May 16 Board of Trustees Meeting
Audit Assignment from Administration

• Audit of University Credit Card ("P-Card") Transactions (in progress)

• Period under Review: May 2009 through April 2011

• Average Annual Spend on P-Cards: $60 million

• Sample of Entire University P-Cardholder Population

• Targeted Sample of …

✓ senior leaders and deans
✓ business managers
✓ administrative assistants
May 16 Board of Trustees Meeting  
Audit of University P-Card Transactions

- Identify unusual vendors
- Analyze business meal and entertainment expenses
- Analyze stewardship and community cultivation expenses
- Review high-dollar transactions
- Review high-dollar cardholders
- Identify “split” transactions (which circumvent maximum purchase limits)
- Analyze travel expenses and identification of “side trips”
- Identify delivery of goods to non-University locations
- Analyze requests for reimbursement from UT Foundation
- Analyze employee reimbursements to the University
- Determine effectiveness of supervisory review process