

Reclamation Manual

Directives and Standards

Travel Business Line Approving Official Statement Review Checklist

Note: For travel items, original receipts are attached to the travel voucher:

1. Are all of the charges in conjunction with official government travel?
2. Were travel transactions incurred for other people? The travel card is for the named cardholder's travel only, unless you are specifically authorized to use it for other people (e.g. a fire crew chief, certain job corps employees, or other authorized emergency situations).
3. Are there any personal expenses on the statement? Since travel expenses such as rental cars are centrally billed pay close attention for personal use or hotel charges for a voluntary weekend stay that may not be charged on the Government card. Pay close attention to weekend or holiday charges.
4. Are there any fuel charges for a privately owned vehicle (POV)? Look for fuel charges in the local area and/or without a corresponding rental vehicle. Mileage reimbursements on the travel voucher include the cost of fuel; the Government charge card may not be used for POV fuel charges.
5. Are Automated Teller Machine (ATM) withdrawals associated with official travel? Are amounts of the withdrawals within the limit allowed by bureau or departmental policy?
6. Are ATM advances taken more than 5 days prior to the beginning of the trip or after the last day of travel?
7. Was the last monthly statement paid on time? Is the account past due?
8. Are there personal charges on the hotel bill (e.g., movies and room service meals). Specific guidance can be found in the Federal Travel Regulation (FTR 41 CFR 300-304). You can seek additional assistance from your Finance Office and the Office of Financial Management's (PFM) web page at (<http://www.doi.gov/pfm/travel.html>).
9. Is the statement signed and dated by the cardholder?
10. Have you signed and dated the statement as the approving official (AO)?

Reclamation Manual

Directives and Standards

Purchase Business Line Approving Official Statement Review Checklist

Note: For any transaction which you need clarification on the regulations, approvals and/or waivers, limits, etc., please contact your regional Purchase Line Card Coordinator (PLCC) for assistance.

1. Is the purchase transaction necessary and appropriate to execute the program mission?
2. Does the price paid appear to be reasonable?
3. Is the transaction amount within the single purchase limit of the cardholder?
4. Is the purchase transaction made in accordance with the applicable Federal Acquisition Regulation (FAR), Department of the Interior Acquisition Regulation (DIAR), and Reclamation Acquisition Regulations (RAR)?
5. When applicable, were purchases obtained from required sources such as the warehouse or Ability One (formerly Javitis-Wagner-O'Day Program (JWOD))? (Refer to FAR Part 8.002, Priorities for Use of Government Supply Sources)
6. Were transactions split into smaller purchases to circumvent the cardholder's single-purchase limit?
7. Does an original invoice, receipt, packing list or shipping documents, support the purchase transaction for any dollar amount.
8. In instances where the transaction was made for other than the cardholder, was the receipt clearly documented with that individual's signature as the receiver and is there documentation approving the purchase prior to the purchase being completed (purchase request email, etc)?
9. Are the transaction receipts itemized? Does the itemized invoice/receipt match the amount on the statement of account?
10. Has the invoice or receipt been altered in any way?
11. Is the item purchased a sensitive item? If so, you should ensure that it was entered into the property system.
12. Is the item purchased a prohibited item, or does it require special approvals or waivers prior to purchase (i.e. IT equipment, clothing, awards, food, personal protective equipment)? You

Reclamation Manual

Directives and Standards

- should ensure that cardholders are not making prohibited charge card purchases, and that they have obtained any necessary approvals or waivers for items that require them prior to purchase.
13. If the item was improperly charged to the cardholder, were dispute procedures followed in a timely manner (within the 60 day limitation)?
 14. If a transaction appears to be fraudulent has the Bank of America (BANK), the Agency/Organization Program Coordinator (A/OPC), and the PLCC been notified?
 15. If a transaction was incorrectly billed, were procedures followed to move an individually billed item to centrally billed (or visa-versa)?
 16. Have cost allocations been annotated on the statement and has appropriate action been initiated to ensure timely cost transfers (prior to the next billing cycle)?
 17. Do statement transactions contain concise descriptions of the item(s) purchased?
 18. Is the statement signed and dated by the cardholder?
 19. Have you signed and dated the statement as the AO?

Convenience Check Review Checklist

Note: For convenience check transactions you must consider the previous checklist items and the following checklist items:

1. Was the convenience check the last payment option? (A convenience check must not be used if the vendor accepts the charge card or is willing to accept an electronic payment. The account is charged a 1.9 percent fee for each convenience check written.)
2. Was the convenience check made payable to a prohibited source? For example, checks cannot be payable to self, any Federal employee, or cash.
3. Was the convenience check written for a travel-related expense? The use of convenience checks for the travel business line is prohibited.
4. Are all checks written for \$2500 or less per Treasury Regulation?
5. Is the carbon copy of the check attached to the invoice?
6. Has an IRS 1099 form been completed and submitted to Finance for processing for applicable service acquisitions? (For additional guidance on IRS 1099 preparation contact your regional PLCC.)

Reclamation Manual

Directives and Standards

Fleet Business Line Approving Official Statement Review Checklist

1. Is the transaction only for the vehicle/equipment assigned to the card, e.g. fuel, maintenance and repairs only? A purchase for a personal vehicle or leased General Services Administration (GSA) vehicle is not authorized.
2. Is the purchase an authorized use of the card? Examples of unauthorized use include: food, beverages, cigarettes, miscellaneous grocery or sundry items.
3. Does an original charge slip, register receipt, or invoice support the transaction?
4. Does the receipt amount match the amount on the statement of account?
5. Ensure the original charge card statement and supporting documentation is filed in accordance with all local requirements and procedures.
6. Was the purchase for bulk fuel? Bulk fuel charges should not be made on cards assigned to a specific vehicle or piece of equipment. Only bulk fuel charge cards must be used.
7. Are there excessive purchases (e.g., gasoline purchases of 20 gallons each in two days in a sedan)? This could be a sign that unofficial acquisitions are occurring.
8. Are drivers entering proper information (odometer readings or drivers IDs) for tracking purposes when prompted at the pump?
9. Are account statements/cover certificate(s) signed and dated by both the designated cardholder and the fleet AO or fleet manager.
10. Have all repair and maintenance activities been annotated on the appropriate motor vehicle or heavy equipment historical record?