

**ARMY NAF GOVERNMENT PURCHASE CARD PROGRAM  
CARDHOLDER ACCOUNT REVIEW CHECKLIST**

Cardholder Name: \_\_\_\_\_ Rating: \_\_\_\_\_

Installation: \_\_\_\_\_ Date of Review: \_\_\_\_\_

CH Account No.: \_\_\_\_\_

Period of Review: \_\_\_\_\_

BO Name: \_\_\_\_\_

BO Company No.: \_\_\_\_\_

	<b>A. DOCUMENTATION REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. <b>Critical</b>	The CH inputs all pertinent information in ACCESS to include the following: a. Transaction Date b. Merchant c. Transaction Amount d. Requestor Name e. Item/Non-Personal Description in Comment Section <b>COMMENTS:</b>			
2. <b>Critical</b>	Are all pre-purchase approvals supported by a valid written authorization that describes what is to be purchased and signed by someone with authorized requisitioning authority approval? <b>COMMENTS:</b>			
3. <b>Critical</b>	Are CH's monthly online statements of account supported by the 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. <b>COMMENTS:</b>			

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



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	<b>B. CARD USAGE REQUIREMENTS - Continued</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
9.	Did the cardholder seek fair and reasonable prices to be paid for goods and services? And, was justification documented? <b>COMMENTS:</b>			
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? <b>COMMENTS:</b>			
	<b>C. PROCESSING REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. <b>Critical</b>	Has the CH provided the monthly online statement of account and supporting documentation to the BO for review? <b>COMMENTS:</b>			
2. <b>Critical</b>	Does the CH reconcile all transactions within three (3) business days of end of billing cycle? <b>COMMENTS:</b>			
3.	Does the CH follow the appropriate procedures for disputing transactions? <b>COMMENTS:</b>			
4.	Has the BO acted on behalf of the CH during the review period? <b>COMMENTS:</b>			
5.	Does the CH use the reallocation feature properly? <b>COMMENTS:</b>			

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<b>D. MISCELLANEOUS REQUIREMENTS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. <b>Critical</b>	Has the CH complied with the installation and/or directorate policy on property accountability? Are items with a manufacturer's serial number accounted for? <b>COMMENTS:</b>			
2. <b>Critical</b>	Has the CH failed to notify the BO and APC of any lost, stolen, or compromised purchase cards within 5 calendar days of occurrence? <b>COMMENTS:</b>			
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.) <b>COMMENTS:</b>			
4.	Does the cardholder use electronic commerce tools, such as GSA eBuy, FedBid, and eMall to procure purchases <b>COMMENTS:</b>			
5.	Does the cardholder have a copy of the most recent Army NAF SOP? <b>COMMENTS:</b>			

**ADDITIONAL NOTES:**