

### .03 EBT QUEST Card - Inventory - Daily EBT Card Audit

**REVISION 03**  
(01/01/08 – 03/31/08)

To ensure that all previously issued QUEST cards are accounted for, the Local Office Manager (LOM) or the LOM's designee must perform an EBT card audit daily. The daily EBT card audit must be completed by close of business on the day that the [OTC Issuance Report](#) is available in SARS. Review all the EBT cards indicated on the OTC Issuance Report. The report displays all EBT cards that were issued two work days prior to the audit date.

#### **EXCEPTION**

The Daily EBT Card Audit (FAA-1206A) form is not completed for days that cards are not issued or when the OTC Issuance Report is not available. When the OTC Issuance Report is not available, the FAA-1206A must be completed by close of business the work day the report becomes available.

Complete the daily audit as follows:

- Print the OTC Issuance Report every day. (See [SAR- EBT Reports](#))
- Compare the OTC Issuance Report to the EBT Card Issuance Log (FAA-1007A) from two days earlier.
- Document the FAA-1206A. The FAA-1206A is available in Outlook and includes the instructions on how to complete the form. (See [Outlook Public Folders](#))
- After completion, attach the FAA-1206A to the OTC Issuance Report, and place in a secure area designated and monitored by management.

(See [Example EBT Daily Card Audit](#))