



Approving Official Checklist

Note to AO: It is required that you review cardholder transactions on a monthly basis. Use this checklist as a guide for reviewing the transactions in accordance with [DR 5013-6](#) and [OMB Circular A-123, Appendix B](#). If a cardholder leaves, immediately notify the LAPC to cancel the card and assure that automatic recurring transactions such as subscriptions and/or FedEx are canceled.

	YES	NO
All transactions were for official Government business and represent legitimate needs of the Government.	<input type="checkbox"/>	<input type="checkbox"/>
Transactions are within the cardholder's single purchase limit.	<input type="checkbox"/>	<input type="checkbox"/>
Adequate item descriptions for transactions are entered and approved as required.	<input type="checkbox"/>	<input type="checkbox"/>
Prior approval was obtained before procuring the supplies/services.	<input type="checkbox"/>	<input type="checkbox"/>
Split transactions can be seen.	<input type="checkbox"/>	<input type="checkbox"/>
There is adequate documentation to support transactions.	<input type="checkbox"/>	<input type="checkbox"/>
For transactions over \$300 there is evidence of independent receipt and acceptance from someone other than cardholder on file.	N/A	N/A