card Status Report	Shows the status of each card.	Lists cardholder name, profile, and single transaction limit.	BOA Works
Single Transaction Limit Audit (Split Purchase)	Detects purchases above limit and split purchases.	Shows multiple transactions made to the same vendor or similar vendors on the same day.	BOA Works

All reports listed above must be documented and certified by the 14th of each month at the [PCard Compliance Portal](#).