

## BILLING OFFICIAL GPC CHECKLIST



<b>Name:</b>
<b>Supervisor Name:</b>
<b>Date:</b>

	Yes	No	N/A
1. Does the BO have an appointment letter delegating specified approval authority, a Statement of Understanding and training certificates required for appointment (initial DAU GPC, PCOLS, Section 508, WBT, CO training)?			
2. Has the BO completed annual refresher training?			
3. Does the BO approve and certify the monthly statement within 5 business days from the close of the billing cycle?			
4. Does the BO maintain copies of all monthly statements for 6 years and 3 months?			
5. Does the BO maintain original supporting documentation for closed CH accounts for 3 years after transaction date?			
<b>COMMENTS:</b>			