

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

To ensure that all previously issued QUEST cards are accounted for, designated management, or their delegates must perform a daily EBT card audit by 10 AM the every work day. Review all the EBT cards issued two work days prior to the audit date.

EXCEPTION

The Daily EBT Card Audit (FAA-1206A) form is not completed for non-card issuance dates or when the OTC Issuance report is not available. When the OTC Issuance report is not available, the FAA-1206A must be completed by 10 AM 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 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 that is monitored by management.

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