


## CARDHOLDER GPC CHECKLIST

	<b>Name:</b>		
	<b>Billing Official:</b>		
	<b>Date:</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Does the Cardholder (CH) maintain an appointment letter delegating specified procurement authority, a signed Statement of Understanding, and training certificates required for appointment (initial DAU GPC, PCOLS, Section 508, WBT)?			
2. Has the CH completed annual refresher training?			
3. Does the CH obtain all required pre-purchase approvals and signatures on the DHRA GPC Document 4?			
4. Are purchases proper, legal, and satisfy a bona fide needs requirement?			
5. Does the CH maintain supporting documentation for each transaction?			
6. Does the CH ensure sales tax is not paid on any purchase?			
7. Are all purchases documented in the Access Online transaction log and in the CH's Monthly Balance Sheet?			
8. Does the CH ensure items ordered are independently received by another DoD employee?			
9. Does the CH approve and reconcile the monthly billing statement within three days of the end of the billing cycle?			
10. Does the CH notify the Property Book Officer of the purchase and receipt of all accountable property?			
11. Does the cardholder take appropriate follow-up action on any items approved by payment but not yet received; and notify the Bank within 60 days from the cycle end date?			
12. Does the CH forward the Monthly Balance Sheet and supporting documentation to the Billing Official prior to going TDY or taking leave at statement approval time?			
13. Does the CH maintain his card in a secure location (ie, locked cabinet/drawer/safe)?			
14. Does the CH maintain GPC transaction paperwork for 3 years from date of purchase?			

**COMMENTS:**