Cardholder Name:	Rating:
Installation:	Date of Review:
CH Account No.:	
Period of Review:	
BO Name:	
BO Company No.:	

	A. DOCUMENTATION REQUIREMENTS	YES	NO	N/A
1.	The CH inputs all pertinent information in ACCESS to include the			
Critical	following:			
	a. Transaction Date			
	b. Merchant			
	c. Transaction Amount			
	d. Requestor Name			
	e. Item/Non-Personal Description in Comment Section			
	COMMENTS:			
2.	Are all pre-purchase approvals supported by a valid written			
Critical	authorization that describes what is to be purchased and signed by			
	someone with authorized requisitioning authority approval?			
	COMMENTS:			
_				
3.	Are CH's monthly online statements of account supported by the			
Critical	following documentation?			
	a. Purchase card receipt and/or itemized invoice to support each			
	transaction. If these are not available, is there a statement indicating why receipt and/or itemized invoice are not available, i.e., telephone			
	order?			
	b. Proof of delivery or completion of performance; e.g. receiving report.			
	c. Description on receipt and/or cash register tape of each item			
	delivered.			
	d. Disputed transactions are annotated in file			
	e. Receipts and documentation are in an organized file.			
	COMMENTS:			

	A. DOCUMENTATION REQUIREMENTS - Continued	YES	NO	N/A
4.	Does the CH have on file at the time the inspection the following:			
	DAU Initial Training Certificate			
	Current DAU Refresher Training Certificate			
	Appointment Letter			
	Annual Ethics Training Certificate			
	COMMENTS:			
5.	Does the CH have a copy of his/her delegation of contracting authority			
Critical	for GPC use on file?			
	COMMENTS:			
		VEC	NO	NI / A
1.	B. CARD USAGE REQUIREMENTS Does the CH comply with the requirement to purchase items from	YES	NO	N/A
Critical	mandatory sources? CH has properly justified purchases of office			
	products from other than authorized merchants, Blanket Purchase			
	Agreements (BPAs), and/or DoD EMALL. COMMENTS:			
	COMINIENTS.			
2.	Does the CH safeguard his/her card (for example, by not allowing others			
2. Critical	Does the CH safeguard his/her card (for example, by not allowing others to use card or account number)?			
	to use card or account number)?			
	to use card or account number)?			
Critical	to use card or account number)? COMMENTS:			
Critical 3.	to use card or account number)? COMMENTS: Has the CH split purchases to circumvent the single purchase limit?			
Critical	to use card or account number)? COMMENTS:			

	B. CARD USAGE REQUIREMENTS - Continued	YES	NO	N/A
4.	Goods and services purchased over-the-counter or by telephone must be available for immediate delivery. Has back-ordering or partial delivery been permitted? COMMENTS:			
5.	Did the CH rotate sources when placing repeat orders? COMMENTS:			
6.	Does the CH know and comply with his/her monthly spending limit? Is the limit justified based on past history? (Note: Adjust the monthly limit as appropriate.) COMMENTS:			
7. Critical	CH should not pay any U.S. taxes. Is there any indication that U.S. taxes are being paid for purchases? COMMENTS:			
8. Critical	 GPC is for Official U.S. Government use only. Are there instances of prohibited purchases? a. Cash advances (gift certificates, money orders, traveler checks) b. Advance payments except for subscriptions or publications c. Long term rental or lease of land or buildings d. Aircraft fuels e. Repair of leased GSA vehicles f. Major telecommunication systems g. Wire transfers h. Savings bonds i. Foreign currency j. Dating & escort services k. Betting, casino gaming, off-track betting l. Transactions with political organizations m. Fines n. Court costs, alimony, child support o. Bail & bond payments p. Tax payments 			

	B. CARD USAGE REQUIREMENTS - Continued	YES	NO	N/A
9.	Did the cardholder seek fair and reasonable prices to be paid for goods and services? And, was justification documented? COMMENTS :			
10.	Does the CH document all transactions that posted to the statement of account but were not received, and use a tracking system to verify their subsequent delivery? COMMENTS:			
	C. PROCESSING REQUIREMENTS	YES	NO	N/A
1. Critical	Has the CH provided the monthly online statement of account and supporting documentation to the BO for review? COMMENTS:			
2. Critical	Does the CH reconcile all transactions within three (3) business days of end of billing cycle? COMMENTS:			
3.	Does the CH follow the appropriate procedures for disputing transactions? COMMENTS:			
4.	Has the BO acted on behalf of the CH during the review period? COMMENTS:			
5.	Does the CH use the reallocation feature properly? COMMENTS:			

	D. MISCELLANEOUS REQUIREMENTS			
1. Critical	Has the CH complied with the installation and/or directorate policy on property accountability? Are items with a manufacturer's serial number accounted for? COMMENTS:	YES	NO	N/A
2. Critical	Has the CH failed to notify the BO and APC of any lost, stolen, or compromised purchase cards within 5 calendar days of occurrence? COMMENTS:			
3.	Is there a separation of duties between the CH, BO, and FM? (Note: A single individual cannot buy, receive, and approve/certify funds availability for purchases.) COMMENTS:			
4.	Does the cardholder use electronic commerce tools, such as GSA eBuy, FedBid, and eMall to procure purchases COMMENTS:			
5.	Does the cardholder have a copy of the most recent Army NAF SOP? COMMENTS:		<u> </u>	

ADDITIONAL NOTES: