

BO Government Purchase Card (GPC) Auditable Files

Continue with additional cardholders as necessary

Cardholder #2 Purchase Log/ CH Statement and all ORIGINAL documentation supporting each transaction on the Billing Statement. Documentation shall include pre-approvals, invoices, credit card receipts, packing slips, coordination's, etc. in chronological order.

Cardholder #1 Purchase Log/ CH Statement and all ORIGINAL documentation supporting each transaction on the Billing Statement. Documentation shall include pre-approvals, invoices, credit card receipts, packing slips, coordination's, etc. in chronological order.

BO Control Log & Monthly Billing Statement (available via AXOL)

Monthly documentation

Oct 10

******ONE FILE PER MONTH PER BO ACCOUNT******

Blanket Exceptions (i.e. Safety Memo for monthly cleaning Supply/oil purchase)

FILE 4 "Section" *Optional*

BO Annual Inspection Checklists for each cardholder

FILE 3 "Section"

Training Certificates DAU/Classroom

Original Nomination Packet / Appointment Letters

FILE 2 "Section"

Command SOP (if applicable)

INTERNAL SOP from BO

Ft. Dix SOP

Army SOP

FILE 1 "Section"

Administrative Files