

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"/>
Was prior approval obtained before procuring the supplies/services?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any split transactions?	<input type="checkbox"/>	<input type="checkbox"/>
Adequate documentation to support transactions.	<input type="checkbox"/>	<input type="checkbox"/>
Transactions over \$300. Evidence of independent receipt and acceptance from someone other than cardholder is on file.	<input type="checkbox"/>	<input type="checkbox"/>