

Checklist for Reviewing VISA Logs

1. Put your initials at the top corner of Cover Sheet to verify audit.
2. Verify all blocks on the log sheet are filled in (Using N/A when applicable).
3. Vendor Block:
 - a. Refer to **DMBE SWaM Business Codes**
 - i. Is the block above filled in with a code?
 - ii. Is it a valid code?
 - iii. If EP code used- make a note to check if approved by Materiel Management.

If any of the items in #3 are wrong- make a note to request an explanation of how they filled out SWaM codes.

4. Description block:
 - a. Does the item require a release from a **MANDATORY CONTRACT** and was one obtained?
If mandatory contract release is not obtained, make a note to request an explanation of why a release was not obtained.
5. Order placed in **eVA** block:
 - a. If marked yes- you should see in the eVA **REFERENCE NUMBER** block, a PCO/DO #.
 - b. If marked NO or N/A then in the **eVA EXCLUSION NUMBER** block- you should see an exclusion number.
 - c. If you do not see an exclusion number and the **PICKED UP ORDER** block is marked "yes" an exclusion number of 17 should have been placed in the **eVA EXCLUSION BLOCK**.
 - d. Check the receipts from the vendor to verify that the item was picked up and card "swiped."
 - e. If the **PICKED UP ORDER** is blank and an exclusion number is referenced in the **eVA EXCLUSION NUMBER** block, you need to verify that the correct exclusion number is being used according to the item purchased in the **DESCRIPTION** block.
If any of the items in #7 are wrong- make a note for a request for explanation of why they filled out the blocks improperly.
6. Check Insurance block to see if it was verified that vendor had insurance if this was a service provided on campus.
7. Verify eVA 2% charge is correct on the bottom of Visa Cover Sheet.
8. Make a copy of Cover Sheet with 2 % charges and Log Sheet.
9. Submit an email to cardholders and their approver of infractions found with a response back to Materiel Management within three days.
10. If this is a recurring infraction, notify Director of Materiel Management.