

## AGENCY PROGRAM COORDINATOR GPC CHECKLIST



<b>Name:</b>	
<b>Office:</b>	
<b>Date:</b>	

	Yes	No	N/A
1. Has mandatory training been completed for Cardholders (CH) and Billing Officials (BO), to include face-to-face and refresher training?			
2. Do appointment letters exist for CHs and BOs advising of purchase limits and responsibilities?			
3. Are files maintained for all CHs and BOs with copies of appointment letters, training certificates, and audit reports?			
4. Does each BO have no more than 7 cardholder accounts?			
5. Are BO accounts and all CH accounts under each BO audited annually to ensure conformance to policy, guidance, and procedures?			
6. Is a master list maintained of all audits performed and audit results?			
7. Is a current list of all DoD-wide blocked Merchant Category Codes maintained?			
8. Are GPC program reports, including but not limited to, quarterly Office of Management and Budget (OMB) reports, monthly performance metrics reports, and an annual review of the GPC Program, prepared in a timely manner?			

**COMMENTS:**