

PURCHASE BUSINESS LINE CARDHOLDER REVIEW FORM

No.	FOR ALL TRANSACTIONS (PURCHASE LINE AND CONVENIENCE CHECKS):	Y	N	N/A
1.	A. Are the transactions necessary to execute the program mission?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Do the prices paid appear to be reasonable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Is there evidence of split purchases to circumvent the single purchase limit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D. Are <u>original</u> invoices, receipts, packing list(s), or shipping documents attached to support all of the purchase transactions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E. Receipts: i. Are the receipts itemized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Does the itemized invoice/receipt match the amount on the statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Have the supporting invoices been altered in any way?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F. Are purchases made from required sources (See FAR Subpart 8)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	G. Are there any property items of a sensitive nature? i. If so has information been provided to property for recording?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H. Are there advance payments to merchants prior to receipt of goods/services except as authorized by law (i.e. subscriptions, registration fees, training)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Are there purchases of prohibited items (i.e. A&E Services, firearms, non-GPO printing/copying)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
J. For transactions that have been identified as disputes OR identified as fraud, have appropriate reporting procedures been followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	A. Are the cardholder statements available for review in the office with the appropriate documentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Do the statements have adequate descriptions of each item purchased?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	A. Are both the signature and date of the cardholder and the signature and date of the approving official on the statement of account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Have the statements been signed timely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are purchases within the cardholder's delegated purchasing authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is there fair distribution of purchase transactions among qualified vendors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	A. Are there purchases of non-monetary awards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Are the non-monetary awards documented per Reclamation Manual D&S ADM 06-01?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	A. Has sales tax been charged on any purchase transactions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Is there evidence that an attempt was made to have the tax removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	A. Are there purchases of meals, entertainment, and/or other food or light refreshments for employees at office or bureau function?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Are these purchases documented per Reclamation Manual D&S ADM 06-02?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Was the purchase line used to purchase personal items (ie. gifts, clothing, bottled water, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Is there any evidence of duplicate charges, and/or purchase line payments against previously obligated purchase orders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Does the cardholder ensure that funds are available to pay for the items being purchased prior to making the purchase?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Is there a waiver to support IT hardware purchases (servers, desktops, laptops, monitors, printers) not made against the Department of Interior's mandatory BPA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Is there evidence that the cardholder is allowing others to use their charge card?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Did the cardholder sign any hotel contracts containing terms and conditions without acquisition review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Are there any payments for Financial Assistance Agreements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	A. Are there charges for recurring expenses that annually exceed the micro-purchase threshold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Are there payments for leases that exceed 365 days in length?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Are there transactions for supplies and services for Government-owned and leased vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Do purchases for E&IT equipment have Section 508 back-up documentation included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Are there purchases of memberships in an individual's (as opposed to Reclamation's) name?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Are there sponsorships and/or donations paid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Is cardholder's purchase line documentation being retained for 3 years (or 10 years for EPA funds)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	FOR CONVENIENCE CHECKS (if cardholder does not have convenience checks do not complete)			
	A. Are convenience checks kept in a secure location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Are convenience checks being written to vendors that accept the charge card?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Are convenience checks being written to prohibited sources? (i.e. self, employee salary or reimbursement, cash awards, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D. Are convenience checks used for travel related expenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E. Are carbon copies of convenience checks retained with cardholder's documentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F. Are tax id numbers or social security numbers obtained for checks written for services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	G. Are completed IRS 1099 forms submitted to Denver Finance with a copy attached to the statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H. Have all convenience checks been accounted for sequentially?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	I. Is there evidence of blank checks being written? (i.e. for use by other than the cardholder)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>