

**ARMY CONTRACTING COMMAND - ROCK ISLAND GOVERNMENT PURCHASE CARD PROGRAM
MONTHLY REVIEW CHECKLIST**

For use by Billing Official/Alternate Billing Official in completing cardholder billing statement reconciliation, receipt and acceptance, and dispute procedures prior to certification. Checklist is intended as a reference tool for use in examining the cardholder purchase card statement from the card-issuing bank.

ACCOUNT NUMBER:

ACCOUNT TYPE:

APPROVING OFFICIAL NAME:

DATE:

BILLING STATEMENT DATE:

REVIEW STEPS

DATE COMPLETED

1. Obtain the cardholder statement, supporting documentation, and certification from the cardholder.

2. Review purchases for each cardholder to determine whether all transactions were authorized government purchases in accordance with the FAR, DFARS, and other government agency policy and procedure, as applicable.

3. Reconcile supporting documentation with details on billing statement. Also, review for adequacy the purchase log entries for those transactions.

4. Resolve any questionable purchases with the cardholder and, if necessary, advise the cardholder to dispute transactions with the card-issuing bank. Annotate disputed transactions on supporting documentation.

5. Review past transactions that were certified for payment without proof of receipt and acceptance, to confirm acceptance and receipt with the cardholder. If receipt cannot be confirmed, then direct the cardholder to dispute the transaction.

6. 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 appropriate investigative office and the Agency Program Coordinator for investigation.

7. In the case of suspected fraud by government personnel (e.g., cardholder/receiver), document the suspected fraud and notify the appropriate investigative office and the Agency Program Coordinator so the transaction(s) can be investigated.

8. Retain a copy of the billing statement and originals of supporting documentation (e.g., approvals, receipts, logs, invoices, delivery orders).

9. Sign or execute electronically, the approving official and certifying officer certification statements and forward the certified statements to the disbursing office.

SIGNATURE

NAME:

DATE: