

Billing Official Monthly Review Checklist



This checklist is for Billing Official/Certifying Officer use in completing cardholder (CH) billing statement reconciliation, receipt, and acceptance, and dispute procedures prior to certification. The checklist is intended as a reference tool for use in examining the cardholder purchase card statement from the U.S. Bank.

Completed
1. Review the CH statement and approval online and review supporting documentation.
2. Review purchases for each CH to determine whether all transactions were authorized government purchases in accordance with FAR, DFARS, and other government agency policy and procedure, as applicable.
3. Reconcile supporting documentation with details on the billing statement.
4. Review past transactions that were certified for payment without proof of receipt and acceptance to confirm acceptance and receipt with the CH. If receipt cannot be confirmed, direct the CH to dispute the transaction within 90 days from the date the transaction posted.
5. Annotate appropriately suspected cases of improper, abusive or questionable purchases. If the questionable transaction is disputable, the Bank dispute process should be followed along with notification of all required individuals as directed by agency procedures. If the transaction is not disputable, the Certifying Officer should notify the Cardholder Supervisor and the Agency Program Coordinator (APC) for investigation.
6. In the case of suspected fraud by government personnel (e.g., CH/receiver), document the suspected fraud and notify the Cardholder Supervisor and the APC so the transaction(s) can be investigated.
7. Execute electronically the Billing Official/Certifying Officer statement within 5 working days of the close of the billing cycle.
8. Retain a copy of the billing statement for 6 years and 3 months.