



## GPC Cardholder Purchase Checklist

<b><u>Prior to the purchase:</u></b>
Does this agency have a bona fide need for this purchase?
Is it for official Government use?
Is the purchase authorized under the DHRA GPC program?
Is the DHRA GPC Document 4 completely filled out and signed by the requestor, the requestor's supervisor and the billing official?
Is the transaction amount within the established single purchase limit of \$3,500 for supplies, \$2,500 for services, or \$2,000 for construction? (If overseas, the single purchase limit for supplies and services is \$30,000, and for construction it is \$2,000.)
Are funds available?
Is this a split purchase?
Are needed prior-to-purchase special approvals obtained?
Is this a prohibited or excessive purchase?
Were priority sources for supplies and services checked?
Did you purchase "green" items?
Have you rotated sources?
Is this a fair and reasonable price?
<b><u>During the purchase:</u></b>
Does the merchant accept a credit card? (If not, find a different merchant.)
Does the merchant understand there will be no state or federal sales tax?
Does the merchant use a third party for payment (e.g., PayPal)? If PayPal is used, attempt to find another merchant who does not use PayPal; if no other merchant is available, be sure to document the file that there was no other available source.
Are the items available for immediate delivery and can be delivered within 30 days of purchase?
Does the merchant understand he cannot charge a fee for use of a credit card?

Does the total purchase price include transportation, shipping and any handling charges?
Does the merchant agree to charge the purchase card only when the item is shipped, not prior to shipment?
Do you have the name and other contact information for the person providing the price quote?
Will the merchant cite the requisition number on the itemized receipt/invoice?
Did you maintain a log of telephone conversations?
<b><u>Does my transaction paperwork include?</u></b>
Completed and signed DHRA GPC Document 4, signed prior to the purchase?
Transaction log with information related to the purchase completed at the time of purchase and updated when the item is received?
All paperwork relative to the transaction, such as internet printouts, invoices, receipts, emails, notes of telephone conversations, packing slips?
Memoranda for record relative to repeated purchases that might appear to be split purchases, nonrotation of merchants, or otherwise questionable purchases?
Transaction file for each transaction in the order listed on the transaction log?