

ARMY NAF GOVERNMENT PURCHASE CARD PROGRAM

**QUARTERLY REVIEW CHECKLIST
FOR
CONVENIENCE CHECKS QUARTERLY REVIEWS
*Convenience Check Account***

ACCOUNT NAME:	DATE REVIEWED:
ACCOUNT NO:	BILLING OFFICIAL

	Y	N	N/A
1 Is the checking account maintained under a separate "cardless" account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Have any checks been written for more than \$3,000?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Are the check administrative costs accounted for in the check writer's purchase log?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Are internal controls established to avoid duplicate payments for any checks, which are mailed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Does check writer capture all necessary 1099 data for IRS reporting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Are checks stored in locked containers when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Have any checks been written by someone other than the checking account holder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Have checks been written for items to be delivered beyond 15 days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Were checks written for any Prohibited Purchases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 If Stop Payment actions were processed against any check, was the charge deducted from the funds documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Does check writer account for checks written, but not processed by the Bank when reconciling his/her accounts to assure adequate funds are available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Does the billing official conduct quarterly surveillance reviews?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Does the billing official maintain original supporting documentation for closed cardholder/check writer accounts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checkholder's Printed Name:			
Checkholder's Signature:	_____		Date: _____
Account Number:	_____		
Signature of Reviewer – APC:	_____		Date: _____